



# Entry, stay and employment in Slovakia - guide to administrative duties

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for foreigners coming to Slovakia  
to study, teach or carry out research.

(Based on the legislation and information valid in **November 2014**)

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## Introduction

The aim of this brochure is to give you – the university students, PhD students, university teachers and researchers in general coming to Slovakia – an overview of the formalities towards the national authorities related to your stay in Slovakia.

This guide will help you identify the procedures and documents you will need in your specific situation. Please, follow the “Navigation” and find the tailor-made guidelines to get through the formalities smoothly.

Please note that this guide is for your information only, elaborated on the basis of available and valid information for the year 2014; it doesn't contain exhaustive information on stay of foreigners in Slovakia in general, and it gives no right for claims or legitimate expectations of any kind. Full official information is provided in the Act No. 404/2011 Coll. on the Residence of Foreigners, amended by the Act no. 75/2013, no. 388/2013 and 495/2013 Coll. The legislation is available in Slovak on the web site of legislative information <http://jaspi.justice.gov.sk>, and at [www.zakonypreludi.sk/zz/2011-404/znenie-20130501](http://www.zakonypreludi.sk/zz/2011-404/znenie-20130501). This update includes amendments to Act No. 404/2011 Coll. and Act. No. 5/2004 issued in December 2013.

*If you need personal advice or assistance, you can contact us at [euraxess@saia.sk](mailto:euraxess@saia.sk), or see page 52 for further information and contact data of EURAXESS Slovakia.*

## 1. Navigation

Start with part I. and continue as advised in the instructions following your answer to questions according to your situation:

### I. Are you an EU/EEA/Swiss national?

- A. Yes** – proceed directly to chapter „Duties of EU/EEA/Swiss nationals coming to Slovakia“, page 8.

*Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.*

- B. No** – continue with question II.

### II. Is your planned stay in Slovakia short-term, i. e. shorter than 90 days?

#### A. Yes. What kind of activity do you plan to perform in Slovakia?

- 1. study at a university** (irrespective of the study level, including PhD studies)
- 2. carry out research and development on the basis of a Hosting Agreement** (look at the part “What is a Hosting Agreement”, page 21) (the employment does not require work permit or confirmation on the possibility of filling a vacancy and besides an employment contract the activity can be performed on the basis of agreements outside employment contract, or on the basis of an awarded scholarship)
- 3. perform an activity resulting from a programme approved by the Government of SR, a European programme, or a programme based on international treaty binding for SR** (on the basis of an invitation letter and/or letter of a scholarship award without employment



contract, or only with a contract with limited scope of activities, when a work permit or a confirmation of a possibility of filling a vacancy is not required, see page 22 for the specification of the activities performed)

4. **participate in an internship within study outside the territory of the Slovak Republic** (on the basis of a certificate of internship)
5. **perform activities of a lecturer or an artist** (on the basis of an invitation letter or a confirmation, without employment contract, or only with a contract with limited scope of activities, when a work permit or a confirmation of a possibility of filling a vacancy is not required, see page 22 for the specification of the activities performed)

**In case of the points 1-5 it is not necessary to apply for a temporary residence permit.**

**Do you need visa to enter Slovakia (or Schengen Area in general)?**

(you can check here if your home country is listed as having visa-free travel to EU:  
[http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7\\$en#novisa](http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7$en#novisa))

- i. **Yes** – then apply for visa. For detailed information about visa procedures see chapter „*Visa - Application for Schengen visa*“, page 11.

*After arrival to Slovakia, there are also some duties you have to fulfil  
– see chapter „**Duties after arrival in Slovakia**“, page 38.*

- ii. **No** – in this case you do not need to make any administrative steps before your arrival.

*After arrival to Slovakia, there are also some duties you have to fulfil  
– see chapter „**Duties after arrival in Slovakia**“, page 38.*

6. **be employed above the scope of the conditions in the points 1-5 on the basis of an employment contract**

In general even in case of a stay shorter than 90 days and employment in Slovakia **it is necessary to apply for a temporary residence permit**. Even though the Act no. 404/2011 Coll. provides for certain situations where it is possible to stay for employment within the first 90 days without a temporary residence permit, these are very specific cases that are not crucial to this publication. Please continue in the navigation as if your stay was longer than 90 days.

- B. **No. Your intended stay is longer than 90 days.** You need to **apply for a temporary residence permit**; the related administrative process may vary according to *where* you decide to apply for the temporary residence permit.

**Do you need visa to enter Slovakia (or Schengen Area in general)?**

(you can check here if your home country is listed as having visa-free travel to EU:  
[http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7\\$en#novisa](http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7$en#novisa))

- i. **Yes. You can get the temporary residence permit in two ways:**
  - a) you can *apply for temporary residence permit abroad prior to your arrival to Slovakia* (to find out details about temporary residence permit, please



continue with question III). After issuing the temporary residence permit a Slovak embassy/consulate on the basis of an application issues the **National visa (type “D”)** allowing the entry into Slovakia (for further information about the visa procedure consult the part „**Visa - Application for National Visa**“, page 14.

While planning your stay, please note that this procedure may last longer due to diplomatic post between a Foreign Police Office in Slovakia and the respective Slovak embassy/consulate.

*After arrival to Slovakia, there are also some other duties you have to fulfil – see chapter „**Duties after arrival in Slovakia**“, page 38.*

*Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.*

- b) in case that from objective reasons it is not possible to apply for temporary residence permit from abroad due to lack of time, and the applicant is considered to be a “credible immigrant” (e. g. scholarship holders coming to Slovakia on the basis of bilateral intergovernmental agreements or programmes approved by the Government of SR, or in case of a research stay on the basis of a hosting agreement) *you can apply for the **National visa (type “D”)** abroad* (for further details about visa procedures see chapter „**Visa - Application for National visa**“, page 14. Afterwards you come to Slovakia and apply for temporary residence permit in Slovakia (to find out details about temporary residence permit, please continue with question III.).

*Do not forget to bring all documents needed for residence permit with you; otherwise you will have to leave Slovakia (Schengen Area) at the latest on the date when your visa expires.*

*Note: The application procedure for temporary residence permits for the purpose of study, research and development and special activity or Blue card, may take 30 days after the date the application was accepted by the respective Foreign Police Office. In other cases the procedure can take 90 days.*

*After arrival to Slovakia, there are also some duties, you have to fulfil – see chapter „**Duties after arrival in Slovakia**“, page 38.*

*Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.*

ii. **No. You can get the temporary residence permit in two ways:**

- a) you apply for temporary residence permit in Slovakia, if you are legally staying in the territory of the SR (to find out details about temporary residence permit, please continue with question III.).

*Do not forget to bring all documents needed for residence permit with you; otherwise you will have to leave the territory of Slovakia (Schengen Area) after 90 days of cumulative stay within a 180-day*



period.

*Note: The application procedure for temporary residence permits for the purpose of study, research and development, special activity, or Blue card may take 30 days after the date the application was accepted by the respective Foreign Police Office. In other cases the procedure can take 90 days. Beware, you will have to apply and also obtain the residence permit within 90 days after entering Slovakia (Schengen Area), otherwise you will have to leave the territory of Slovakia (Schengen Area). Without having visa, you can reside in the Slovak territory (Schengen Area) for 90 days in any 180-day period after having entered Slovakia (Schengen Area). If the cumulative stay as a result of multiple stays in the territory of Slovakia (Schengen Area) were to exceed 90 days in any 180-day period, conditions of the entry to Slovak territory (Schengen Area) would have to be consulted with the Slovak representative body abroad.*

After arrival to Slovakia, there are also some duties you have to fulfil – see chapter „**Duties after arrival in Slovakia**“, page 38.

*Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.*

- b) you can apply for temporary residence permit abroad at the Diplomatic Mission of the SR prior to your arrival to Slovakia (to find out details about temporary residence permit, please continue with question III.).

While planning your stay, please note that this procedure may last longer due to diplomatic post between a foreign police office in Slovakia and the respective Slovak embassy/consulate.

After arrival to Slovakia, there are also some duties you have to fulfil – see chapter „**Duties after arrival in Slovakia**“, page 38.

*Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.*

### III. What kind of activity do you plan to perform during your stay in Slovakia longer than 90 days?

1. **study at a university** – irrespective from the type of study (full programme study or credit academic mobility / exchange stays), you can apply for temporary residence permit for the purpose of study – see chapter „**Purpose of study in case of university students/PhD students**“ page 16.
2. **carry out research or development**
  - **Are you invited by a Slovak university to stay as a PhD student?**
    - a) **Yes** – if you have an invitation letter (letter of acceptance) as a PhD student, proceed as „1. study at a university“ mentioned above.
    - b) **No** (irrespective of whether you have an invitation from a university or another research organisation), continue with the next question.
  - **Have you signed a Hosting Agreement with a university or a research or development institution in Slovakia?** (see chapter “*What is a Hosting Agreement*“, page 21)



a) **Yes** – you can apply for temporary residence permit for the purpose of research and development – see chapter „**Purpose of research and development for researchers with a Hosting Agreement**“, page 18.

b) **No** – how is your stay arranged?

i. research or teaching activities at a university within an exchange / mobility programme of the SR or the EU or cooperation scheme – for further information about residence permit see chapter „**Purpose of special activity**“, page 22,

ii. regular **employment contract** without a Hosting agreement:

- Does your activity require higher qualification and will the working conditions and terms be met for the granting of “*Purpose of temporary residence in case of employment requiring higher qualification – Blue card of the EU*”?

a. **yes** - to verify the conditions and their fulfilment continue with page 29, “**Purpose of temporary residence in case of employment requiring higher qualification – Blue card of the EU**”

b. **no** - continue with the section „**Purpose of employment**“, page 25.

### 3. teach at a university

i. you will accomplish **teaching activities of a lecturer – university teacher based on a simple invitation letter from a Slovak university, but with no employment contract**, or you will perform **teaching activities** within an exchange / mobility **programme of SR or the EU** or a cooperation scheme based on an **international agreement** binding for SR, but with **no employment contract** – follow the procedures in the chapter “**Purpose of special activity**“, page 22,

ii. you will have a regular **employment contract**:

- Does your activity require higher qualification and will the working conditions and terms be met for the granting of “*Purpose of temporary residence in case of employment requiring higher qualification – Blue card of the EU*”?

a. **yes** - to verify the conditions and their fulfilment continue with page 29, “**Purpose of temporary residence in case of employment requiring higher qualification – Blue card of the EU**”

b. **no** - continue with the section „**Purpose of employment**“, page 25.

After arrival to Slovakia, there are also some other duties you have to fulfil – see chapter „**Duties after arrival in Slovakia**“, page 38.

Note: If a family member plans to accompany you during your stay, do not forget to consult also question IV.

IV. If you intend to come to Slovakia with your family members, please answer again the following question: Are you an EU/EEA/Swiss national?

A. **Yes** – Is the accompanying family member an EU/EEA/Swiss national?



- a) **Yes** - your family member can proceed in accordance with procedures described in chapter „*Duties of EU/EEA/Swiss nationals coming to Slovakia*“, page 8,
- b) **No** - for the residence permit for the family member consult the chapter „*Procedures for family members of EU/EEA/Swiss nationals who come from third countries*“, page 39.

**B. No – Is the accompanying family member an EU/EEA/Swiss national?**

- a) **Yes** - your family member can proceed in accordance with procedures described in chapter „*Duties of EU/EEA/Swiss nationals coming to Slovakia*“, page 8,
- b) **No** - for the residence permit for the family member consult the chapter „*Residence permit for the purpose of family reunion in case of third country nationals' families*“, page 40.

*If you need personal advice or assistance, you can contact us at [euraxess@saia.sk](mailto:euraxess@saia.sk), or see the page 53 for further information and contact data of EURAXESS Slovakia*

**The graphical view of entry and visa procedures for a national from EU/EEA/SWITZERLAND, third-country national, and graph of forms of employment can be found on the page 50.**





## 2. Duties of EU/EEA/SWISS nationals coming to Slovakia

### 2.1 Residence of EU/EEA/SWISS nationals

An EU national, for the purposes of the Act on the Residence of Foreigners, is everyone who is a national of an EU member state, **except a national of the Slovak Republic. If an EU/EEA/Swiss national intends to stay in Slovakia for less than three months**, he/she is obliged only **to submit the notice of stay** to the foreign police office **within 10 working days** since his/her arrival to Slovakia. This is usually made by the accommodation provider, if the person stays in a hotel, hostel or dormitory. If accommodated in private (e.g. in a private rented flat or at a friends' place), the EU/EEA/Swiss national is obliged to submit the notice of stay in person directly at the respective foreign police office (*list of foreign police offices* can be found on page 46).

**If an EU/EEA/Swiss national intends to stay in Slovakia longer than 3 months**, he/she is obliged **to submit the notice of stay** to the foreign police office **within 10 working days** since his/her arrival to Slovakia (for the usual ways of notifying see the paragraph above). After that he/she can stay in Slovakia without any further obligations for up to three months from the entry into the Slovak Republic. **After this period of three months** is over, EU/EEA/Swiss national is obliged to apply for **registration of residence** in the Slovak Republic **within next 30 days**.

If an EU/EEA/Swiss national knows or assumes immediately after his/her arrival in the Slovak Republic that he would reside in the Slovak Republic for longer than three months, he/she may apply for the registration of residence immediately and thus fulfil the obligation to submit the notice of stay at the same time (of course only providing he/she does so within the period of 10 working days). It is not necessary to submit the notice of stay first within the period of 10 working days and then apply for the registration of residence.

#### What do you need for the report of stay?

If staying in private, come in person to the foreign police office during the office hours and present the following:

- ✓ filled in **form “Notice of the stay”** (available in 7 languages to download here [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka); must be filled in Slovak language; the forms are also available at local foreign police offices),
- ✓ valid **ID/passport**.

#### What do you need for the registration of residence for EU/EEA/Swiss nationals?

Come in person to the foreign police office during the office hours and present the following:

- ✓ filled in **form “Application for registration of right of residence of Union Citizen”** (available to download at [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka), look for document entitled “Žiadosť o obnovenie prechodného pobytu,..., o registráciu práva občana Únie, ...”; must be filled in Slovak language),
- ✓ valid **ID/passport**,



- ✓ a document proving the **purpose of your stay** in Slovakia, or **sufficient financial resources**:
  - in case of employment in the territory of the Slovak Republic – **employment contract or commitment of the employer**,
  - a document proving **sufficient resources** for you and your family members not to become a burden on the social assistance system of the Slovak Republic, and a **certificate of health insurance** in Slovakia (European Health Insurance Card is sufficient), or certificate of insurance reimbursement for medical expenses in the territory of the Slovak Republic,
  - in case of study in Slovakia – **confirmation of study or admission to a school in Slovakia**, and statutory declaration of **sufficient financial resources**,
  - in case you assume to be employed in Slovakia – **statutory declaration on a continuing search for jobs in Slovakia and proof of medical insurance**,
  - in case you are a family member of an EU citizen, you will accompany or join - **certificate of registration of the EU citizen**, and **birth or marriage certificate**, or a proof of your permanent relationship.

