



# ENTRY, STAY AND EMPLOYMENT OF FOREIGNERS IN SLOVAKIA guide to administrative duties

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for foreigners who come to Slovakia to study, teach or carry out research

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## Introduction

The aim of this publication is to provide a practical overview of administrative duties towards Slovak authorities to be fulfilled by foreigners who come to Slovakia mainly within academic and research mobility programmes and by their family members.

The scope of your obligations may vary depending on the conditions and purpose of your stay. The following “Navigation” is aimed to help you identify the right procedures applicable in your particular situation. This guide is only informative, provided information about the residence of foreigners is not exhaustive, and it gives no right for claims or legitimate expectations of any kind.

Information provided in this publication was elaborated based on legislation valid in 2018. The full text of the Act No. 404/2011 on the Residence of Foreigners is available on the legal and information portal Slov-Lex (in Slovak only): <https://www.slov-lex.sk/pravne-predpisy/SK/ZZ/2011/404/>.

*In case of doubts about a particular situation, you can contact us at [euraxess@saia.sk](mailto:euraxess@saia.sk) or visit one of the EURAXESS centres in Slovakia.*

## 1. Navigation

Start with the question **I.** and proceed as advised in the instructions following your answer to the question.

**Note:** In case you are accompanied by your **family members**, consult also question **V.**

**Note:** Regardless of whether or not you need a visa and/or a temporary residence to enter and stay in Slovakia, you must fulfil certain administrative duties upon arrival - you can find more information thereof in the section **“Duties after the arrival in Slovakia”** (p. 37).

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

**A. No** – proceed with question **II.**

**B. Yes** – proceed with section **“Duties of EU/EEA/Swiss nationals”** (p. 8).

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

**A. No.** My planned stay is longer than 90 days. Proceed with question **III.**

**B. Yes. What kind of activity do you plan to perform in Slovakia?**

- Study at university** (irrespective of the study level, including PhD studies). **It is not necessary to apply for a temporary residence.** Find out if you need a visa in the section **“Visa requirement”** (p. 3).
- Carry out research and development based on a Hosting Agreement.** (See section **“What is a Hosting Agreement?”**, p. 20.) **It is not necessary to apply for a temporary residence.** Find out if you need a visa in the section **“Visa requirement”** (p. 3).



3. **Undertake an internship as a part of your studies pursued outside Slovakia or within two years of completing such studies** (based on a certificate of internship). **It is not necessary to apply for a temporary residence.** Find out if you need a visa in the section **“Visa requirement”** (p. 3).
4. **Perform lecturing or artistic activity** (based on a confirmation thereof, without an employment contract). **It is not necessary to apply for a temporary residence.** Find out if you need a visa in the section **“Visa requirement”** (p. 3).
5. **Perform an activity resulting from a programme approved by the Government of SR, an EU programme, or a programme arising from an international treaty binding on SR** (based on an invitation letter and/or a scholarship award letter, usually without an employment contract). **It is not necessary to apply for a temporary residence.** Find out if you need a visa in the section **“Visa requirement”** (p. 3).
6. **Work under an employment contract** (beyond conditions laid down in the points 1 – 5). In general, even in case of a stay shorter than 90 days, if you want to be employed in Slovakia, **you need to apply for a temporary residence.** The Act on the Residence of Foreigners lists a number of exceptional situations in which you do not have to be granted a temporary residence for a maximum of 90 days; however, these very specific cases are not relevant for this publication. Proceed in the navigation as if your stay was longer than 90 days (question **IV.**)

#### VISA REQUIREMENT

**Do you need a visa to enter Slovakia (Schengen Area)?** Check on the website of the European Commission whether your home country is among those whose nationals need visas:

[https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa_en)

- i. **No** – in this case, you do not need to make any administrative steps before your arrival to Slovakia.
- ii. **Yes** – then apply for visa. For detailed information about visa procedures see chapter **“Schengen visa”**, (p. **Chyba! Záložka nie je definovaná.**).