If interested in obtaining a **Residence card of an EU citizen**, you are required to submit the following documents:

- ✓ two recent photographs 3 x 3,5 cm,
- ✓ a document in Slovak proving provision of **accommodation** (e.g confirmation from your accommodation provider or a rental agreement and the letter of ownership).

**Fee<sup>1</sup>: 4.50 EUR for the issue of an EU national residence card**

Although the Act on the Residence of Foreigners establishes only a possibility (not an obligation) to apply for the issue of an EU national residence card, you need to know that this document makes a foreigner's life significantly easier, especially when dealing with authorities – banks, insurance companies, etc.

## 2.2 Employment of EU/EEA/SWISS nationals

EU/EEA/Swiss nationals and their family members can be employed on the territory of the Slovak Republic on the same terms as Slovak nationals. In practice this means that EU/EEA/Swiss citizens are **not required to apply for a work permit or confirmation of the possibility of filling a vacancy** if they want to work legally in Slovakia. They can be employed by means of an employment contract or by means of an agreement outside the employment contract (irregular work).

### Duties of an employer:

- to conclude an employment relationship in accordance with the Labour Code,
- to register the employee with a local branch of the Social Insurance Company (Sociálna poisťovňa) before the employment starts,

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<sup>1</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



- when employing an EU national, to inform the local Labour Office (depending on the location of the place of work) within 7 working days from entry into employment and after its termination using an information card form „Informačná karta o vzniku/skončení pracovnoprávneho vzťahu alebo o vyslaní na výkon práce/skončení vyslania na výkon práce občana EÚ“, in two copies (the form can be downloaded here: [www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/IK\\_20.rtf](http://www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/IK_20.rtf)). This obligation holds only for work carried out in the framework of employment and results from par. 23b of the Act No. 5/2004 On Employment Services,
- register the employee with a local health insurance company within 8 working days.
- to cancel the employee's registration in all institutions after the termination of employment

Further information is available at the website of Central Office of Labour, Social affairs and Family ([www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/zamestnavanie-obcanov-eu-ehp.html?page\\_id=272203](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/zamestnavanie-obcanov-eu-ehp.html?page_id=272203)), websites of local Labour Offices, or the website of EURES (information network to facilitate mobility of workers within the countries of European Union and the European Free Trade Association) [www.eures.sk](http://www.eures.sk), <http://ec.europa.eu/eures> and [http://www.eures.sk/clanok\\_detail.php?id=526](http://www.eures.sk/clanok_detail.php?id=526).

Employment relations in Slovakia are regulated by the Labour Code (Act No 311/2001 Coll.) and the Act on Employment Services (Act No 5/2004 Coll.) which can be searched for in the on-line legislation database <http://jaspi.justice.gov.sk/> (the website is in Slovak only).

## 3. Duties of third country nationals coming to Slovakia

### 3.1 Visa

When intending to apply for visa the foreign nationals are **urged to contact the territorially competent Slovak embassy/consulate general** (see page 46) **in order to receive a detailed and up-to-date information on visa requirements**, since the general information provided below may not fully cover the visa requirements applicable in the third country. Before visiting the embassy/consulate in person, contact them by telephone or e-mail and arrange an appointment if possible.

*Note: To find out whether your country is on the list of Visa countries, check the following website:*  
[http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7\\$en#novisa](http://ec.europa.eu/immigration/tab2.do?subSec=12&language=7$en#novisa).

You can apply for visa **at the earliest 3 months prior to your planned trip<sup>2</sup>**. Under the applicable law, the visa application procedure shall not take longer than **15 days**, in exceptional cases the decision may take up to 60 days. Exemptions apply to the nationals of the countries which have signed Community-level visa facilitation agreements (*Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Cape Verde, Georgia, Macedonia, Moldova, Montenegro, the Russian Federation, Serbia, and Ukraine*). When

<sup>2</sup> Chapter II, Art. 9, parag. 1 of the Regulation (EC) No 810/2009 of the European parliament and the Council of 13 July 2009 establishing a Community Code on Visas, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2009:243:0001:0058:en:PDF>.



national of these countries apply for visa, the decision should be issued **within 10 calendar days** of the delivery of a completed visa application. Nationals of Macedonia, Moldova, Montenegro and Serbia don't need visa, if they are holders of biometric passports.

The validity of the granted visa or the duration of stay may be extended if the visa holder proves serious personal reasons. The applicant shall pay a fee of 30 € for the renewal. The visa is renewed for free if the holder has proven force majeure or humanitarian reasons, preventing him from leaving the country before expiry of the visa, or the authorized duration of stay. Extension of visas shall take the form of a visa sticker. Visa may not be extended to more than 90 days. If the foreign national has a visa issued for the length of stay of 90 days, the visa cannot be extended.

### 3.1.1 Application for Schengen visa (Type C – short stay)

Schengen visa is a **short-stay visa** issued by all countries in the Schengen area. It is a visa with which you **can enter the 26 Schengen countries**<sup>3</sup> for one or several visits, the duration of which **cannot exceed 90 days in any 180-day period**<sup>4</sup>. Cyprus, Croatia, Bulgaria and Romania recognize Schengen visa as equal to their national visa for the purpose of transit or a planned stay not exceeding 90 days within any 180-day period; this only applies to visa valid for two or multiple entries<sup>5</sup>.

The date of entry will be the first day of stay in the territory of a Schengen Member State and the day of leaving is the last day of such residence. The duration of stay authorized by a residence permit is not included into the duration of a visa stay. The term "any" is applied using a period of 180 days moving backwards in relation to each day of stay (day of admission or the day of the inspection) to verify whether the condition of 90/180 days is observed. The absence from the Schengen area for a period of 90 consecutive days enables a new stay for the period of 90 days. In examining the compliance with the rule of 90/180 days under this visa, a stay in the countries that are not members of the Schengen area is disregarded (Bulgaria, Croatia, Cyprus, Ireland, Romania and United Kingdom). On the contrary a stay in the Schengen countries outside the EU - Iceland, Liechtenstein, Norway and Switzerland are taken into the account<sup>6</sup>. To calculate the period of stay in the territory of Schengen countries under the condition of approved 90/180 days, it is possible to use a Visa calculator<sup>7</sup>.

Territorial validity of the visa is specified on a visa sticker in the "Platné pre/Valid for" line. The visa may be valid for all Schengen Member States. In that case, "Valid for: Schengen countries" is specified on the visa sticker entitling its holder to move freely within the entire Schengen area for the period of the visa validity and duration of stay.

<sup>3</sup> List of member and candidate countries of Schengen area is listed on the website of the European Commission's Directorate-General for Home Affairs, [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/schengen/index_en.htm), or at the following websites: <http://www.schengenvisainfo.com/schengen-visa-countries-list/>, [http://www.minv.sk/?clenske\\_staty](http://www.minv.sk/?clenske_staty). Schengen area countries are: *Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland*.

<sup>4</sup> The maximum duration of a short stay was defined by EU Regulation no. 610/2013 of 26 June 2013, which entered into force on 18 October 2013, and which changed the Schengen Borders Code and the Visa Code: Regulation (EU) No 610/2013 of the European parliament and of the council of 26 June 2013 amending Regulation (EC) No 562/2006 of the European Parliament and of the Council establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code), the Convention implementing the Schengen Agreement, Council Regulations (EC) No 1683/95 and (EC) No 539/2001 and Regulations (EC) No 767/2008 and (EC) No 810/2009 of the European Parliament and of the Council, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:182:0001:0018:EN:PDF>.

<sup>5</sup> Decision of the European Parliament and Council No. 565/2014/ES of 15 May 2014

<sup>6</sup> Calculation of a stay in the Schengen Area, Visas and residence of foreigners in Slovakia, Slovak Embassy in Vienna, [www.mzv.sk/vieden](http://www.mzv.sk/vieden).

<sup>7</sup> Calculator and user manual are available on the website of the European Commission's Directorate-General for Home Affairs, [http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/border-crossing/index\\_en.htm](http://ec.europa.eu/dgs/home-affairs/what-we-do/policies/borders-and-visas/border-crossing/index_en.htm).



In the case of a visa with limited territorial validity, the following may be specified on the visa sticker: "Valid for: the Slovak Republic" (i.e., the visa is valid only for the Slovak Republic), or "Schengen countries - XY" (i.e., the visa is valid for all Schengen countries except XY), or "Valid for: SK, XY" (i.e., the visa is valid only for the Slovak Republic and XY).

In general, when applying for a Schengen visa, foreign nationals have to submit the following:

- ✓ filled-in **form "Application for Schengen Visa"** (available at [www.mzv.sk/en/consular\\_info/visa](http://www.mzv.sk/en/consular_info/visa))  
The application must be signed by the applicant; in case of minors or persons lacking legal capacity, the application must be signed by their legal guardian, who is required to attach a copy of the document identifying him/her as the applicant's legal guardian,
- ✓ **recent full-face colour photograph** 3x3.5 cm,
- ✓ **valid travel document**; the travel document must be valid for at least three months longer than the expected validity of the visa requested and it must have been issued within previous 10 years. The document shall contain at least 2 blank pages,
- ✓ **documents demonstrating the purpose and conditions of the planned stay** (confirmation of acceptance for study, a letter of invitation, letter of award, hosting agreement, employment permit, etc.),
- ✓ **travel medical insurance** – the insurance must cover all costs that may arise in connection with the repatriation of the applicant to his/her home country due to health problems, urgent medical treatment, emergency hospital treatment or death. Travel insurance must be valid for all Schengen Member States and the entire length of the applicant's stay. A minimum insurance coverage of 30 000 € is required. Family members of EU or EEA nationals are exempt from the obligation of submitting travel health insurance,
- ✓ **accommodation-related documents, e.g.:**
  - letter of award or hosting agreement in case they specify accommodation provided
  - a voucher/reservation confirming hotel accommodation and services provided
  - a personal letter of invitation confirming that the applicant will stay at the inviting person's place
  - other documents,
- ✓ **documents confirming sufficient means of subsistence, e.g.:**
  - cash in a freely convertible currency
  - travel cheques
  - a bank account statement confirming that the applicant has had a regular income (salary, pension) in the previous 6-12 months
  - other documents safeguarding funds in a convertible currency,

*(No general amount of funds to cover the costs of living is prescribed, but the funds must be sufficient for the length and purpose of stay and costs of living in the final country of destination or Schengen area countries. At this moment, Slovak authorities generally operate with 56 €/person/day, hence a foreign national might be requested to proof the corresponding*



*amount respective to the duration of his/her stay as stated in the visa at the Slovak border<sup>8</sup>.)*

- ✓ **documents enabling an assessment of the applicant's intention to leave the territory of the EU** after the expiry of the visa applied for, e.g. means of transport – a return (not open) air/bus/train ticket,
- ✓ **other documents** – for the purposes of the visa application procedure, the embassy or consulate general may ask foreign nationals to submit other documents in order to verify the declared purpose of the visit and applicant's intention to return to his/her home country or the country of his/her residence.

**Visa application fees<sup>9</sup>: 60 €** in general or **35 €** for nationals of third countries which have signed a Visa Facilitation Agreement with the Community:

- Albania,
- Armenia,
- Azerbaijan,
- Bosnia and Herzegovina,
- Cape Verde,
- Georgia,
- Macedonia (holders of non-biometric passports),
- Moldova (holders of non-biometric passports),
- Montenegro (holders of non-biometric passports),
- Russian Federation,
- Serbia (holders of non-biometric passports),
- Ukraine.

The fees are paid in a freely convertible currency or in a national currency of the third country, in which the application has been filed, converted using the applicable official exchange rate. No administrative fee is charged for visa application filed by a third country national who is a family member of an EU or EEA national and exercises his/her right of free movement.

### 3.1.2 Invitation

Foreigners may be asked to enclose to their visa application also an official **invitation validated by a police authority**. It is necessary to verify this obligation with the embassy / consulate of the Slovak Republic in your home country. The invitation **can be replaced by the Hosting agreement** in case of a research stay (see page 21).

**Note: Invitation in the Schengen visa granting procedure ≠ invitation letter (acceptance letter)**, in which a hosting institution agrees with the realization of a scholarship, research stay, or an invitation to an education/research event.

Application to verify an invitation may be presented by an inviting person:

- **Natural person** – Slovak citizen with permanent residence in the territory of the Slovak

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<sup>8</sup> Regulation of the Ministry of Interior of the Slovak Republic No. 499/2011 Coll. determining the amount of funds necessary to cover the costs of a third country citizen's stay on the territory of the Slovak Republic, <http://www.zakonypreludi.sk/zz/2011-499/znenie-20120101> (Slovak only).

<sup>9</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



Republic or a foreigner with legitimate permanent or temporary stay in the territory of the Slovak Republic,

- **Legal person** – with the seat in the territory of the Slovak Republic.

A request to verify an invitation must be submitted on an official form at a police department correspondent to the inviting person's place of stay or to the seat of the inviting legal person. In addition to the inviting and invited person's data, it is necessary to enclose also other documents to the request, not older than 90 days and proving:

- **purpose of the invitation** - being a relative of the invited person; business licence of the inviting person; business or other labour relationships; organising of a cultural, sportive or scientific event (invitation from an organisation or an organiser, programme of the event) , study or other form of education, provision of health care, other authentic reason,
- **ability of the inviting person to cover all expenses related to the stay and travel of the invited person.** The financial capacity can be proved by a balance statement of a bank account in the name of the inviting person, managed by a bank, foreign bank or branch of a foreign bank. The account balance must cumulatively be at 12-times the subsistence minimum (198,09 € valid for 2014) and funds for each day of the invited person's stay in the amount of 56 €<sup>10</sup>. If the inviting person invites more people, he/she shall demonstrate the ability to cover 12-times the subsistence minimum only once (only on behalf of himself/herself), and the amount of 56 € for each invited person.

An interview will be carried out with the inviting person concerning the relation with the invited person or the reason of the stay.

You can find the *Application for verification of the invitation online, here:*  
<http://www.minv.sk/?pozvanie-cudzinka>

**Fee<sup>11</sup>: 33 EUR for the request for a verification of an invitation**

A foreign police department issues a verification of an invitation within 15 days from the receipt of the application, the verification is valid for 90 days.

### 3.1.3 Application for National visa (Type D – long stay)

National (**long-stay, type D**) visa may be issued **in relation to the granted residence permit or in connection with Slovakia's commitments under international treaties** or for the benefit of the Slovak Republic. It is issued for a **stay longer than 90 days**, at longest for a period of a year; in connection with the granting of a residence permit in the Slovak Republic is the visa issued for a period of 90 days. If the foreigner is allowed to stay longer than for a year, the national visa will be replaced before the day of expiry by a residence permit. It is allowed for long-term visa holders to travel to other Schengen member states (outside the frontier of the state who issued the visa) however the total of stays in

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<sup>10</sup> Regulation of the Ministry of Interior of the Slovak Republic No. 499/2011 Coll. determining the amount of funds necessary to cover the costs of a third country citizen's stay on the territory of the Slovak Republic, <http://www.zakonypreludi.sk/zz/2011-499/znenie-20120101> (Slovak only).

<sup>11</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).





these states cannot exceed 90 days in any 180-days period<sup>12</sup>.

The possibility to apply for National visa depends upon the decision of the respective Slovak embassy/consulate abroad (see part “*Slovak embassies and consulates abroad*”, page 46). Therefore, it is necessary to contact the respective embassy/consulate and get information about your specific situation.

National visa is issued under similar conditions as the Schengen visa and, in general, it is necessary to provide the same documents for an application.

### **Visa application fee<sup>13</sup>: 33 €**

In case National visa is issued in connection with collection of granted residence permit in the Slovak Republic, the fee is **9.50 €**.

The fee is paid in a freely convertible currency or in a national currency of the third country, in which the application has been filed, converted using the applicable official exchange rate.

No administrative fee is charged for visa application filed by a third country national who is a family member of an EU or EEA national and exercises his/her right of free movement.

**Note: National visa is granted only for a period of time necessary for obtaining the temporary residence permit.** Therefore if you are going to apply for temporary residence permit from Slovakia it is crucial to have all your documents needed for the residence permit application with you (see part “3.2 Temporary residence permit” below), so you can obtain your permit in time. Otherwise, you will have to leave the Slovak (Schengen) territory at the day of expiry of your National visa the latest (there is no possibility of extension).

## **3.2 Temporary residence permit**

There are several relevant types of temporary residence permit which a foreigner participating in various forms of academic and research mobilities may apply for, depending on the activity you are going to pursue in Slovakia and on the way it would be carried out:

- temporary residence permit for the purpose of study,
- temporary residence permit for the purpose of research and development,
- temporary residence permit for the purpose of special activity,
- temporary residence permit for the purpose of employment,
- temporary residence permit for the purpose of employment requiring higher qualification (Blue card of the EU).

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<sup>12</sup> Art. 12, paragraph 3 of the Regulation (EU) No 610/2013 of the European parliament and of the council of 26 June 2013 amending Regulation (EC) No 562/2006 of the European Parliament and of the Council establishing a Community Code on the rules governing the movement of persons across borders (Schengen Borders Code), the Convention implementing the Schengen Agreement, Council Regulations (EC) No 1683/95 and (EC) No 539/2001 and Regulations (EC) No 767/2008 and (EC) No 810/2009 of the European Parliament and of the Council, <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2013:182:0001:0018:EN:PDF>.

<sup>13</sup> Law of the National Council of the Slovak Republic no. 145/1995 Z. z. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).





To find out which type suits your situation best, please consult the “*Navigation*”, page 2. A foreigner from a third country carries out the activity defining the purpose of the temporary residence on the territory of the Slovak Republic.

### 3.2.1 Purpose of study in case of university students/PhD students

Students from third countries staying in Slovakia longer than 90 days apply for **temporary residence permit for the purpose of study**. You have to apply in person **abroad** at the Slovak embassy/consulate competent for your country or at a respective foreign police office **in Slovakia**. Your application may be accepted at the foreign police office in Slovakia only if you are staying in Slovakia **legitimately**. You have to submit a complete application; otherwise it will not be accepted. If the embassy or the police department does not accept the application, they will notify the applicant in writing of the documents he/she needs to further enclose in order to accept the request. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date. The time validity of a travel document is not regarded when deciding on the period granted to the temporary residence permit but it is taken into account when the residence document (a plastic card) is issued. In that case 60 days are deducted from the travel document’s expiry date.

Complete application consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); or [www.minv.sk/?dokumenty-na-stiahnutie-1](http://www.minv.sk/?dokumenty-na-stiahnutie-1); the forms are also available at local foreign police departments it has to be filled in Slovak language),
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **valid passport** (you just have to show it, they will not keep it),
- ✓ **a document in Slovak language as a proof of purpose of your stay** – confirmation of studies of a state authority (respective ministry) or the host university, or confirmation of an administrative organization managing a programme under contract with the competent state authority, or international agreement (letter of award of a scholarship),
- ✓ a document in Slovak language valid as a **proof of sufficient financial resources** for the stay (e.g. balance statement of a bank account in the name of the applicant, letter of award stating the amount of your scholarship, confirmation of the statutory body of a legal entity of the financial and material support of the applicant during his/her stay, etc.).
- ✓ extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years during 6 consecutive months (if any). **Then it has to be translated to Slovak language by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original). If the extract is issued in Czech



language there is no need for it to be translated into Slovak. Students of secondary schools are exempted from the duty to file extracts from criminal records.

- ✓ foreigners studying at a university in Slovakia do not have to enclose a confirmation of accommodation.

None of the documents proving the purpose of stay, financial resources and no criminal record can be older than 90 days on the day of filing the application for temporary residence.

Embassy of the Slovak Republic, which receives the request, will carry out an interview with the applicant for the temporary residence for the purpose of the preliminary assessment of the application. The interview will be conducted in the state language or another language, understandable to both parties. The embassy will prepare a written record of the interview and attach it to the application for temporary residence. The record shall be made in the language in which the interview was held, and it must be signed by the applicant. (If the applicant does not speak the state language, he/she may turn to an interpreter at his/her own expenses, who must sign the record.) The embassy will send its position on the granting of temporary residence to the police department along with the record and its translation.

In case of applying for **renewal** of temporary residence it is not necessary to submit a document proving no criminal record. A third country national files the application for renewal of temporary residence in person on an official form at a foreign police office **on the last day when the temporary residence is valid at the latest**.

**Fees<sup>14</sup>: 4.50 € for the residence card**

**Within 30 days from the delivery of the application and all required documents**, the foreign police office shall either issue **a decision on the received application for a temporary residence permit**, or, if the foreign police office grants the application for temporary residence, the decision is not issued but a written **notification of granting the temporary residence** is sent to the foreigner. If applying for temporary residence directly at a foreign police office in Slovakia, officers will also ask you to provide a mobile phone number (you can write the number on your application form). In case the residence document (plastic card) is ready at the foreign police office, they will send you a text message in Slovak language informing you about this fact (typically within 30 days). The confirmation that they have received the application has to be kept. **The residence permit is issued in a form of a residence card**. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

If you apply for the residence permit longer in advance and the foreign police office makes a decision on your application for granting temporary residence earlier than 30 days prior to starting your planned activity (purpose of stay), the foreign police office sets the the starting date of the residence

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<sup>14</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



permit exactly 30 days before the starting date of your planned activity (purpose of stay). If the time between the decision of the foreign police office on granting the temporary residence and the commencement of your planned activity (purpose of stay) is shorter than 30 days, the date of the decision of the foreign police office is at the same time the day of commencement of the granted temporary residence.

When you get your residence permit, the foreign police office will ask you to submit within 30 days from collecting the residence card a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some **medical centres in Slovakia** only (see page 46) and a fee will be charged.

The police department will issue the temporary residence for the purpose of study for the expected time of study, but at the **longest for 6 years**. With the view of allowing job seeking in the territory of the Slovak Republic, **the temporary residence permit for the purpose of study remains valid for 30 days following the duly completion of study** at a university or following the successful final examination. The proof of the completed studies is the university diploma and state examination certificate. Proceeding of the cancellation of the temporary residence permit will begin after expiration of the 30 days.

An application for the **renewal** of temporary residence permit has to be filed by the student from a third country in person on an official form to the foreign police department no later than the last day of the temporary stay validity. The temporary residence is deemed eligible on the territory of the Slovak Republic after its expiration until the decision on the application for renewal of the temporary residence.

Conditions, under which students and PhD students can **work** alongside with studying are briefly explained in chapter *“Employment of third country nationals”* on page 31.

### 3.2.2 Purpose of research and development for researchers with a Hosting Agreement

Researchers with a Hosting Agreement signed with a research institution or a university can apply for the **temporary residence permit for the purpose of research and development**. We recommend to researchers and receiving organisations to apply this procedure in view of fewer administrative duties and the possibility of researchers' employment without a work permit or a confirmation of a possibility of filling a vacancy, since January 1<sup>st</sup>, 2014. Except for an employment contract, they can perform their activities on the basis of agreements outside employment contract (e.g. agreement on work performance) or on the basis of a granted scholarship.

You have to apply in person **abroad** at the Slovak embassy/consulate competent for your country or at a respective foreign police office **in Slovakia**. You have to submit a complete application; otherwise it will not be accepted. If the embassy or the police department does not accept the application, they will notify the applicant in writing of the documents he/she needs to further enclose in order to accept the request. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date. The time validity of a travel document is not regarded when deciding on the period granted to the temporary residence permit but it is taken



into account when the residence document (a plastic card) is issued. In that case 60 days are deducted from the travel document's expiry date.

Complete application consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); or [www.minv.sk/?dokumenty-na-stiahnutie-1](http://www.minv.sk/?dokumenty-na-stiahnutie-1); the forms are also available at local foreign police departments; it has to be filled in Slovak language),
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **valid passport** (you just have to show it, a police officer will make a photocopy),
- ✓ **Hosting Agreement** in Slovak language (as a proof of purpose of stay)
- ✓ a document in Slovak language valid as a **proof of sufficient financial resources** for the stay (e.g. Hosting Agreement, balance statement of a bank account in the name of the applicant),
- ✓ an extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years during 6 consecutive months (if any). **Then it has to be translated to Slovak language by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original). If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ foreigners applying for a temporary residence permit for the purpose of research and development do not have to file a confirmation of accommodation. The Hosting Agreement should contain a provision regarding the accommodation.

None of the documents proving the purpose of stay, financial resources and no criminal record can be older than 90 days on the day of filing the application for temporary residence permit.

Embassy of the Slovak Republic, which receives the request, will carry out an interview with the applicant for the temporary residence for the purpose of the preliminary assessment of the application. The interview will be conducted in the state language or another language, understandable to both parties. The embassy will prepare a written record of the interview and attach it to the application for temporary residence. The record shall be made in the language in which the interview was held, and it must be signed by the applicant. (If the applicant does not speak the state language, he/she may turn to an interpreter at his/her own expenses, who must sign the record.) The embassy will send its position on the granting of temporary residence to the police department along with the record and its translation.

In case of an application for **renewal** of the temporary residence permit, it is **not necessary to submit the document proving no criminal record**. It is however necessary to file a **proof of health insurance**



on the territory of the Slovak Republic or of the insured reimbursement of the medical expenses in the territory of the Slovak Republic.

**Fees<sup>15</sup>: 4.50 € for the residence card**

**Within 30 days from the delivery of the application and all required documents**, the foreign police office shall either issue a **decision on the received application for a temporary residence permit**, or, if the foreign police office grants the application for temporary residence, the decision is not issued but a written **notification of granting the temporary residence** is sent to the foreigner. If applying for temporary residence directly at a foreign police office in Slovakia, officers will also ask you to provide a mobile phone number (you can write the number on your application form). In case the residence document (plastic card) is ready at the foreign police office, they will send you a text message in Slovak language informing you about this fact (typically within 30 days). The confirmation that they have received the application has to be kept. **The residence permit is issued in a form of a residence card.** You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

If you apply for the residence permit longer in advance and the foreign police office makes a decision on your application for granting temporary residence earlier than 30 days prior to starting your planned activity (purpose of stay), the foreign police office sets the the starting date of the residence permit exactly 30 days before the staring date of your planned activity (purpose of stay). If the time between the decision of the foregin police office on granting the temporary residence and the commencement of your planned activity (purpose of stay) is shorter than 30 days, the date of the decision of the foreign police office is at the same time the day of commencement of the granted temporary residence.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 working days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some **medical centres in Slovakia** only (see page 46) and a fee will be charged.

The police department shall grant the temporary residence for the purpose of research and development for the time necessary to achieve its purpose, but not more than **for two years**. An application for a **renewal** of temporary residence is filed by a foreigner from a third country in person on an official form to the foreign police office **no later than the last day when the previous temporary stay is valid**. The temporary residence permit is considered to be eligible in the territory of the Slovak

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<sup>15</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



Republic after its expiration until a decision on the application for the renewal of temporary residence.

### What is a Hosting agreement?

Hosting agreement is a tool facilitating **faster and easier entry procedures related to the legal stay of third country researchers** who want to carry out research and development activities in the EU.

Hosting agreement is the main supporting document representing a foundation for the temporary residence for the purpose of research and development, and its concept is built on the European legislation. The Hosting agreement is signed by the host research organisation in Slovakia (public or private) and by the third country researcher. Only research organisations approved by The Ministry of Education, Science, Research and Sport of the Slovak Republic to admit third country researchers are eligible to issue a Hosting agreement.

**List of approved research organisations** is published at [www.vedatechnika.sk](http://www.vedatechnika.sk) (link to the list: [www.vedatechnika.sk/SK/VedaATechnikaVSR/Stranky/Povolenie-pravnickym-osobam-vykonavajucim-vyskum-a-vyvoj-prijimat-cudzincov.aspx](http://www.vedatechnika.sk/SK/VedaATechnikaVSR/Stranky/Povolenie-pravnickym-osobam-vykonavajucim-vyskum-a-vyvoj-prijimat-cudzincov.aspx), then click at “Zoznam právnických osôb vykonávajúcich výskum, vývoj, ktorým bolo povolené prijímať cudzincov”; Slovak language only), or in the register of organisations In the new Information system for science and research SK CRIS [www.skcris.sk](http://www.skcris.sk) (CRIS = Current Research Information System; in English and Slovak language), the list is available in English. It is recommended to check both resources because of independent data updating.

If a **research organisation is not listed** among the approved institutions it can **apply for the licence** at The Ministry of Education, Science, Research and Sport. For the application procedure see [www.euraxess.sk/sk/main/euraxess-pre-vyskumne-organizacie/prijimanie-cudzincov/dohoda-o-hostovani/](http://www.euraxess.sk/sk/main/euraxess-pre-vyskumne-organizacie/prijimanie-cudzincov/dohoda-o-hostovani/) (in Slovak language) or the Slovak version of this brochure.

### Hosting agreement has to contain the following:

- name and contact details of the third country researcher
- name and contact details of the host research organisation
- specification of the research worker's classification and working conditions
- the purpose, duration and professional focus of the research project, and the availability of the necessary financial resources for it to be carried out
- certified copy of the researcher's qualification
- declaration by the host research organisation that in case where a researcher remains illegally in the territory of the Slovak republic, the said organisation is responsible for reimbursing the costs related to his/her stay and return incurred by public funds
- declaration by the host research organisation that during his/her stay the researcher has sufficient monthly resources to meet his/her expenses and return travel costs in the minimum amount of the minimum salary. Typically, the financial resources can come from a granted scholarship, or from a concluded employment contract. For duties arising from the employment see the page 25.
- declaration by the host research organisation or by the researcher that during his/her stay the researcher has the health insurance

More information and model Hosting agreements can be found at:

[www.euraxess.sk/en/main/services-practical-information/entry-conditions-and-legal-stay/third-countries-nationals/hosting-agreement](http://www.euraxess.sk/en/main/services-practical-information/entry-conditions-and-legal-stay/third-countries-nationals/hosting-agreement).





### 3.2.3 Purpose of special activity

(e.g. in case of university teachers, lecturers without employment contract, participants in a scholarship/fellowship programme approved by the Government of the SR, European programme or a programme based on an international agreement)

Teachers, lecturers and researchers from third countries coming to Slovakia within an official exchange or mobility programme approved by the Government of the Slovak Republic, a European programme or a commitment based on an international agreement binding for SR or upon invitation of a respective university/education institution to **give lectures/teach**, can apply for the **residence permit for the purpose of special activity**. However, these nationals cannot be employed in Slovakia under an employment contract. Conditions of employment are described in the chapter “*Employment of third country nationals*” on page 31.