**III. Do you have a valid residence permit from another EU Member State for the purpose of university studies or research and are you coming in Slovakia for a study/research mobility in the duration of up to 360 days (students) or 1 year (researchers)?**

- A. **No** – you need to **apply for a temporary residence.** Proceed with question **IV.**
- B. **Yes** – if you fulfil the so-called **mobility conditions** (see page 29), **you do not need to apply for a temporary residence.**

**IV. You need to apply for a temporary residence permit. What kind of activity do you plan to perform during your stay in Slovakia longer than 90 days?**

1. **Study at university** (irrespective of the type of study - full degree programme or academic mobility/exchange stay). You can apply for a temporary residence for the **purpose of studies.**



See sections “**Visa requirement and application for a temporary residence**” (p. 6) and “**Temporary residence for the purpose of studies**” (p. 16).

## 2. Carry out research and development.

- **Are you accepted by a Slovak university to pursue a PhD or invited for a doctoral research stay?**
  - a) **Yes** – if you have an invitation letter/letter of acceptance as a PhD student, follow instructions in point “IV. 1. Study at university”.
  - b) **No** – Irrespective of whether you have an invitation from a university or other research organisation, proceed with the next question.
- **Have you signed a Hosting Agreement with a university or a research/development institution in Slovakia?** (see the section „*What is a Hosting Agreement*”, p. 20)
  - a) **Yes** – you can apply for a temporary residence for the **purpose of research and development**. See sections “**Visa requirement and application for a temporary residence**” (p. 6) and “**Temporary residence for the purpose of research and development (in case of researchers with a Hosting Agreement)**” (p. 17).
  - b) **No. How is your stay arranged?**
    - i. I will carry out research within an **exchange/mobility programme** of the SR or the EU or a programme arising from an international treaty binding on Slovakia. You can apply for a temporary residence for the **purpose of special activity**. See sections “**Visa requirement and application for a temporary residence**” (p. 6) and “**Temporary residence for the purpose of special activity**” (p. 21).
    - ii. I will be **employed** as a researcher under a standard employment contract, without a Hosting agreement:
      - Does your activity require higher qualification, will you be employed for at least one year and will your monthly salary be at least 1.5-times the average monthly salary in Slovakia in the given sector in the previous year?
        - a. **Yes** – you can apply for an **EU Blue Card**. See sections “**Visa requirement and application for a temporary residence**” (p. 6) and “**Temporary residence in case of employment requiring higher qualification – EU Blue Card**” (p. 27).
        - b. **No** – you can apply for a temporary residence for the **purpose of employment**. See sections “**Visa requirement and application for a temporary residence**” (p. 6) and “**Temporary residence for the purpose of employment**” (p. 24).

## 3. Teach at university. What kind of stay do you plan?

- i. I will perform **teaching activities as a lecturer** based on an invitation letter from a Slovak university or within an exchange/mobility



programme of SR or the EU or a programme arising from an international treaty binding on Slovakia (without an employment contract). You can apply for a temporary residence for the **purpose of special activity**. See sections **“Visa requirement and application for a temporary residence”** (p. 6) and **“Temporary residence for the purpose of special activity”** (p. 21).

- ii. I will be **employed** as a teacher under a standard employment contract:
  - Does your activity require higher qualification, will you be employed for at least one year and will your monthly salary be at least 1.5-times the average monthly salary in Slovakia in the given sector in the previous year?
    - a. **Yes** – you can apply for an **EU Blue Card**. See sections **“Visa requirement and application for a temporary residence”** (p. 6) and **“Temporary residence in case of employment requiring higher qualification – EU Blue Card”** (p. 27).
    - a. **No** – you can apply for a temporary residence for the purpose of **employment**. See sections **“Visa requirement and application for a temporary residence”** (p. 6) and **“Temporary residence for the purpose of employment”** (p. 24).
- 4. **Undertake an internship as a part of studies pursued outside Slovakia or within two years of completing those studies** (based on a certificate of internship). You can apply for a temporary residence for the **purpose of special activity**. See the section **“Visa requirement and application for a temporary residence”** (p. 6) and **“Temporary residence for the purpose of special activity”** (p. 21)



## VISA REQUIREMENT AND APPLICATION FOR A TEMPORARY RESIDENCE

Administrative procedures related to the submission of your application for a temporary residence will differ depending on *where* you apply.