You have to apply in person **abroad** at the Slovak embassy/consulate competent for your country or at a respective foreign police office **in Slovakia**. Your application may be accepted at the foreign police office in Slovakia only if you are staying in Slovakia **legitimately**. You have to submit a complete application; otherwise it will not be accepted. If the embassy or the police department does not accept the application, they will notify the applicant in writing of the documents he/she needs to further enclose in order to accept the request. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date. The time validity of a travel document is not regarded when deciding on the period granted to the temporary residence permit but it is taken into account when the residence document (a plastic card) is issued. In that case 60 days are deducted from the travel document’s expiry date.

Complete application consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); or [www.minv.sk/?dokumenty-na-stiahnutie-1](http://www.minv.sk/?dokumenty-na-stiahnutie-1); the forms are also available at local foreign police departments; it has to be filled in Slovak language),
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **valid passport** (you just have to show it, a police officer will make a photocopy),
- ✓ **a document in Slovak language as a proof of purpose of your stay**, e. g.:
  - **confirmation from your host university/education institution that you will carry out activities of a university teacher/lecturer (invitation letter for a lecture stay)**, or another document proving the purpose of stay:
    - letter of award of a scholarship/confirmation of participation in a programme approved by the Government of the SR, a European programme or a programme based on an international treaty binding for the SR – **i. e. confirmation of a state authority** (the respective ministry) in charge of programmes approved by the Government of the Slovak Republic or European programmes **or confirmation of administrative organisation managing such a programme** under contract with the competent state authority,



- or **international agreement, confirmation of a state authority** (the respective ministry) in charge of programmes approved by the Government of the Slovak Republic or European programmes or **confirmation of administrative organisation managing such a programme** under contract with the competent state authority (letter of award of a scholarship, confirmation of activities of a lecturer or a researcher within the hosting university or research institution)
- ✓ a document in Slovak language valid as a **proof of sufficient financial resources** for the stay, e. g.:
  - balance statement of a bank account in the name of the applicant, or
  - **letter of award stating the amount of your scholarship** – i. e. **confirmation of a state authority** (the respective ministry) in charge of programmes approved by the Government of the Slovak Republic or European programmes or **confirmation of administrative organization** managing such a programme under contract with the competent state authority, if the confirmation contains an **information of provided financial resources**,
- ✓ an extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within the last 3 years during 6 consecutive months (if any). **Then it has to be translated to Slovak language by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original). If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as a **proof of accommodation** for at least 6 months of the temporary residence; in case of a shorter stay it is necessary to provide a proof of accommodation for the whole stay; e. g.
  - confirmation from your accommodation provider, or
  - rental agreement **and** the letter of ownership, or
  - declaration by a natural or legal person that he/she will provide accommodation to the applicant **and** the letter of ownership.

Proof of accommodation is not required in case of an application for a temporary residence permit for the purpose of special activity resulting from the programmes of the Slovak government or the EU, or the fulfilment of a commitment of the Slovak Republic under an international agreement, if the applicant will be engaged in teaching or research activities at the same time.

None of the documents proving the purpose of stay, financial resources, accommodation and no criminal record can be older than 90 days on the day of filing the application for temporary residence permit.

Embassy of the Slovak Republic, which receives the request, will carry out an interview with the applicant for the temporary residence for the purpose of the preliminary assessment of the





application. The interview will be conducted in the state language or another language, understandable to both parties. The embassy will prepare a written record of the interview and attach it to the application for temporary residence. The record shall be made in the language in which the interview was held, and it must be signed by the applicant. (If the applicant does not speak the state language, he/she may turn to an interpreter at his/her own expenses, who must sign the record.) The embassy will send its position on the granting of temporary residence to the police department along with the record and its translation.

In case of an application for **renewal** of the temporary residence permit, it is **not necessary to submit the document proving no criminal record**. It is however necessary to file a **proof of health insurance** on the territory of the Slovak Republic or of the insured reimbursement of the medical expenses in the territory of the Slovak Republic.

**Fees<sup>16</sup>: 4.50 € for the residence card**

**99.50 € for residence permit application for the purpose of special activity** (100 € in case of an application filed by an embassy/consulate of the Slovak Republic)

**33 € for an application for a renewal of the temporary residence permit:**

- the fee is not paid in case of an application for a residence permit for the purpose of special activity resulting from the programmes of the Slovak government or the EU, or the fulfilment of a commitment of the Slovak Republic under an international agreement,
- the fee is neither paid in case of trainees/interns, who receive a *scholarship* of the Ministry of education, science, research and sport of the Slovak Republic or a scholarship resulting from international agreements, as well as *foreign language lecturers* coming to the Slovak universities/schools on the basis of commitments under international agreements.

**Within 30 days from the delivery of the application and all required documents**, the foreign police office shall either issue **a decision on the received application for a temporary residence permit**, or, if the foreign police office grants the application for temporary residence, the decision is not issued but a written **notification of granting the temporary residence** is sent to the foreigner. If applying for temporary residence directly at a foreign police office in Slovakia, officers will also ask you to provide a mobile phone number (you can write the number on your application form). In case the residence document (plastic card) is ready at the foreign police office, they will send you a text message in Slovak language informing you about this fact (typically within 30 days). The confirmation that they have received the application has to be kept. **The residence permit is issued in a form of a residence card**. You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

If you apply for the residence permit longer in advance and the foreign police office makes a decision on your application for granting temporary residence earlier than 30 days prior to starting your planned activity (purpose of stay), the foreign police office sets the the starting date of the residence permit exactly 30 days before the staring date of your planned activity (purpose of stay). If the time

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<sup>16</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



between the decision of the foreign police office on granting the temporary residence and the commencement of your planned activity (purpose of stay) is shorter than 30 days, the date of the decision of the foreign police office is at the same time the day of commencement of the granted temporary residence.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 working days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some *medical centres* only (see page 46) and a fee will be charged.

The police department shall grant the temporary residence for the purpose of special activities for the time necessary to achieve its purpose, but not more than **for two years**. An application for a **renewal** of temporary residence files a foreigner from a third country in person on an official form to the foreign police office **no later than the last day of the previous temporary stay validity**. The temporary residence permit is considered to be eligible in the territory of the Slovak Republic after its expiration until a decision on the application for the renewal of temporary residence.

#### 3.2.4 Purpose of employment

**(e.g. in case of university teachers and researchers under employment contract if procedure using Hosting Agreement cannot be applied)**

If not regulated otherwise (as discussed above) and the activity in Slovakia cannot be performed on the basis of a Hosting agreement enabling an employment contract, or as a special activity, or the vacancy or the candidate does not meet the criteria for highly qualified employment, the teachers and researchers will have an employment contract with the hosting organization and they shall apply for the **temporary residence permit for the purpose of employment**. You have to apply in person **abroad** at the Slovak embassy/consulate competent for your country or at a respective foreign police office **in Slovakia**. Your application may be accepted at the foreign police office in Slovakia only if you are staying in Slovakia **legitimately**. You have to submit a complete application; otherwise it will not be accepted.

The temporary residence permit for the purpose of employment can be granted on the basis of

- **confirmation of the possibility of filling a vacancy**, within the so called **single residence and work permit procedure** (relevant for majority of cases - see part 3. 3. 2),
- **work permit** (relevant for a few specialised cases - see part 3. 3. 4), or
- if **none of these two documents is required** for the employment a third country citizen (see part 3. 3. 1 for specification).

To have an application for granting temporary residence which shall be issued on the basis of a



**confirmation of the possibility of filling a vacancy** accepted, it is enough to submit a filled-in application form and a valid travel document.

Further information about reporting a vacancy is given in section 3.3.2.

Complete application consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); or [www.minv.sk/?dokumenty-na-stiahnutie-1](http://www.minv.sk/?dokumenty-na-stiahnutie-1); the forms are also available at local foreign police departments; it has to be filled in Slovak language),
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **valid passport** (you just have to show it, a police officer will make a photocopy),
- ✓ a document proving **purpose of stay**:
  - in case of an application based on a **confirmation of the possibility of filling a vacancy** – a **written promise** of the employer to employ the third country national ([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Prislob\\_na\\_zamestnanie.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Prislob_na_zamestnanie.rtf)), or an **employment contract and a decision on recognition of qualification** or of the document of the highest level of education of the third country citizen, or
  - in case of other applications – a **work permit** (issued by the competent office of labour, social affairs and family according to the place of work), or
  - **confirmation** of the employer that the third country citizen shall perform an activity for which a work permit or the confirmation of the possibility of filling a vacancy **is not required**, or an **international agreement** binding for the Slovak republic and providing that the work permit or the confirmation of the possibility of filling a vacancy is not required,
- ✓ a document in Slovak language valid as a **proof of sufficient financial resources** for the stay (e.g. employment contract, employer’s confirmation of the agreed wage amount, or balance statement of a bank account in the name of the applicant),
- ✓ an extract from your **criminal record with apostille or superlegalisation** from your country of origin **and** every country where you have stayed for more than 90 days within last 3 years during 6 consecutive months (if any). **Then it has to be translated to Slovak language by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original). If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as a **proof of accommodation** for at least 6 months of the temporary residence; in case of a shorter stay it is necessary to provide a proof of accommodation for the whole stay; e. g.



- confirmation from your accommodation provider, or
- rental agreement **and** the letter of ownership, or
- declaration by a natural or legal person that he/she will provide accommodation to the applicant **and** the letter of ownership.

None of the documents proving the purpose of stay, financial resources, accommodation and no criminal record can be older than 90 days on the day of filing the application for temporary residence permit. These documents can be older than 90 days: work permit or the confirmation of the employer that the third country citizen shall perform an activity for which a work permit is not required; international agreement; decision on recognition of qualification or of the document of the highest level of education of the third country citizen; proof of accommodation in case of a third-country foreigner representing or working for an important foreign investor.

In case of an application for **renewal** of the temporary residence permit, it is **not necessary** to file the document **proving no criminal record**.

**Fees<sup>17</sup>: 4.50 € for the residence card**

**165.50 € for the residence permit application** (170 € in case of an application filed by an embassy/consulate of the Slovak Republic)

**99.50 € for an application for a renewal of the temporary residence permit.**

Please note that the vacancy applied for has to be **reported by the future employer at the respective labour office** competent according to the future place of work **at least 30 working days** beforehand if it is based on the **confirmation of the possibility of filling a vacancy** or **at least 15 working days** before the application of the third country national for a residence permit if **work permit** procedure applies. For conditions of employment see also parts 3. 3. 2. or 3. 3. 4. respectively. A foreigner can apply for a residence permit for employment purposes only after this period has elapsed.

Attention: In case of **educational or scientific activities of a pedagogic employee, university teacher, researcher or artist at a higher education institution**, or research or development staff in research activities who will be employed without taking into account the situation on the labour market, the **employer does not have the duty to report a vacancy** and the foreigner can apply for the residence permit **without delay**.

Following the receipt of an **“Application for the temporary residence”** within the **single residence and work permit procedure**, the police department shall complete a form **“Application for issuing the confirmation of the possibility of filling a vacancy for the purpose of granting a single residence and work permit”** and send it together with documents proving the purpose of the stay and the position of the diplomatic mission of the Slovak Republic to the corresponding office of labour, social affairs and family. The office of labour, social affairs and family will consequently issue the **“Confirmation of the possibility of filling a vacancy”** and sends it to the police department. The third country citizen will be given a document **“Additional data on employment”** by the police department after the arrival to Slovakia.

If the embassy or the police department does not accept the application, they will notify the applicant

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<sup>17</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



in writing of the documents he/she needs to further enclose in order to accept the request. An application for the residence permit based on a confirmation of the possibility of filling a vacancy will not be accepted only if the applicant has not submitted a valid travel document. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date. The time validity of a travel document is not regarded when deciding on the period granted to the temporary residence permit.

**Within 90 days from the delivery of the application and all required documents**, the foreign police office shall either issue **a decision on the received application for a temporary residence permit**, or, if the foreign police office grants the application for temporary residence, the decision is not issued but a written **notification of granting the temporary residence** is sent to the foreigner. If applying for temporary residence directly at a foreign police office in Slovakia, officers will also ask you to provide a mobile phone number (you can write the number on your application form). In case the residence document (plastic card) is ready at the foreign police office, they will send you a text message in Slovak language informing you about this fact (typically within 90 days). The confirmation that they have received the application has to be kept. **The residence permit is issued in a form of a residence card.** You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card. In case of a third country national who represents or works for an important foreign investor, his/her spouse or a child under 18 years of age, the period for decision on an application for temporary residence is 30 days.

If you apply for the residence permit longer in advance and the foreign police office makes a decision on your application for granting temporary residence earlier than 30 days prior to starting your planned activity (purpose of stay), the foreign police office sets the starting date of the residence permit exactly 30 days before the starting date of your planned activity (purpose of stay). If the time between the decision of the foreign police office on granting the temporary residence and the commencement of your planned activity (purpose of stay) is shorter than 30 days, the date of the decision of the foreign police office is at the same time the day of commencement of the granted temporary residence.

When you get your residence permit, the foreign police office will ask you to submit within 30 days from collecting the residence card a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some **medical centres in Slovakia** only (see page 46) and a fee will be charged.

The police department shall grant the temporary residence for the purpose of employment for the expected time of employment, but not more than **for two years**. With the view of allowing job seeking in the territory of the Slovak Republic, **remains the temporary residence permit for the purpose of employment valid for 30 days** following the termination of an employment. The procedure of cancellation of the temporary residence permit begins only after 30 days of termination of the employment (in any way). An application for a **renewal** of temporary residence files a foreigner from a third country in person on an official form to the Foreign Police Office **no later than the last day of the previous temporary stay validity**. The temporary residence permit is considered to be eligible in the



territory of the Slovak Republic after its expiration until a decision on the application for the renewal of temporary residence.

Specific regulations and procedures connected to employment are briefly explained in chapter “*Employment of third country nationals*” on page 31.

### 3.2.5 Purpose of employment requiring higher qualification – Blue Card of the EU

A third country citizen may be granted also a temporary residence permit in the territory of the Slovak Republic on the basis of **the EU Blue Card**<sup>18</sup>. Nationals of third countries with higher professional qualification can thus more easily enter the labour market in the Slovak Republic and perform employment requiring higher qualification. Higher professional qualification means a qualification attested by a certificate of higher education (method of proof of which is given below). A person interested in the Blue Card must conclude an **employment contract** with a future employer in Slovakia, or to obtain from him a **written promise** of future employment ([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Prislub\\_na\\_zamestnanie.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Prislub_na_zamestnanie.rtf)).

Such an **employment contract** shall be concluded for a period of **at least one year** from the date of the Blue Card issuance, while the agreed wage must be at least **1.5 times the average monthly salary** in the economy of the Slovak Republic in the relevant sector published by the Statistical Office of the Slovak Republic for the calendar year, preceding the calendar year in which the application for a Blue card was filed<sup>19</sup>.

Employer willing to employ a third country citizen for an employment requiring higher qualification, is obliged to report a **vacancy** at a labour office competent according to the place of work, at least **30 working days** before the application of the third country citizen for a residence permit.

More information on the procedure related to employment requiring higher qualification can be found in the part 3. 3. 3.

You can submit an **application for a Blue Card** (i.e. **application for a residence permit**) in person **abroad** at the Slovak embassy/consulate respective for your country abroad, or at a respective foreign police office **in Slovakia**, at the earliest **30 working days** after reporting a vacancy by an employer. Your application may be accepted at the foreign police office in Slovakia only if you are staying in Slovakia **legitimately**. A holder of a Blue Card issued by another EU Member State may apply for a Blue Card within 30 days of entry into the territory of the Slovak Republic. You have to submit a complete application; otherwise it will not be accepted.

Complete *application for a Blue Card* in the Slovak Republic consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); or [www.minv.sk/?dokumenty-na-stiahnutie-1](http://www.minv.sk/?dokumenty-na-stiahnutie-1); the forms are also available at local foreign police departments; it has to be filled in Slovak language; in the field no. 22

<sup>18</sup> Blue Card of the European Union, Employment of foreigners, central Office of Labour, Social Affairs and Family, [http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/modra-karta-europskej-unie.html?page\\_id=104224](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/modra-karta-europskej-unie.html?page_id=104224) (Slovak only).

<sup>19</sup> Statistical data on the amount of the average monthly salary is listed at the web site of the Statistical Office of the SR <http://portal.statistics.sk/showdoc.do?docid=5703>, average monthly earnings by sector are shown at <http://portal.statistics.sk/showdoc.do?docid=67084>.





*“Employment after arrival to the Slovak Republic, position, address of the company, organisation, school” it is necessary to fill in also the place of work and organisation’s identification number)*

- ✓ **2 recent full-face photographs** 3 x 3.5 cm
- ✓ **valid passport** (you just have to show it, a police officer will make a photocopy)
- ✓ documents in Slovak language valid as a proof of purpose of stay:
  - the **employment contract** for the performance of highly qualified employment, if the employment will last for at least one year and monthly wage is agreed in the amount of at least 1.5 times the average monthly salary in the national economy of the relevant sector published by the Statistical Office of the Slovak Republic for the preceding calendar year, or **employer’s written promise** to employ the third country citizen to such employment (standard form at [www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/Prislub\\_na\\_zamestnanie.rtf](http://www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/Prislub_na_zamestnanie.rtf)),
  - **evidence of higher professional qualification** to perform employment requiring higher qualification stipulated in the employment contract or in the employer’s promise, translated into Slovak and officially authenticated. A decision on the document’s recognition will be issued by the the Centre for Recognition of Diplomas of the Ministry of Education, Science, Research and Sport of the Slovak Republic; for unregulated professions a decision is accepted when issued by a Slovak university which carries out programme in the same or related field of study, as specified in the evidence of qualification submitted by the applicant for a Blue Card (<http://www.minedu.sk/recognition-of-foreign-diplomas/>),
- ✓ an extract from your **criminal record with apostille or superlegalisation** from your country of origin and every country where you have stayed for more than 90 days within last 3 years during 6 consecutive months (if any). **Then it has to be translated to Slovak language by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original). If the extract is issued in Czech language there is no need for it to be translated into Slovak.
- ✓ official document in Slovak language as **proof of accommodation** for at least 6 months of the temporary residence; in case of a shorter stay it is necessary to provide a proof of accommodation for the whole stay; e. g.
  - confirmation from your accommodation provider, or
  - rental agreement and the letter of ownership, or
  - declaration by a natural or legal person that he/she will provide accommodation to the applicant and the letter of ownership.

None of the documents proving accommodation and no criminal record can be older than 90 days on the day of filing the application for the Blue Card. In case of an application for **renewal** of the Blue Card, it is not necessary to file the document proving no criminal record.



**Fees<sup>20</sup>: 4.50 € for the residence card**

**165.50 € for the Blue Card application** (170 € in case of an application filed by an embassy/consulate of the Slovak Republic)

**99.50 € for an application for a renewal of the Blue Card.**

The police department shall complete a form *“Application for issuing the confirmation of the possibility of filling a vacancy requiring higher qualification”* and send it to the Central office of labour, social affairs and family. The Central office will consequently issue and send back the *“Confirmation of the possibility of filling a vacancy requiring higher qualification”*.

If the embassy or the police department does not accept the application, they will notify the applicant in writing of the documents he/she needs to further enclose in order to accept the request. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date. The time validity of a travel document is not regarded when deciding on the period granted to the temporary residence permit.

A decision on the application for a Blue Card is issued **within 30 days** from the delivery of the application and all requirements and is sent to the foreigner or an authorized representative. **The residence permit is issued in a form of a residence card.** You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

When you get your residence permit, the foreign police office will ask you to submit within 30 days from collecting the residence card a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some **medical centres in Slovakia** only (see page 46) and a fee will be charged.

If the foreigner filed only written employer’s promise to the application for the Blue Card, he is obliged to **submit the employment contract** in 30 days after obtaining the residence card.

The Blue Card is valid according to the duration of the employment. It is issued **for 3 years** at the longest or, if the employment contract period shall be shorter than 3 years, the police department will issue the Blue Card for the period of duration of the employment extended for 90 days. The foreigner from a third country files an application for a **renewal** of the Blue Card in person on an official form to the foreign police office **no later than the last day of the Blue Card validity**.

### 3.3 Employment of third country nationals

Employment relations in Slovakia are regulated by the Labour Code (Act No 311/2001 Coll.) and the Act on Employment Services (Act No. 5/2004 Coll.) which can be searched for in the on-line legislation

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<sup>20</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).





database <http://jaspi.justice.gov.sk> (the website is in Slovak only)<sup>21</sup>. The Act on Employment Services brought significant changes in 2014.

The above-mentioned Act regulates **conditions of employment** of foreign nationals **in the territory of the Slovak Republic**. As a result, duties of an employer and employee described here (e.g. confirmation of the possibility of filling a vacancy or work permit) are only relevant with regards to performance of work in Slovakia, not abroad.

Since January 2014 **new forms of access to third country citizens' employment** in the territory of Slovakia have been introduced:

- a) with a confirmation of the possibility of filling a vacancy,
- b) with a confirmation of the possibility of filling a vacancy corresponding to an employment requiring higher qualification (associated with the application for an EU Blue Card),
- c) with a work permit,
- d) employment for which a work permit or confirmation of the possibility of filling a vacancy is not required.

An **employer may only employ a third country national who:**

- a) is a holder of an EU Blue Card,
- b) has been granted temporary residence for employment purposes upon confirmation of the possibility of filling a vacancy,
- c) has been granted work permit and temporary residence for employment purposes,
- d) has been granted work permit and temporary residence for family reunion (during the first 12 months since the granted residence permit),
- e) has been granted work permit (during the first 12 months since the granted residence permit) and temporary residence as a third country citizen having status of a person with long-term residence in an EU Member State,
- f) for the employment of whom a confirmation of the possibility of filling a vacancy or a work permit are not required.

**Third country nationals under the point a) to e) can only be employed in an employment relation.** Hence in case neither work permit nor the confirmation of the possibility of filling a vacancy is required under f), also **work based on agreements outside employment contract is possible** (e.g. agreement on work performance, contract for services, contract for part-time work of students).

A foreigner may be employed to some extent, in specific cases and under defined conditions not only if he/she has been granted the temporary residence for employment purposes but also e. g. if he/she is granted **temporary residence for the purpose of study, research and development, family reunion**, and in case of Slovaks living abroad. Check details and more information in the part 3. 3. 1 to see examples when **no confirmation of the possibility of filling a vacancy or a work permit is required**.

A foreigner who will be on the territory of Slovakia performing **continuous educational or scientific activities as a pedagogic employee, university teacher**, researcher or artist at a **higher education**

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<sup>21</sup> In connection with the planned amendment of Act no. 5/2004 Coll. on Employment Services and Act No. 404/2011 Coll. on the Residence of Foreigners, changes are expected in the employment of students and researchers in the year 2014.



**institution**, or research or development staff engaged in research activities in Slovakia shall in general apply for temporary residence for employment purposes based on confirmation of the possibility of filling a vacancy (if other relevant purposes of residence cannot be used – e. g. research and development based on a Hosting Agreement, special activities, family reunion). He/she can be employed **without taking into account the situation on the labour market**.

More information on employment of the above categories can be found at [www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov.html?page\\_id=272197](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov.html?page_id=272197) (in Slovak only).

Under the Act No. 404/2011 Coll. on the Residence of Foreigners par. 126 section 1 a foreigner may enter into an employment relation in the extent and under the conditions stipulated in the Act No. 5/2004 Coll. on Employment Services.

**After a foreigner's start of employment the employer has the following obligations:**

- Before starting a job, the employer is obliged to request the residence permit certificate from the third country citizen and then keep a copy of the certificate at least during the time of employment.
- The employer has a duty to inform the labour office in writing within seven working days at the latest from the day set as the day of starting the job if the third country national who was granted a work permit did not start the job or if his/her employment ended before the time specified in the work permit.
- The employer is obliged to enter into an employment relation in accordance with the Labour Code.
- Before the start of work, the employer has a duty to register the employee in the local branch of the Social Security Insurance Company (Sociálna poisťovňa).
- In case of employing a third country national who does not need a work permit or confirmation of the possibility of filling a vacancy, or a family member of an EU national, the employer has to notify the local labour office, depending on the place of work, of the beginning and the end of his/her employment within 7 working days using the form „Informačná karta o vzniku/skončení pracovnoprávneho vzťahu alebo o vyslaní na výkon práce/skončení vyslania na výkon práce štátneho príslušníka tretej krajiny uvedeného v §23a ods. 1 zákona o službách zamestnanosti a rodinného príslušníka občana EU“ in two copies together with a copy of the employment contract ([www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/IK\\_21.rtf](http://www.upsvar.sk/buxus/docs//SSZ/OISS/CUDZINCI/IK_21.rtf)).
- The employer has a duty to register the employee in a local health insurance company within 8 working days.
- After the employment has ended, the employer must cancel the registration of the employee in all the institutions.
- Within 3 working days the employer has to notify the police department of termination of the employment of a third country national.



- In case of employment of a third country national on the basis of a hosting agreement, the employer needs to notify the Ministry of Education, Science, Research and Sport of the SR within 2 months of the following facts:
  - early termination of a hosting agreement
  - facts that indicate the end of participation of the foreigner in a research and development project within 2 months
  - termination of the research and development project
  - termination of the hosting agreement
  - facts that prevent solving the research and development project

The list of local labour offices can be found at [www.upsvar.sk/urady-psvr.html?page\\_id=215](http://www.upsvar.sk/urady-psvr.html?page_id=215).

Further information is available at the websites of individual labour offices (e.g. [http://www.upsvar.sk/zamestnavatel-1/cudzinci.html?page\\_id=260432&urad=239644](http://www.upsvar.sk/zamestnavatel-1/cudzinci.html?page_id=260432&urad=239644)) as well as at the EURES website ([http://www.eures.sk/clanok\\_detail.php?id=531](http://www.eures.sk/clanok_detail.php?id=531)).

### 3.3.1 When is a work permit or a confirmation of the possibility of filling a vacancy not required?

With regard to the purpose of this booklet we select only the most important provisions from the complete list. A work permit or the confirmation of the possibility of filling a vacancy for a third country national is not required in case

- you have **successfully graduated from high school or university** (higher education institution) in the territory of the SR,
- you will be employed for a certain period in order to increase skills in an employment for a maximum of one year,
- you are younger than 26 years and you will be employed in occasional and time limited jobs within exchanges between schools or within youth and education programmes, in which the SR participates,
- you have been granted the temporary residence permit for **the purpose of study** and your employment as a university student will not exceed **20 hours per week**,
- you have been granted a temporary residence permit for **the purpose of research and development**, and carries out research or development on the basis of a **Hosting agreement**,
- you have been granted a temporary residence permit for **the purpose of research and development** and your employment related **to lecturing** will not exceed **50 days** in a calendar year,
- your employment in the territory of the SR will not exceed **30 days in a calendar year**, and you are a **pedagogic employee, academic employee at a higher education institution, scientific, research or development worker**, participating in a **professional scientific event** or an artist participating in an artistic event,
- you have been granted a temporary residence permit with a status of a person having long-term residence in an EU Member State, after 12 months from the start of the stay in Slovakia,
- you are a **family member of a researcher with a Hosting Agreement**, and you have been



granted residence permit for the purpose of family reunion, right after granting of such residence permit,

- you are a family member of an EU Blue Card holder, and you have been granted residence permit for the purpose of family reunion, right after granting of such residence permit,
- you are a family member of an EU national, and you have the right to reside in the territory of the SR
- other family members, after 12 months from the start of continual stay in Slovakia after granting of the residence permit,
- you have permanent residence permit on the territory of the SR,
- you have been granted residence permit of a third country national who has a recognised status of a Slovak living abroad,
- you are to be employed on the basis of the commitment of the Slovak Republic to an **international treaty** (published in the Law Code of SR) defining that for the employment under this treaty the work permit is not required (e.g. working holidays with Canada, New Zealand, under preparation with ROC - Taiwan, Australia).

#### **Employer's obligations:**

In case of employing a third country national who does not need a work permit or a confirmation of the possibility of filling a vacancy, or a family member of an EU national, the employer has an obligation to inform the local labour office, depending on the place of work, about the beginning and the end of his/her employment using the form „*Informačná karta o vzniku/skončení pracovnoprávneho vzťahu alebo o vyslaní na výkon práce/skončení vyslania na výkon práce štátneho príslušníka tretej krajiny uvedeného v §23a ods. 1 zákona o službách zamestnanosti a rodinného príslušníka občana EU*“ – see the part 3.3, p. 33.

#### **Other important provisions:**

- In case a work permit or a confirmation of the possibility of filling a vacancy are not required, the employees can be employed, besides an employment relation, also **on the basis of agreements outside employment contract** (e.g. agreement on work performance, contract for services, contract for part-time work of students).
- The procedure of getting a temporary residence permit for the purpose of employment has been simplified for a majority of the foreigners by the fact that the foreigner/employer will not apply for a work permit at the labour office but it is enough to file only one application containing documents necessary to consider it at a Slovak embassy abroad or at a local foreign police office. As a part of the review process the foreign police will request the confirmation of the possibility of filling a vacancy from the labour office.
- The employer has an option to fill the vacancy with a foreigner without taking into account the situation at the labour market in case of employing a third country national who performs a continuous educational or scientific activity in Slovakia as a pedagogic employee, university lecturer, member of research or artistic university staff, or a research or development employee in a development activity.



### 3.3.2 Confirmation of the possibility of filling a vacancy

In case a third country national does not fall into the categories with easier employment conditions without a work permit or a confirmation of the possibility of filling a vacancy, the situation at the labour market will be taken into account and the residence permit for employment purposes together with a confirmation of the possibility of filling a vacancy by this applicant is required. Temporary residence for the purpose of employment is granted for the maximum of two years with a possibility of renewal.

A foreigner who will be performing **continuous educational or scientific activities as a pedagogic employee, university teacher**, researcher or artist at a **higher education institution**, or research or development staff engaged in research activities (without a hosting agreement) in Slovakia can be employed **without taking into account the situation on the labour market**.