**Do you need a visa to enter Slovakia (Schengen Area)?** Check on the website of the European Commission whether your home country is among those whose nationals need visas:

[https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa_en)

**i. Yes. You can obtain a temporary residence in two ways:**

- a)** Essentially, you should **apply for a temporary residence abroad, before your arrival in Slovakia** (for more information about types of temporary residence, see question IV). After being granted a temporary residence and upon your application, the Slovak embassy/consulate will issue a **national visa** (type “D”) for you to enter Slovakia (for more information about the visa procedure, see section **“National visa”**, p. 13).

*Note:* When planning your stay, keep in mind that this process may take longer, due to the fact that documents are sent to Slovakia by diplomatic mail.

- b)** In case it is impossible to obtain a temporary residence from abroad before the planned commencement of your activity in Slovakia, you can apply for a **national visa** (type “D”) abroad, come to Slovakia (for more information about the visa procedure, see section **“National visa”**, p. 13) and **apply for a temporary residence in Slovakia** (for more information about types of temporary residence, see question IV).

*Do not forget to bring all the documents necessary for the temporary residence application procedure with you; otherwise, you will have to leave Slovakia before your visa expires.*

**ii. No. You can obtain a temporary residence in two ways:**

- a)** You can **apply for a temporary residence in Slovakia**. For more information about types of temporary residence, proceed with question IV.

*If you do not need a visa to enter the Schengen Area, you can stay in Slovakia for a maximum of 90 days in any 180-day period (unless you are granted a temporary residence). If you plan to apply for a temporary residence in Slovakia, do not forget to bring all the documents necessary for the application procedure with you. In case you are not granted the temporary residence within these 90 days, you will have to leave Slovakia (Schengen Area). The decision-making process about your application may take up to 30 or 90 days, depending on the type of your temporary residence.*

- b)** You can **apply for a temporary residence before your arrival in Slovakia** - at the Slovak embassy/consulate **abroad**. For more information about types of temporary residence, proceed with question IV.

*Note:* When planning your stay, keep in mind that this process may take longer, due to the fact that documents are sent to Slovakia by diplomatic mail.





V. If you intend to come to Slovakia with your family member(s), please answer the following question again: Are you an EU/EEA/Swiss national?

A. Yes. Is your accompanying family member an EU/EEA/Swiss national?

- a) **Yes** – your family member can proceed in accordance with procedures described in the section *“Duties of EU/EEA/Swiss nationals”* (p. 8).
- b) **No** – you can find information about the relevant procedures for your family member in the section *“Right of residence of family members of EU/EEA/Swiss nationals who come from third countries”* (p. 38).

B. No. Is your accompanying family member an EU/EEA/Swiss national?

- a) **Yes** – your family member can proceed in accordance with procedures described in the section *“Duties of EU/EEA/Swiss nationals”* (p. 8).
- b) **No. Does your family member have a valid residence permit for the purpose of family reunification from another EU Member State and is he/she accompanying you during your research mobility in the duration of up to one year?**
  - i. **Yes.** – if he/she fulfils the so-called **mobility conditions** (see page 29), he/she does not need to apply for a temporary residence in Slovakia.
  - ii. **No.** – you can find information about the relevant procedures for your family member in the section *“Temporary residence for the purpose of family reunification in case of families from third countries”* (p. 39).

You can find a graphical overview of entry, stay and employment procedures for foreigners in Slovakia on pages 48 - 50.



## 2. Duties of EU/EEA/Swiss nationals

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

According to the Act on the Residence of Foreigners, an EU national is everyone who is a national of an EU member state, **except a national of the Slovak Republic**. If you (an EU/EEA/Swiss national) intend to stay in Slovakia for **less than three months**, you are **only obliged to notify the beginning of your stay** to the Foreign Police department **within 10 working days** since your arrival. The notification is either made by the accommodation provider (if you stay in a hotel, hostel or dormitory) or by yourself if accommodated in private accommodation (e.g. in a private rented flat or at a friends' place). The list of Foreign Police departments can be found on page 43.

If you intend to stay in Slovakia for **more than three months**, you are also **obliged to notify the beginning of your stay** to the Foreign Police department **within 10 working days** since your arrival (as in the case of short stays). Subsequently, you can stay in Slovakia without any further obligations for up to three months from the day of entry. **Once this period of three months is over**, you are obliged to **apply for the registration of your residence** in Slovakia **within the next 30 days**.

#### Notification of the beginning of your stay

If you are staying in private accommodation, you are obliged to deliver a completed form **"Notice of the stay"** to the competent Foreign Police department. It is available in six language versions at the website of the Ministry of Interior (<http://www.minv.sk/?hlasenie-pobytu-1>), however, it must be completed in the Slovak language. The forms are also available at local Foreign Police departments.

#### Registration of residence of an EU/EEA/Swiss national

You are obliged to apply for the registration of your residence in person at the Foreign Police department and submit the following documents:

- ✓ completed form **"Application for registration of the right of residence of Union citizen"** (the form is available at the website of the Ministry of Interior: [www.minv.sk/?pobyt-cudzinka](http://www.minv.sk/?pobyt-cudzinka); and must be completed in Slovak),
- ✓ valid ID/passport,
- ✓ document proving the purpose of your stay in Slovakia or sufficient financial resources:
  - in the case of employment in Slovakia – a written **promise of the employer** or a **confirmation of employment**,
  - in the case of study in Slovakia – a **confirmation of study** letter and an affidavit confirming you dispose of **sufficient financial resources** for your stay,
  - in case you assume to be employed in Slovakia – **an affidavit on a continuing job search in Slovakia**,
  - in case you are a family member of an EU citizen whom you are accompanying or joining – a **confirmation of registration of this EU citizen**, and a **birth or marriage**



**certificate**, or a proof of your permanent, duly certified relationship,

- document proving you dispose of **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).

The confirmation of registration of the residence is issued immediately upon the submission of a complete application. If you wish to obtain an **EU national residence card**, you are also required to submit the following:

- ✓ two recent photographs (3 × 3,5 cm),
- ✓ proof of **accommodation** (e. g. a confirmation from the accommodation facility or a lease agreement or an affidavit of the owner of the apartment, the document must be in Slovak and the **signatures on agreement/affidavit must be notarized**).

**Fee: 4.50 EUR for the residence card**

Although the Act on the Residence of Foreigners gives you only a possibility (doesn't impose an obligation) to apply for the issue of an EU national residence card, you should 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 can be employed in Slovakia under the same terms as Slovak nationals. In practice, this means that your potential employer **does not have to report a vacancy** to the Labour Office before employing you and you are not required to obtain a **work permit** nor a **confirmation of the possibility to fill a vacant position**. You can conclude an employment contract or an agreement on work performed outside the employment relationship with your employer.

**Employer's duties:**

- to conclude an employment relationship in compliance with the Labour Code,
- to register the employee with a competent branch of the Social Insurance Company (Sociálna poisťovňa) before the employment starts,
- to inform the competent Labour Office (depending on the place of work, not the employer's seat) about the start of employment and its termination within 7 working days thereof (using a form *"Informačná karta o vzniku/skončení pracovnoprávneho vzťahu alebo o vyslaní na výkon práce/skončení vyslania na výkon práce občana EÚ"*, in two copies: ([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ\\_2018/Priloha\\_8.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ_2018/Priloha_8.rtf)),
- to register the employee with the health insurance company within 8 working days of the entry into employment,
- to deregister the employee from all the institutions after the termination of employment.



More information is available on the website of the 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). and on the website of EURES (information network to facilitate mobility of workers within the countries of the European Union and the European Free Trade Association: [www.eures.sk](http://www.eures.sk)).

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

### 3.1 Visa

Depending on your nationality, you might (or might not) be obliged to apply for a visa before travelling to Slovakia. The type of visa you need depends on the purpose and length of your stay. **Before submitting your application, we recommend you to contact the territorially competent Slovak embassy/consulate general** (see page 45), which will provide you with detailed and up-to-date information regarding the visa requirements. Before visiting the embassy/consulate in person, we recommend to contact them by telephone or email and arrange an appointment beforehand if possible.