#### Employer's obligations:

An employer planning to employ a third-country national has to report a vacancy to the office of labour, social affairs and family either in person, in writing, by phone, by e-mail or via [www.istp.sk](http://www.istp.sk) website. The job vacancy shall be reported at least 30 days prior to filing the application for residence permit for the purpose of employment. In case the job vacancy cannot be filled by an appropriate candidate (from Slovakia or EU Member State), the employer can conclude an employment contract with the third country citizen or issue a written promise to employ the third country citizen, which are to be enclosed to the application for residence permit. Consequently, 30 days after the reporting of the vacancy at the earliest, a foreigner can apply for a residence permit for employment purposes - abroad at the Slovak embassy/consulate corresponding for your country or at a respective foreign police office in Slovakia. The job vacancy shall be cancelled only after the third country national has been granted the residence permit.

**Attention:** In case of **educational or scientific activities of a pedagogic employee, university teacher**, researcher or artist at a **higher education institution**, or research or development staff engaged in research activities who can be employed without taking into account the situation on the labour market, the employer does not have the duty to report a vacancy and the foreigner can **apply for residence permit without delay**. The labour office based on the request from the police department issues the confirmation of the possibility of filling a vacancy without taking into account the situation on the labour market

More information regarding the procedure related to the residence permit for the employment purposes can be found in the part 3.2.4.

### 3.3.3 Confirmation of the possibility of filling a vacancy in case of an employment requiring higher qualification (EU Blue Card)

In case of a third country citizen employment for which a higher qualification is required, the foreigner can apply for a temporary residence – EU Blue Card, while the qualification needs to be attested by an evidence of higher education.

Such an **employment contract** (or an employer's written promise to employ the third country citizen to such employment) shall be concluded for a period of **at least one year** from the date of the Blue Card issuance, while the agreed wage must be at least **1.5 times the average monthly salary** in the economy of the Slovak Republic in the relevant sector published by the Statistical Office of the Slovak



Republic for the calendar year, preceding the calendar year in which the application for a Blue card was filed<sup>22</sup>. The employee must fulfil the condition of higher specialist qualification.

#### **Employer's obligations:**

Employer willing to employ a third country national for an employment requiring higher qualification, is obliged to report a **vacancy** at a corresponding labour office competent according to the place of work, at least **30 working days** before the application of the third country national for a residence permit. A vacancy can be reported in person, in writing, by email or via [www.istp.sk](http://www.istp.sk) website.

#### **Third country national's obligations:**

An **application for a Blue Card** (i.e. **application for a residence permit**) must be submitted in person **abroad** at the Slovak embassy/consulate respective for your country abroad, or at a respective foreign police office **in Slovakia, at the earliest 30 working days after** reporting a vacancy by an employer. A holder of a Blue Card issued by another EU Member State may apply for a Blue Card within 30 days of entry into the territory of the Slovak Republic. You have to submit a complete application; otherwise it will not be accepted.

More information on the procedure related to the Blue Card residence permit can be found in the part 3.2.5.

#### **3.3.4 Work permit**

A work permit is required for the employment of a third country citizen in case

- a) the employment is for the purpose of seasonal employment for a maximum of 180 days in 12 consecutive months,
- b) the foreigner has been granted a residence permit for the purpose of **family reunion**, in **the period up to 12 months since the granting of the residence permit** (except for cases when no work permit is needed and family members can start working right after obtaining their residence permit – see part 3. 3. 1),
- c) the foreigner has been granted a temporary residence permit with a status of a person having long-term residence in an EU Member State, in the period up to 12 months since the granting of the residence permit,
- d) the foreigner being employed with an employer having a seat outside the SR has been sent to perform a work in the territory of the SR on the basis of an agreement concluded with a legal or natural person,
- e) it is stipulated by an international treaty binding the SR.

#### **Employer's obligations:**

In connection with the employment of a third country national, an **employer is obliged to report a vacancy** at a corresponding labour office competent according to the place of work, at least **15 working days before** the application of the third country national for a work permit. The report can be made in person, in writing, by phone, by email or via [www.istp.sk](http://www.istp.sk) website. Reporting of a vacancy is

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<sup>22</sup> Statistical data on the amount of the average monthly salary is listed at the web site of the Statistical Office of the SR <http://slovak.statistics.sk>.



not required in case of persons stated under d) and e).

#### **Third country national's obligations:**

An **application for a work permit** can be submitted at a corresponding labour office competent according to the place of work, **at the earliest 15 working days after** reporting a vacancy by an employer. You may apply for the work permit yourself (in person or via mail) or you can authorize your future employer by the letter of attorney to apply on your behalf (the letter of attorney has to be officially verified by a Slovak notary).

Statutory period for considering the application for a work permit is 30 days from the delivery of the application. **Validity of the work permit is 2 years maximum, with a possibility of renewal.** Administrative fees for filing the application for the work permit are not charged in the SR. The work permit may be extended by the labour office on request of the third country national, even repeatedly but for a period of two years at maximum. The condition for renewal is that the vacancy will be reported to the labour office (if the law stipulates that) and the work will be carried out for the same employer. It is necessary to file a written application for renewal of the work permit at the local labour office 30 days before the end of validity of the granted work permit at the latest.

### **3.4 Duties after arrival in Slovakia**

Besides duties connected with visa and residence permit (for details consult the “*Navigation*”, page 2), each third country national is obliged **to report the stay** to the foreign police office **within 3 working days** since arrival in Slovakia. This is usually done by the accommodation provider, if you are staying in a hotel, hostel or dormitory. If accommodated in private (e.g. in a private rented flat or at a friends' place), you have to submit the Notice of stay in person directly at the respective foreign police office (the *list of foreign police offices* can be found on page 45).

#### **What do you need for the report of stay?**

If accommodated in private, come in person to the foreign police office during the office hours and present the following:

- ✓ **filled-in form “Notice of the stay”** (available in 7 languages to download here [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka); the forms are also available at local foreign police departments; must be filled in Slovak language),
- ✓ **passport.**

A third country national with a legitimate stay is obliged to report a change in the place of residence within five working days from the day when the change occurred.

If you have been granted a residence permit, you are also obliged to report to the police department that:

- you will be residing for more than 180 days continuously outside the territory of the SR (in writing)
- you will be staying for more than 30 days continuously away from the place of residence stated in the granted residence permit
- the purpose of stay, for which the residence permit was granted has ceased to exist.





## 4. Bringing family members with you

### 4.1 Procedures for family members of EU/EEA/Swiss nationals who come from third countries

Special rules apply to family members of EU/EEA/Swiss nationals who come from third countries. Entry and stay rights differ according to whether they are travelling with/joining the EU/EEA/Swiss national or they are travelling alone. According to the current regulations, a family member of the EU/EEA/Swiss national is understood as the third country national that is:

- a) his/her spouse,
- b) his/her child younger than 21 years of age, his/her dependent child and dependent children of his/her spouse,
- c) his/her dependent direct relative in descending or ascending line and such a person of his/her spouse,
- d) any other family member to whom paragraphs (a) to (c) do not apply and she/he is a dependent person in the country of his/her origin,
- e) any other family member to whom paragraphs (a) to (c) do not apply and she/he is the member of his/her household,
- f) any other family member to whom paragraphs (a) to (c) do not apply and she/he depends on his/her care due to serious health reasons,
- g) his/her partner with whom the EU/EEA/Swiss national is in a permanent, duly certified relationship,
- h) third country national with the right of residence of the family member of the EU/EEA/Swiss national in the member state, while the EU/EEA/Swiss national is the Slovak Republic national with whom the third country national returns or joins him/her to reside back in the Slovak Republic territory and fulfils any of the conditions specified in par. (a) to (g) in relation to the Slovak Republic national.

If entering the Schengen Area from a third country, a family member may have the obligation to obtain visa to enter the Schengen Area. In this case, a family member can apply for visa at a respective embassy or consulate (visa shall be issued within 15 days) or directly at the border, where the family member enters the Schengen Area. The basis for issuing the visa is a clear proof of the family relationship towards the EU/EEA/Swiss national. For details about visa procedures see chapter “*Visa - Application for Schengen Visa*”, page 11.

**If coming from a member state of the Schengen Area, a family member accompanying/joining an EU/EEA/Swiss national is not required to have a visa** when entering the Slovak Republic. The existence of a family relationship and the fact of accompanying/joining must be clearly manifest. If he/she comes alone the visa may be required.





A family member of the EU/EEA/Swiss national who is a holder of a valid travel document can stay (without any further obligations) in the Slovak Republic territory **during 3 months from the date of entry** into territory of the Slovak Republic, if she/he accompanies or joins the EU/EEA/Swiss national whose family member she/he is. The beginning of stay in the Slovak Republic territory shall be reported by the family member of the EU/EEA/Swiss national at the respective foreign police office within 10 working days from the date of entry into the territory of the Slovak Republic.

When a family member is **staying in Slovakia longer than 3 months**, he/she has to apply for the issuance of a document called **“Residence Card of EU Citizen Family Member”** at a foreign police office within 30 days after the 3-month period from the date of entry into the territory of the Slovak Republic.

Complete application consists of the following documents:

- ✓ filled-in form **“Application for issue of document residence of the family member with right for residence”** (the same as *“Application for registration of right of residence of Union Citizen”*; available to download at [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka); look for a document entitled “Žiadosť o obnovenie prechodného pobytu,..., o vydanie dokladu rodinného príslušníka s právom na pobyt, ...”; the forms are also available at local foreign police departments; must be filled in Slovak language),
- ✓ **valid travel document**,
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **a document proving your relation to the EU national** (marriage certificate, birth certificate, etc.). This document has to be **apostilled or superlegalised** and **officially translated into Slovak** by a sworn translator (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original).
- ✓ **confirmation about the registration** of the residence of the **warrantor**.

**Fees<sup>23</sup>: 4.50 € for the residence card**

*Note: For family members of nationals of the Slovak Republic, who are third countries nationals, different procedures apply.*

## **4.2 Residence permit for the purpose of family reunion in case of third country nationals' families**

Family members of a third country national wishing to join him/her in Slovakia for the period longer than 90 days have to apply for temporary residence permit for the purpose of family reunion (family

<sup>23</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



unification). In accordance with the current regulations, mainly following persons are seen as family members of a third country national:

- a) a spouse, if the spouses are at least 18 years old;
- b) a common single child of the third country national and his/her spouse younger than 18 years of age;
- c) his/her single child younger than 18 years of age;
- d) a single child of his/her spouse younger than 18 years of age;
- e) his/her dependent single child older than 18 years of age or dependent single child older than 18 years of age of his/her spouse who cannot take care of him/herself due to long term unfavourable health condition;
- f) his/her parent or a parent of his/her spouse who is dependent on his/her care and lacks appropriate family support in the country of origin.

Applicants have to apply in person at the Slovak embassy/consulate competent for their country or at a respective foreign police office in Slovakia. The application may be accepted at the foreign police office in Slovakia only if the applicant is staying in Slovakia **legitimately**. They have to submit a complete application; otherwise it will not be accepted. If the embassy or the police department does not accept the application, they will notify the applicant in writing of the documents he needs to further enclose in order to accept the request. If the temporary residence permit is granted, the police department will send the applicant a written notice, stating the effective and expiry date.

Complete application consists of the following documents:

- ✓ filled-in **application form “Application for the temporary residence”** (available here [www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/ziadost\\_prva.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/ziadost_prva.pdf); the forms are also available at local foreign police departments; it has to be filled in Slovak language),
- ✓ **2 recent full-face photographs** 3x3.5 cm,
- ✓ **valid passport** (you just have to show it, a police officer will make a photocopy),
- ✓ **a document proving the relation to the third country national** (certified copy of a marriage certificate, birth certificate, etc.) **as a proof of purpose of stay**. This document has to be **apostilled or superlegalised** and **officially translated into Slovak** by a sworn translator (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence),
- ✓ **approval** of the parent who does not have custody of a single dependent child under 18 years of age,
- ✓ **statutory declaration of the third country national to be joined that he/she will support the applicant** and **a document in Slovak language valid as a proof of his/her financial resources to do so** (e.g. employment contract, or balance statement of a bank account in the name of the warrantor),



- ✓ an extract from applicant's **criminal record with apostille or superlegalisation** from the country of origin **and** every country where the applicant has stayed for more than 90 days within last 3 years (if any). **Then it has to be translated by an official sworn translator** (the list of accepted sworn translators can be found at <http://jaspi.justice.gov.sk> – Prekladatelia, but the list is available in Slovak only), or by the **embassy / consulate of the Slovak Republic** competent to accept your application for the temporary residence (such a translation must indicate the approval clause of the embassy of the Slovak Republic proving the conformity with the original),
- ✓ an official document in Slovak language on the provision of **accommodation** in common with the third country national to be joined at least for 6 months of the temporary residence; in case of a shorter stay it is necessary to prove the accommodation during the whole stay; e. g.
  - confirmation from your accommodation provider, or
  - rental agreement and the letter of ownership, or
  - declaration by a natural or legal person that he/she will provide accommodation to the applicant and the letter of ownership.

None of the documents proving the purpose of stay, financial resources, accommodation and blamelessness can be older than 90 days on the day of filing the application for temporary residence permit; except for the certified copy of marriage certificate or a birth certificate. In case of an application for **renewal** of the temporary residence permit, it is not necessary to file the document proving no criminal record. However it is necessary to file a proof of health insurance on the territory of the Slovak Republic or of the insured reimbursement of the medical expenses in the territory of the Slovak Republic.

**Fees<sup>24</sup>: 4.50 € for the residence card**

**132.50 € for the residence permit application** (135 € in case of an application filed by an embassy/consulate of the Slovak Republic)

**66 € for an application for a renewal of the residence permit.**

**Within 90 days from the delivery of the application and all required documents**, the foreign police office shall either issue a **decision on the received application for a temporary residence permit**, or, if the foreign police office grants the application for temporary residence, the decision is not issued but a written **notification of granting the temporary residence** is sent to the foreigner. If applying for temporary residence directly at a foreign police office in Slovakia, officers will also ask you to provide a mobile phone number (you can write the number on your application form). In case the residence document (plastic card) is ready at the foreign police office, they will send you a text message in Slovak language informing you about this fact (typically within 90 days). The confirmation that they have received the application has to be kept. **The residence permit is issued in a form of a residence card.** In case of a third country national who represents or works for an important foreign investor, his/her spouse or a child under 18 years of age, the period for decision on an application for temporary residence is 30 days.

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<sup>24</sup> Law of the National Council of the Slovak Republic no. 145/1995 Coll. on Administrative Fees, <http://www.zakonypreludi.sk/zz/1995-145> (Slovak only).



You have to collect the residence permit at the foreign police office in person or you can entitle somebody else with an official letter of attorney to collect it for you. When applying for residence permit from abroad via a representative body, it is advised to consult with them the way of notification on granting the permit as well as the collection of the residence card.

If you apply for the residence permit longer in advance and the foreign police office makes a decision on your application for granting temporary residence earlier than 30 days prior to starting your planned activity (purpose of stay), the foreign police office sets the the starting date of the residence permit exactly 30 days before the staring date of your planned activity (purpose of stay). If the time between the decision of the foregin police office on granting the temporary residence and the commencement of your planned activity (purpose of stay) is shorter than 30 days, the date of the decision of the foreign police office is at the same time the day of commencement of the granted temporary residence.