*Note: The list of countries the citizens of which do not need visas to enter Slovakia (Schengen Area) is available at [https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa_en).*

#### 3.1.1 Schengen visa

A Schengen visa (type “C”) is a **short-stay visa** issued by any country in the Schengen Area. It enables you to **enter the territory of Schengen countries**<sup>1</sup> for one or several visits, the duration of which **cannot exceed 90 days in any 180-day period**<sup>2</sup>. Bulgaria, Croatia, Cyprus and Romania recognise Schengen visas (valid for two or multiple entries) as equal to their national visas for the purpose of transit or a planned stay not exceeding 90 days within any 180-day period.

The date of entry is the first day of stay in the territory of a Schengen Member State and the day of leaving is the last day of such stay. The duration of stay authorised by a temporary residence is **not included** in the duration of a visa stay. The term “any” (in the expression “within any 180-day period”) implies that a 180-day period, looking backward, is considered on any day of your stay (the day of entry or the day of the inspection), in order to verify whether your stay in the Schengen Area did not exceed 90 days in those 180 days. The absence from the Schengen area for a period of 90 consecutive days enables a new stay for the period of 90 days. When 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 the United Kingdom). On the

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<sup>1</sup> A list of Schengen countries is available at the website of EC Directorate-General for Home Affairs: [https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/schengen\\_visa\\_en](https://ec.europa.eu/home-affairs/what-we-do/policies/borders-and-visas/visa-policy/schengen_visa_en). At the time of the issue of this publication, the Schengen Area consists of 26 countries: Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, Switzerland.

<sup>2</sup> Regulation (EU) No 610/2013



contrary, stays in Schengen countries outside the EU – Iceland, Liechtenstein, Norway and Switzerland are taken into account. In order to calculate the period of stay in the territory of Schengen countries and to check the compliance with the 90/180 rule, it is possible to use a Visa calculator<sup>3</sup>.

You can apply for a visa **three months prior to your planned trip at the earliest**. The decision-making procedure shall not take longer than **15 calendar days** from submitting your application, however, in exceptional cases, it may take up to 60 days. The decision should be issued within **10 calendar days** (or a maximum 30 days) in case of nationals of those countries that have signed visa facilitation agreements with the European Union (Albania, Armenia, Azerbaijan, Bosnia and Herzegovina, Cape Verde, Georgia, Macedonia, Moldova, Montenegro, Russia, Serbia, and Ukraine). Nationals of Albania, Bosnia and Herzegovina, Georgia, Macedonia, Moldova, Montenegro, Serbia and Ukraine do not need visas if they are holders of biometric passports. The decision should be issued within 10 days also when the applicant is a family member of a Union citizen.

The validity of the granted visa or of 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 extension. The visa validity can be extended for free if the holder proves force majeure or humanitarian reasons, preventing him from leaving the country before the expiry of the visa or the authorised duration of stay. The visa extension shall take the form of a visa sticker. Visa may not be extended to more than 90 days. Therefore, if you were granted a visa for 90 days, it is basically not possible to extend its validity.

In general, when applying for a Schengen visa, you have to submit the following documents:

- ✓ completed **form “Application for Schengen visa”** (available at [www.mzv.sk/sk/cestovanie\\_a\\_konzularne\\_info/cestovne\\_doklady\\_a\\_viza-vizove\\_formulare](http://www.mzv.sk/sk/cestovanie_a_konzularne_info/cestovne_doklady_a_viza-vizove_formulare), or <http://www.minv.sk/?ziadost-o-udelenie-schengenskeho-viza>); The application must be signed by you; in case of minors or persons lacking legal capacity, their legal guardian, who is required to attach a copy of the document identifying him/her as the applicant’s legal guardian, must sign the application.
- ✓ **valid travel document (passport)**, which must be valid for at least three months longer than the expected day of leaving the Schengen Area. It must have been issued within the previous 10 years and shall contain at least two blank pages;
- ✓ **recent full-face colour photograph** 3 x 3,5 cm,
- ✓ **document demonstrating the purpose of the planned stay** (e.g. confirmation of acceptance for studies, invitation letter, letter of award, hosting agreement etc.),
- ✓ **proof of accommodation** (e.g. letter of award or hosting agreement in case they specify accommodation provided, voucher/reservation of hotel accommodation, personal letter of invitation confirming that you will stay at the inviting person’s place etc.),
- ✓ **documents confirming sufficient means of subsistence during your stay** (e.g. cash in a freely

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<sup>3</sup> The calculator and a user manual are available at the website of the EC Directorate-General for Home Affairs: [https://ec.europa.eu/home-affairs/content/visa-calculator\\_en](https://ec.europa.eu/home-affairs/content/visa-calculator_en).



convertible currency, travel cheques, bank account statement confirming regular income etc.).

*No general amount of funds to cover the costs of your stay is prescribed at the European level, 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. Currently, you might be requested to prove the financial resources in the amount of 56 €/person/day for the duration of your stay at the Slovak border<sup>4</sup>.*

- ✓ **documents enabling the assessment of your intention to leave the Schengen territory before the expiry of the visa applied for** (e.g. a return air/bus/train ticket),
- ✓ **travel medical insurance** – the insurance must cover all costs that may arise in connection with your repatriation to your 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 your stay. The minimum insurance coverage of 30 000 € is required;
- ✓ **other documents** – for the purpose of the visa application procedure, the embassy/consulate may ask you to submit other documents in order to verify the declared purpose of the visit and your intention to return to your home country or the country of your residence.

**Family members** of EU/EEA/Swiss nationals shall only submit a completed application form, a valid travel document (passport), a document confirming their family relationship with the Union citizen and a document proving their dependency, if necessary.

#### **Visa application fees: 60 EUR**

The application fee of **35 EUR** applies to the nationals of those third countries that have signed Visa Facilitation Agreements with the European Union:

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

The fees shall be paid in the freely convertible currency or in the national currency of the third country, in which the application has been filed.

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<sup>4</sup> Regulation of the Ministry of Interior of the Slovak Republic No. 499/2011 determining the amount of finance necessary to cover the costs of a third country national's stay on the territory of the Slovak Republic



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

### 3.1.2 National visa

A national (long-stay) visa (type “D”) can be granted:

- if it is necessary for **granting a residence in Slovakia**,
- for **language education** in a language school (the applicant must be at least 15 years old and the tuition must take at least 25 hours weekly),
- if it is necessary to **fulfil Slovakia’s commitments under international treaties**, or
- if it is for the benefit of the Slovak Republic.

The visa is issued for **stays longer than 90 days**, for a maximum of one year. If it is issued for granting a residence in Slovakia, it is issued for 90 days. In case of the language education, its validity is limited to 31 July of the given academic year. If the foreigner is allowed to stay longer than for a year, the national visa will be replaced by a temporary residence before the day of its expiry. The long-term visa holders are allowed to travel to other Schengen member states (outside the border of the state which issued the visa); however, the number of days spent in those states cannot exceed 90 in any 180-days period<sup>5</sup>.

When applying for a national visa, you need to submit the following documents:

- ✓ completed **form “Application for National visa”** (available at <http://www.minv.sk/?ziadost-o-udelenie-narodneho-viza>),
- ✓ **valid travel document**,
- ✓ **recent full-face colour photograph** 3 x 3,5 cm,
- ✓ **document demonstrating the purpose of the planned stay** (e.g. confirmation of acceptance for language education, in case of applying for a national visa in order to apply for a residence in Slovakia, all the documents necessary for the residence application must be submitted),
- ✓ **proof of medical insurance**,
- ✓ **other documents** may be requested by the embassy/consulate only in case the documents submitted are not sufficient for granting a national visa.

#### **Visa application fee: 33 EUR**

In case of applying for a national visa in order to collect an already granted temporary residence permit in Slovakia, the fee is charged in the amount of **9.50 EUR**.

The fee shall be paid in the freely convertible currency or in the national currency of the third country, in which the application has been filed.