When you get your residence permit, the foreign police office will ask you to provide within 30 days from collecting the residence card a **proof of health insurance coverage in Slovakia for the whole length of stay**. If you have it from other country than Slovakia, you have to get the contract officially translated to Slovak, with the exception of Czech contracts, where the translation is not required. In case you do not have **health insurance**, you have to obtain it **within 3 working days after you are granted the residence permit**. Moreover, within 30 days from collecting the residence permit you have to submit a **medical certificate** that you do not suffer from any exotic disease threatening the public health. The certificate cannot be older than 30 days. It can be obtained in some **medical centres in Slovakia** only (see page 46) and a fee will be charged.

The police department shall grant the temporary residence for the purpose of family reunion until the end of valid residence permit of the national whom the family member is to join, but not more than **for five years**. In general, the family member can undertake business activites in the Slovak territory. Employment conditions should be consulted directly with the labour office, see also page 31.

A work permit or the confirmation of the possibility of filling a vacancy is not required in case of

- a family member of a researcher with a Hosting Agreement, who has been granted residence permit for the propuse of family reunion, right after granting of the residence permit,
- a family member of an EU Blue Card holder, who has been granted residence permit for the purpose of family reunion, right after granting of the residence permit,
- a family member of an EU national, who has the right to reside in the territory of the SR
- other family members, after 12 months from the start of continual stay in Slovakia after granting of the residence permit.

In case a work permit or a confirmation of the possibility of filling a vacancy are not required, the employees can be employed, besides an employment contract, also **on the basis of agreements outside employment contract** (e.g. agreement on work performance, contract for services, contract for part-time work of students). More details can be found in part 3.3.

In case the family member does not fall under the categories with easier employment conditions and



a work permit is required, this third country national can be employed only under employment contract. The labour office can grant a work permit to a person with a temporary residence permit for the purpose of family reunion, until the expiration of a 12-month-period after granting of the residence permit. After this period has passed, the foreigner does not need a work permit anymore and he/she can also be employed on the basis of agreements outside employment contract. The process of applying for a work permit is described in part 3.3.4.



## 5. Other practical information

### 5.1 Foreign Police Offices in Slovakia and their territorial responsibility

**Note:** The foreign police staff communicates in Slovak only, so if you think that you will not be able to communicate with them somehow, have somebody to go with you. Also, the queuing time at the foreign police office can be very lengthy. People usually come early in the morning to take an appointment number card, and it might happen later during the day that there will not be any more appointment number cards available, so those without one will have to come back another day. In Bratislava, it is strongly advised and agreed with the foreign police department to take advantage of Wednesday afternoon office hours.

#### OFFICE HOURS OF ALL FOREIGN POLICE OFFICES

Monday	7.30 - 12.00	12.30 – 15.00
Tuesday	7.30 – 12.00 ( valid for Bratislava office only)	
Wednesday	7.30 - 12.00	12.30 - 17.30
Friday	7.30 - 12.00 7:30 – 13.00 (valid for Bratislava office only)	

#### FOREIGN POLICE OFFICE CONTACT

#### TERRITORY COVERED (DISTRICTS):

<b>Bratislava</b> Hrobáková 44, Bratislava 851 02 +421-9610-36855 +421-9610-36859	Bratislava I.-V.
<b>Dunajská Streda</b> Adorská 34, Dunajská Streda 929 01 +421-96111-3200 +421-96111-3209	Dunajská Streda, Galanta, Senec
<b>Trnava</b> Športová 10, Trnava 917 01 +421-96110-6152 - 6 +421-96110-6159	Trnava, Malacky, Pezinok, Piešťany, Senica, Skalica
<b>Nitra</b> Kalvárska 2, Nitra 949 01 +421-96130-3230 +421-96130-3209	Nitra, Hlohovec, Partizánske, Topoľčany, Zlaté Moravce
<b>Nové Zámky</b> Bitúnkova 8, Nové Zámky 949 36 +421-96133-3208 +421-96133-3209	Nové Zámky, Komárno, Levice, Šaľa



FOREIGN POLICE OFFICE CONTACT	TERRITORY COVERED (DISTRICTS):
<b>Trenčín</b> Jilemnického 2, Trenčín 911 01 ☎ +421-96120-3233 📠 +421-96120-3209	Trenčín, Bánovce, Ilava, Myjava, Nové Mesto nad Váhom, Považská Bystrica, Prievidza, Púchov
<b>Banská Bystrica</b> Štefánikovo nábrežie 7, Banská Bystrica 974 01 ☎ +421-96160-3203 📠 +421-96160-3209	Banská Bystrica, Banská Štiavnica, Brezno, Detva, Krupina, Zvolen, Žarnovica, Žiar nad Hronom
<b>Rimavská Sobota</b> Hviezdoslavova 35, Rimavská Sobota 979 01 ☎ +421-96168-3205 📠 +421-96168-3209	Rimavská Sobota, Lučenec, Poltár, Revúca, Veľký Krtíš
<b>Žilina</b> Kysucké Nové Mesto, ul. Hviezdoslavova 436/6, PSČ 024 01 (personal contact office for foreigners is in Žilina, Bánovská cesta 8111/1 – in the building of Žilina Fire Department) ☎ +421-96144-3205, +421-96140-3217 📠 +421-96144-3209	Žilina, Bytča, Čadca, Dolný Kubín, Kysucké Nové Mesto, Liptovský Mikuláš, Martin, Námestovo, Ružomberok, Turčianske Teplice, Tvrdošín
<b>Košice</b> Trieda SNP 35, Košice 040 01 ☎ +421-9619-31208 📠 +421-9619-31209	Košice I., II., III., IV., Košice – okolie, Gelnica, Rožňava, Spišská Nová Ves,
<b>Michalovce</b> Štúrova 1, Michalovce 071 01 ☎ +421-96172-3220 📠 +421-96172-3209	Michalovce, Humenné, Medzilaborce, Snina, Sobrance, Trebišov
<b>Prešov</b> Ľubochnianska 2, Prešov 080 01 ☎ +421-96180-3205 📠 +421-96180-3209	Prešov, Bardejov, Levoča, Ľubovňa, Poprad, Sabinov, Stará Kežmarok, Stropkov, Svidník, Vranov nad Topľou

You can check for updates at <http://www.minv.sk/?ocp-1>.

## 5.2 Slovak embassies and consulates abroad

The list of Slovak embassies and consulates general abroad can be found at the website of the Ministry of Foreign and European Affairs of the Slovak Republic:

[www.mzv.sk/en/ministry/slovak\\_diplomatic\\_missions-diplomatic\\_missions](http://www.mzv.sk/en/ministry/slovak_diplomatic_missions-diplomatic_missions).

## 5.3 Medical Centres relevant for residence permit

In connection with temporary residence permit a third country foreigner shall submit a medical





certificate that he/she does not suffer from any exotic disease threatening the public health. The following medical centres can issue such certificate accepted by Slovak foreign police offices:

#### Bratislava region

- Poliklinika cudzokrajných chorôb, ZAMA s.r.o., Americké námestie 3, **Bratislava**, tel.: +421 2 52925688, fax: +421 2 52962732, [info@cudzokrajne.sk](mailto:info@cudzokrajne.sk), [www.cudzokrajne.sk](http://www.cudzokrajne.sk);
- Inštitút očkovania a cestovnej medicíny s.r.o., Teslova 33, **Bratislava**, tel.: +421 2 44635473, mobil: +421 915 889054, [bakos@inocem.sk](mailto:bakos@inocem.sk), [www.inocem.sk](http://www.inocem.sk);

#### Nitra region

- Infekčná klinika, Ambulancia pre cudzokrajné choroby Fakultnej nemocnice Nitra, Špitálska 6, **Nitra**, tel.: +421 37 6545 955, [www.fnnitra.sk](http://www.fnnitra.sk).

#### Trenčín region

- Ambulancia infektológie a tropickej medicíny Spoločnosti INF TROP-MED s.r.o., Nábrežná 5, **Prievidza**, Tel: +421 46 5113311, [jpetrickova@uniklinika.sk](mailto:jpetrickova@uniklinika.sk)

#### Žilina region

- Klinika infektológie a cestovnej medicíny Univerzitnej nemocnice Martin, Kollárova 2, **Martin**, tel.: +421 43 4203637, tel.: +421 43 4203386, [szilagyiyoa@jfmed.uniba.sk](mailto:szilagyiyoa@jfmed.uniba.sk), [www.jfmed.uniba.sk](http://www.jfmed.uniba.sk);
- Inštitút očkovania a cestovnej medicíny s.r.o., ŽILPO, s.r.o., Vysokoškolákov 31, **Žilina**, mobil: +421 917 131479, [bakos@inocem.sk](mailto:bakos@inocem.sk), [www.inocem.sk](http://www.inocem.sk);

#### Banská Bystrica region

- Ambulancia cestovnej medicíny pri Infekčnom oddelení Fakultnej nemocnice s poliklinikou F. D. Roosevelta v Banskej Bystrici, Cesta k nemocnici 1, **Banská Bystrica**, tel: 048/433 53 15, [www.fnsppb.sk](http://www.fnsppb.sk)

#### Košice region

- Klinika infektológie a cestovnej medicíny Univerzitnej nemocnice L. Pasteura, Rastislavova 43, **Košice**, tel.: +421 55 615 2200, tel.: +421 55 615 2201, [occh@fnlp.sk](mailto:occh@fnlp.sk)

You can check for updates at [www.minv.sk/?pobyt-cudzinca](http://www.minv.sk/?pobyt-cudzinca) and [www.minv.sk/?vizova-info-typy-viz-1](http://www.minv.sk/?vizova-info-typy-viz-1).

*Note: The medical check and certificate for the purpose of residence permit is a paid service. Prices for the medical certificate vary depending upon the medical centre. Contact the particular centre for precise information (count with 112 – 269 €). Also, many times the staff at the ambulance communicates in Slovak only, so if you think that you will not be able to communicate with them somehow, have somebody to go with you.*

## 6. How to get your documents sufficiently authenticated

Documents issued by foreign courts and other foreign authorities, which have the validity of public documents in the country of their issue, are deemed to have status of public documents in the Slovak Republic provided that the prescribed certificates have been attached. Exemptions are laid down



in multilateral and bilateral agreements binding upon the Slovak Republic.

### Apostille

The Hague Convention Abolishing the Requirement for Legalisation for Foreign Public Documents, the Apostille convention or the Apostille treaty is an international treaty drafted by the Hague Conference on Private International Law. It specifies the modalities through which a document issued in one of the signatory states can be certified for legal purposes in all the other signatory states. Such a certification is called an apostille (in French: certification). **It is an international certification comparable to a notarisation in domestic law.**

If a State signatory to the **Hague Convention** certifies the document with an **apostille, no further certification of that document is necessary** (find more information on apostille at [www.hcch.net](http://www.hcch.net)); the document is submitted to a sworn translator (in Slovakia) in order to be translated into Slovak and is ready to be presented to Slovak authorities.

Updated list of countries that are signatories to the Hague Convention is at [www.hcch.net/index\\_en.php?act=conventions.status&cid=41](http://www.hcch.net/index_en.php?act=conventions.status&cid=41).

Find your national authority with competence to issue an apostille with contact details and price information at [www.hcch.net/index\\_en.php?act=conventions.authorities&cid=41](http://www.hcch.net/index_en.php?act=conventions.authorities&cid=41).

### Legalisation

In case that the apostille is not applicable, foreign documents, which will be used in the Slovak Republic, are subject to legalisation by a Slovak foreign mission in the respective state. Legalisation of public documents means certification of the authenticity of signatures and official seals or stamps, which they bear against their specimens that are available to the foreign mission. Slovak foreign missions verify the authenticity of a previous certificate issued by the Foreign Affairs Ministry of the country of origin of the respective document.

In addition to legalisation of documents, Slovak foreign missions also certify the authenticity of signatures appearing on the documents, photocopies of documents and their translations into Slovak; if a translator is available at the foreign mission, the mission may also provide translations of certain documents. Honorary consulates have no authority to legalise documents – i.e. to verify the authenticity of the stamp and signature of a Foreign Affairs Ministry consular department official. Slovak honorary consulates verify the authenticity of signatures duplicates and photocopies, which are then deemed valid in the Slovak Republic with no further authentication needed.

If no Slovak foreign mission exists in the country, which has issued the document, further procedures may be as follows – the document must be certified in the country of its origin, with the last **stamp affixed to it being that of the Foreign Affairs Ministry** of the respective country. The authenticity of the stamp is then certified by a competent foreign mission of that country, accredited for the Slovak Republic, and, subsequently, by the Ministry of Foreign and European Affairs of the Slovak Republic. Documents in Arabic, Indian, Chinese or Russian languages are translated into English before they are submitted to the Ministry of Foreign and European Affairs of the Slovak Republic.

The administrative fee for legalisation by the Ministry of Foreign and European Affairs of the Slovak Republic is paid in the form of a **20 € duty stamp** (only until the end of December 2014) or an electronic duty stamp (confirmation of paying 20 €). Clients are required to obtain duty stamps in advance (e.g. at the post office).