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<sup>5</sup> Art. 1 par. 5(c) of the Regulation (EU) No 610/2013 of the European Parliament and of the Council 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)





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

Note: In case of applying for a national visa in order to apply for a temporary residence, keep in mind to bring all the documents necessary for the residence application to Slovakia with you (see section 3.2. Temporary residence of third country nationals). If you are not granted the temporary residence within the period of your visa validity, you will need to leave Slovakia (Schengen Area) before the visa expires.

### 3.1.3 Invitation

Foreigners may be asked to enclose an official **invitation verified by a police authority** to their Schengen visa application. It is necessary to check this obligation with the Slovak embassy/consulate in your home country. The invitation **can be replaced by the Hosting Agreement** in the case of a research stay (see page 20).

Note: Invitation in the Schengen visa granting procedure **is not the same document as an invitation letter (acceptance letter)**, in which a hosting institution agrees with the realisation of a fellowship/research stay or an invitation to an education/research event.

The request to verify an invitation can be submitted by an inviting person:

- Slovak citizen with a permanent residence in Slovakia or a foreigner with a permanent or temporary residence in Slovakia,
- an organisation/company with the seat in Slovakia.

A request must be submitted using an official form, at a Foreign Police department corresponding to the inviting person's place of residence or to the seat of the inviting organisation. The inviting person has to submit:

- ✓ completed form **"Application for verification of an invitation"** (available at <https://www.minv.sk/?pozvanie-cudzinka>),
- ✓ **valid ID**,
- ✓ document declaring the **purpose of the invitation** – e.g. being a relative of the invited person; business licence of the inviting person; business or other labour relationships; organisation 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 etc.,
- ✓ document proving the **ability of the inviting person to cover all expenses related to the stay and travel of the invited person**. A bank account balance statement of the inviting person, issued by a bank, shall prove the financial capacity. The account balance must be at least 12-times the subsistence minimum (205.07 € in 2018) and 56 € for each day of the invited person's stay<sup>6</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.

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<sup>6</sup> Regulation of the Ministry of Interior of the Slovak Republic No. 499/2011 determining the amount of finance necessary to cover the costs of a third country national's stay on the territory of the Slovak Republic





- ✓ document proving the **provision of accommodation** for the invitee.

Documents submitted with the application cannot be older than 90 days (except for a document proving a family relationship). The police officer in charge will carry out an interview with the inviting person concerning the relation with the invited person, the purpose of his/her stay etc.

#### **Fee for the request to verify an invitation: 33 EUR**

The Foreign Police department issues a confirmation upon submission of the request and verifies the invitation within 15 days. The verified invitation is valid for 90 days.

### **3.2 Temporary residence of third country nationals**

As a foreigner participating in an academic/research mobility in Slovakia, you might be eligible to apply for one of the several types of temporary residence in Slovakia. Depending on the activity you are going to pursue here, you can apply for a

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

To find out which type suits your situation best, please consult the section “*Navigation*” (p. 2).

You have to **apply in person** at the Slovak **embassy/consulate** competent for your home country/country of residence or at a **Foreign Police department in Slovakia**. Your application will be accepted at the Foreign Police in Slovakia only if you are:

- granted an EU residence permit,
- granted a tolerated residence,
- holder of a national visa (see chapter 3.1.2 *National visa*),
- third-country national who does not need a visa to enter, or
- Slovak living abroad.

Usually it is necessary to submit a complete application with all the requested attachments, otherwise, it will not be accepted (see an exception in case of the temporary residence for the purpose of employment, chapter 3.2.4). If the embassy or the police department **refuses to accept** your application, they will **notify you in writing of the documents you need to enclose so that it can be accepted**. Once your temporary residence is granted, the police department will send you a written notice thereof, stating the effective and the expiry date of your residence. The time validity of a travel document is not regarded when deciding on the duration of a granted temporary residence but it is taken into account when the residence card is issued. It is issued for a period 90 days shorter than the expiry date of your travel document.

You must file the application for the **renewal of a temporary residence** in person at the Foreign Police department, using an official form, no later than the last day of the current temporary



residence validity. Your temporary residence is deemed valid in the territory of Slovakia even after its expiration until the decision on the application for the renewal is made.