**Contact details:****Document authentication department**

Ministry of Foreign and European Affairs of the Slovak Republic, Pražská 1, Bratislava

**Post address:**

Ministry of Foreign and European Affairs of the Slovak Republic

Consular Section – legalisation

Hlboká cesta 2, 833 36 Bratislava, Slovak Republic

**Telephone:**

Foreign and European Affairs Ministry switchboard operator:

+421-2-5978-5978, +421-2-5978-1111, +421 90607 5978

**OFFICE HOURS OF MINISTRY OF FOREIGN AND EUROPEAN AFFAIRS OF THE SLOVAK REPUBLIC:**

Monday	8:00. – 12:00	13:00 – 15:00
Tuesday	closed	
Wednesday	8:00 – 12:00	13:00 – 18:00
Thursday	8:00 – 12:00	
Friday	closed	

**Website:** [http://www.mzv.sk/sk/cestovanie\\_a\\_konzularne\\_info/overovanie\\_dokladov-pracovisko\\_overovania\\_dokladov](http://www.mzv.sk/sk/cestovanie_a_konzularne_info/overovanie_dokladov-pracovisko_overovania_dokladov) (in Slovak)

**Where to find an official translator**

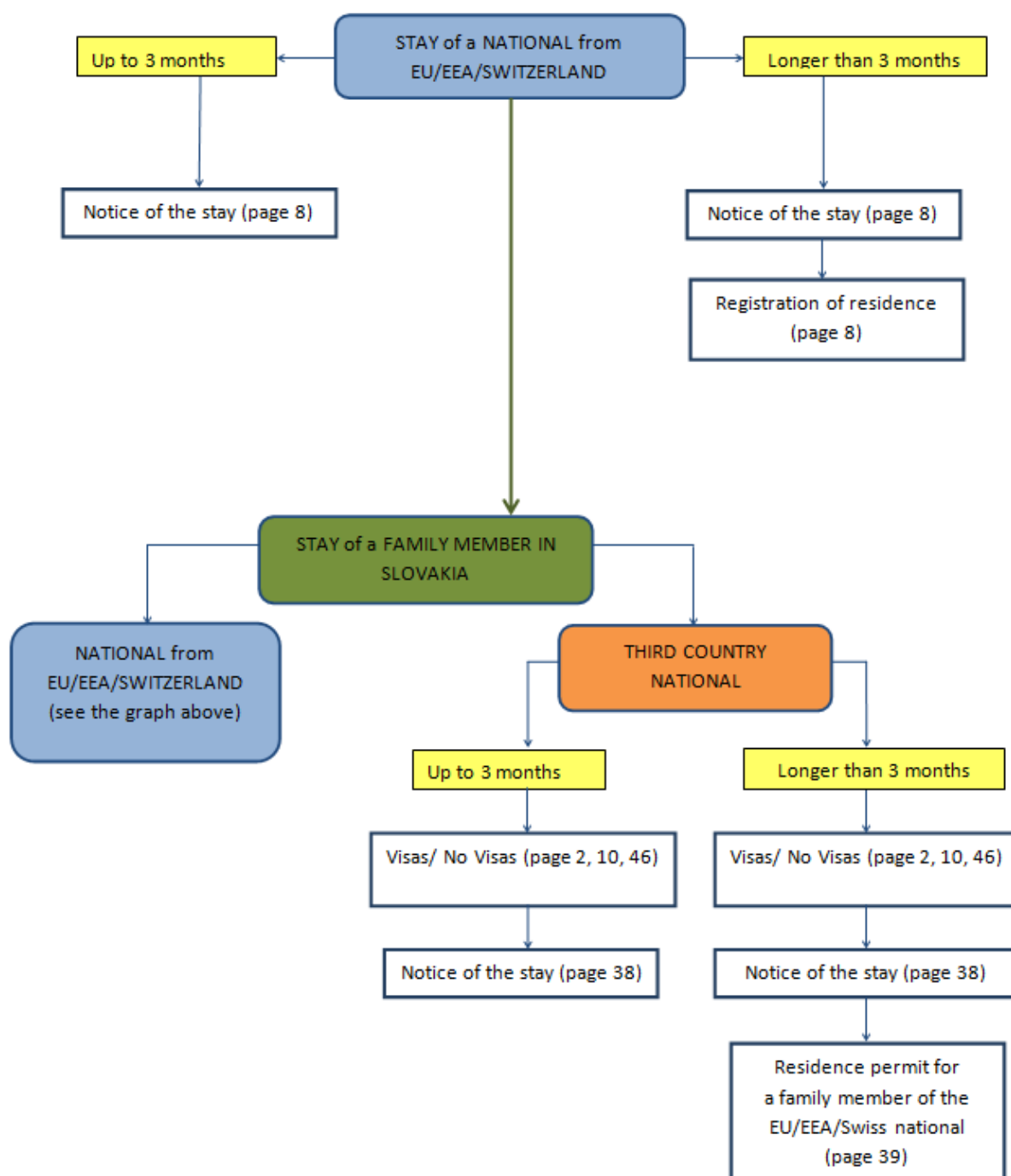
Slovak embassies may provide for translations, or translate a document intended for use in the Slovak Republic. No further verification is required in the case of documents translated by a Slovak embassy consular department.

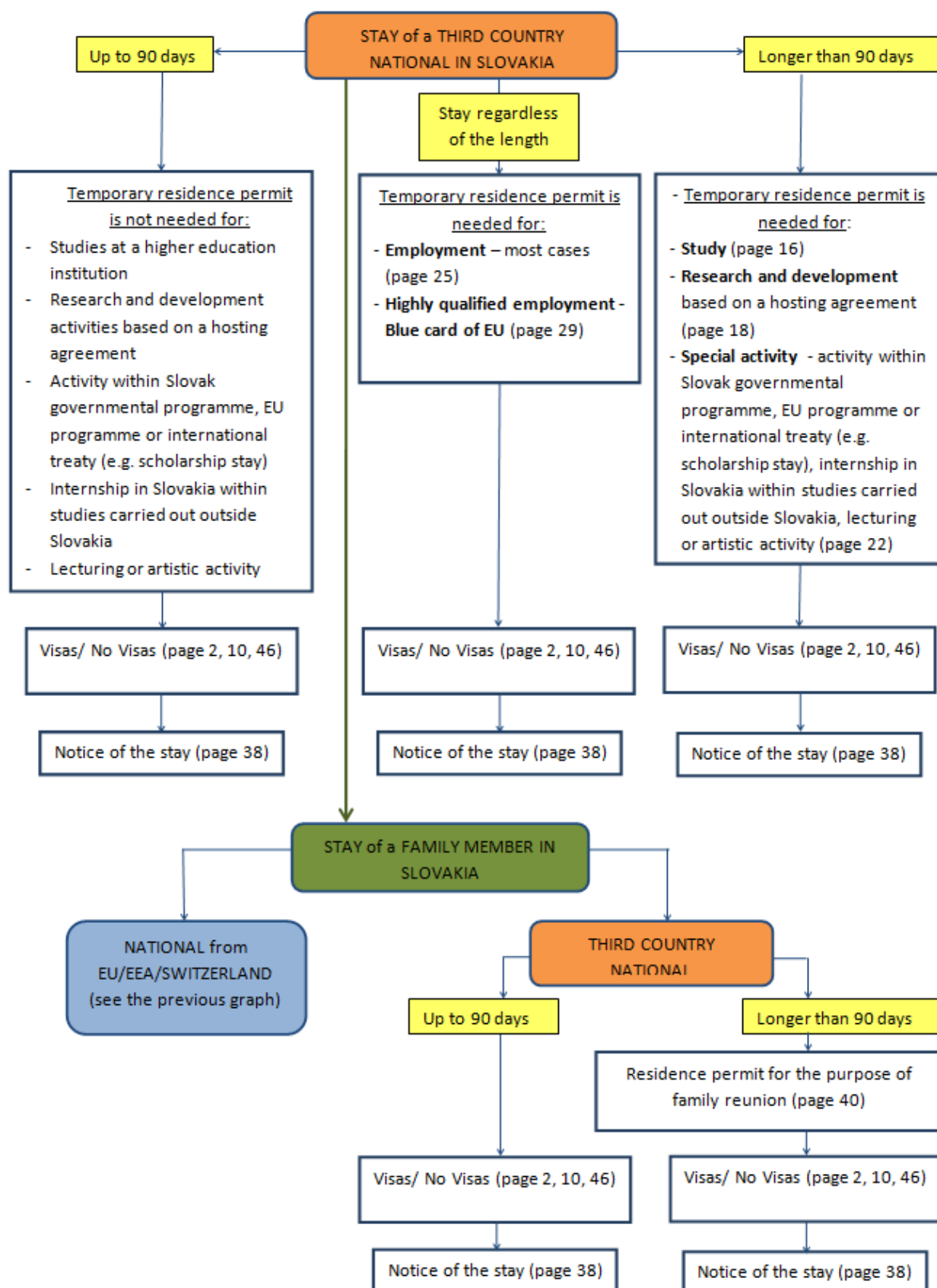
A list of sworn translators in Slovakia is available at websites of the Ministry of Justice of the Slovak Republic, Slovak regional courts and at <http://jaspi.justice.gov.sk> – “Prekladatelia”, but the list is available in Slovak only.

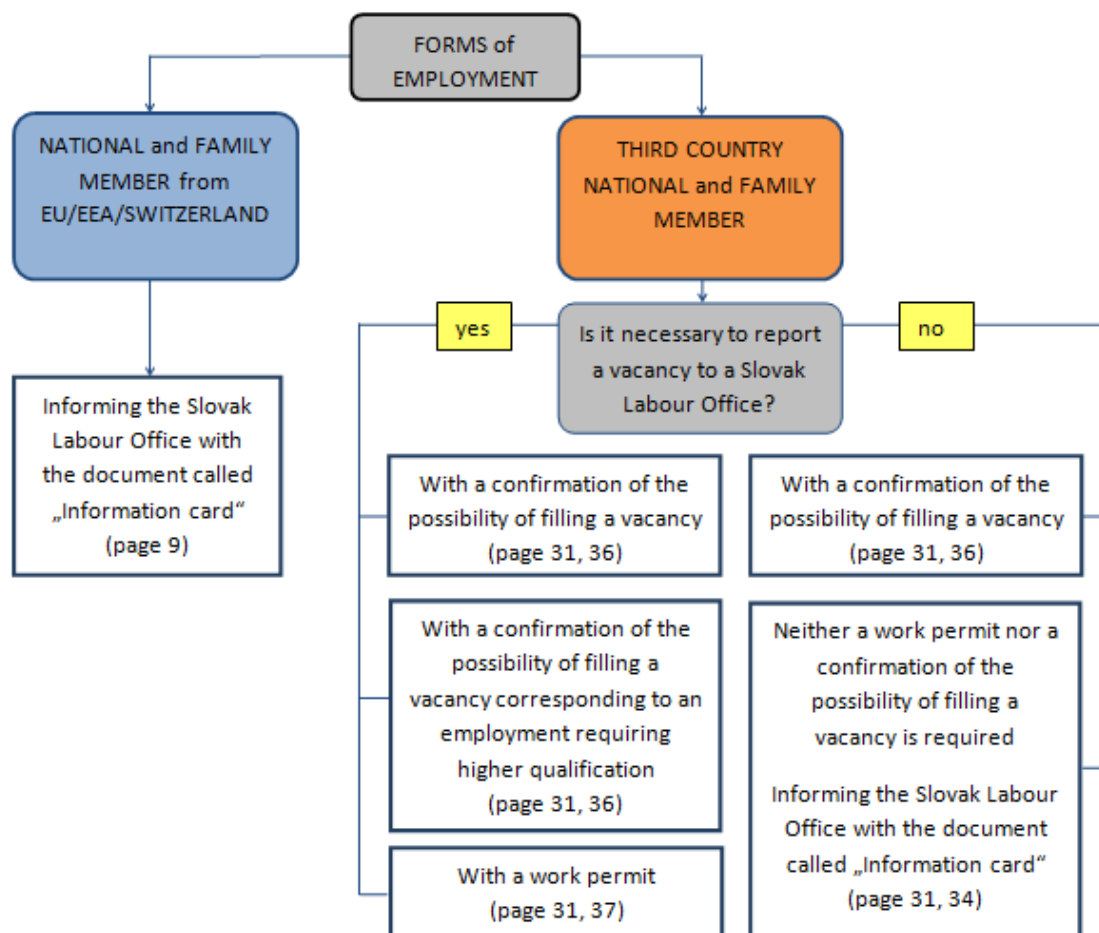
Once authenticated properly (legalisation or Apostille certification), public documents translated into the Slovak language by a sworn translator may be presented to institutions in the Slovak Republic. Documents translated by a sworn translator in the Slovak Republic do not require any further verification.



## 7. The graphical view of entry, stay and employment procedures for foreigners coming from EU/EEA/Switzerland and third countries









## EURAXESS Slovakia - Researchers' mobility made easier

*Slovakia joined EURAXESS, the initiative of the European Commission through SAIA in 2004.*

*Researchers in all their career stages who have questions concerning their research mobility, international or intersectoral, can contact our EURAXESS Service Centres in SAIA offices located throughout the country (in Bratislava, Nitra, Žilina, Banská Bystrica, Košice).*

**EURAXESS** aims to facilitate mobility by removing obstacles connected to legislation and administrative duties (visa and residence, social security, taxation, recognition of diplomas), but also related to social and cultural aspects. You can consult EURAXESS Slovakia website at [www.euraxess.sk](http://www.euraxess.sk). It is a part of the European network of EURAXESS websites, which exist in 39 countries. They are all connected with the European EURAXESS Researchers in Motion portal <http://ec.europa.eu/euraxess>. Funding of the national network of service centers is provided mainly from the resources of the Ministry of Education, Science, Research and Sport of the Slovak Republic. Activities of the EURAXESS network at the European level are funded from the European Commission.

**All the services are offered free of charge.**

**EURAXESS** consists of four main initiatives:



**JOBS** is a simple, free of charge tool. Researchers can find a pool of constantly updated information on job vacancies, funding opportunities and fellowships throughout Europe and publish their CVs available to registered research organisations. On the other hand, research organisations can publish their research job vacancies;



**SERVICES** is a network of more than 200 Service Centres located in 40 European countries. These centres provide free personalised assistance and help researchers and their families plan and organise their move to a foreign country;



**RIGHTS** provides mainly information on the rights and duties of researchers, as well as research and funding organisations arising from The European Charter for Researchers and Code of Conduct for the Recruitment of Researchers;



**LINKS** is a networking tool for European researchers working outside Europe. It is established in Brazil, China, India, Japan, North America and the ASEAN countries.

[www.euraxess.sk](http://www.euraxess.sk)

[www.facebook.com/euraxess.sk](https://www.facebook.com/euraxess.sk)

[euraxess@saia.sk](mailto:euraxess@saia.sk)

**SAIA, n. o.**

Sasinkova 10

812 20 Bratislava, Slovakia

tel: +421-2-59 30 47 00, +421-2-59 30 47 11





## SAIA, n. o. (Slovak Academic Information Agency)

SAIA is a non-governmental non-profit organisation implementing programmes and providing services aimed at enhancement of civil society, and assisting in internationalisation of education and research in Slovakia since 1990.

SAIA manages different mobility programmes for outgoing and incoming university students, PhD. students, university teachers and researchers within bi-lateral and multilateral programmes. Moreover we provide information about studying abroad and in Slovakia, organise selection committees within various scholarship programmes, seminars for Slovak universities and research organisations, prepare and publish publications and are involved in various other activities related to internationalisation of higher education and science.

Currently SAIA administers the following programmes:

- **Academic Mobility** – scholarships based on the intergovernmental bilateral agreements (more information on [www.saia.sk](http://www.saia.sk) and <http://granty.saia.sk>),
- **National Scholarship Programme of the Slovak Republic** (more information on [www.stipendia.sk](http://www.stipendia.sk)),
- **Action Austria - Slovakia, Co-operation in Science and Education** (more information on [www.aktion.saia.sk](http://www.aktion.saia.sk)),
- **CEEPUS - Central European Exchange Programme for University Studies** (more information on [www.ceepus.saia.sk](http://www.ceepus.saia.sk)),
- **Sciex-NMS<sup>ch</sup> - Swiss-Slovak Scholarship Fund** (more information on [www.sciex.sk](http://www.sciex.sk)),
- **EEA Scholarship Programme Slovakia** (EEA grants) (more information on [www.eeasp.saia.sk](http://www.eeasp.saia.sk)),
- **EURAXESS - European Services Network for Researchers** (more information on [www.euraxess.sk](http://www.euraxess.sk)).

SAIA as of January 2015 runs offices in five university towns throughout Slovakia (in Bratislava, Nitra, Žilina, Banská Bystrica, and Košice).

[www.saia.sk](http://www.saia.sk)  
[www.facebook.com/saia.mobility](https://www.facebook.com/saia.mobility)  
[saia@saia.sk](mailto:saia@saia.sk)

**SAIA, n. o.**  
Sasinkova 10  
812 20 Bratislava 1  
tel: +421-2-59 30 47 00, +421-2-59 30 47 11