### 3.2.1 Temporary residence for the purpose of studies (including PhD studies)

Students from third countries who are planning to stay in Slovakia for longer than 90 days shall apply for a temporary residence for the purpose of studies. A complete application consists of the following documents:

- ✓ completed form **“Application for the temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak),
- ✓ **two recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ document proving the **purpose of your stay** – a confirmation of studies letter from a state authority (competent ministry) or a university, or a confirmation from an organisation which is administering a scholarship/mobility programme approved by the Slovak government or an EU programme under a contract with the competent state authority (scholarship award letter),
- ✓ document proving **sufficient financial resources** for your stay – your bank account balance statement, a letter of award stating the amount of your scholarship, a confirmation of financial coverage, or an affidavit issued by another person about the provision of financial resources together with that person's bank account balance statement,
- ✓ **criminal record extract** (apostilled or superlegalised) from your country of origin and from every country where you have stayed for more than 90 days during six consecutive months within the last 3 years. High school students are exempted from this obligation.

Students do not have to enclose a confirmation of accommodation in Slovakia.

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving the purpose of your stay, financial resources or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence.

The Slovak embassy/consulate that receives your application will interview you for the purpose of a preliminary assessment of your application. The interview will be conducted in Slovak or another language understandable to both parties. The embassy will prepare a written record of the interview and attach it to your application for a temporary residence. The record shall be written in the language in which the interview was held, and you will be asked to sign it. (If you do not speak Slovak and hire an interpreter, he/she must also sign the record.) The embassy will send its position on the granting of a temporary residence to the Foreign Police department along with the record and its translation.



In the case of applying for a **renewal of a temporary residence**, it is not necessary to submit a document proving no criminal record.

**Fee: 4.50 EUR for the residence card**

The police officer in charge will confirm a receipt of your application (last page of the application form). **Within 30 days from the date of submitting** a complete application, the Foreign Police shall issue either a **negative decision** or a **notification of granting the temporary residence**. If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask you to provide a mobile phone number (you can write the number on your application form). You will be notified by a text message in Slovak when your residence card is ready. You can collect the residence card at the Foreign Police in person or you can appoint somebody else with a power of attorney to do it for you. When applying for a temporary residence abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If you apply for a temporary residence longer in advance and the Foreign Police decides on your application earlier than 30 days prior to starting your planned activity (the purpose of stay), the Foreign Police will set the starting date of your temporary residence exactly 30 days before the starting date of your planned activity (the purpose of stay). If the time between the decision of the Foreign Police on granting the temporary residence and the commencement of your planned activity (the purpose of stay) is shorter than 30 days, the day of commencement of the granted temporary residence will be the same as the date of the decision.

Once you are granted a temporary residence, you are obliged to submit a **medical certificate** confirming that you do not suffer from any disease threatening public health within 30 days from the collection of your residence card. The certificate cannot be older than 30 days. It can be obtained in **specific medical centres only** (see page 45) and you will be charged a fee.

The police department shall grant a temporary residence for **the purpose of studies** for the expected study duration, for a maximum of **six years**. The temporary residence for the purpose of studies remains valid for up to 30 days after the completion of university studies. The university diploma and the state examination certificate serve as a proof of the completed studies.

Students who completed their **university education** in Slovakia (full degree studies) can apply for the renewal of their temporary residence after the completion of their studies, for the purpose of **job seeking** or **starting a business**. In this case, it can be prolonged for **nine months**.

Certain conditions of employment of students and PhD students are briefly explained in the section *“Employment of third country nationals”* (p. 30).

### **3.2.2 Temporary residence for the purpose of research and development (in case of researchers with a Hosting Agreement)**

Researchers who signed a Hosting Agreement with a research institution or a university can apply for a **temporary residence for the purpose of research and development**. We recommend to researchers and receiving organisations to give priority to this type of temporary residence over the residence for the purpose of employment due to fewer administrative duties and faster decision-



making procedure. In this case, researchers do not need a work permit or a confirmation of a possibility to fill a vacant position. Moreover, they can carry out their activities upon agreements on work performed outside the employment relationship (e.g. work performance agreement) or based on a granted scholarship.

A complete application consists of the following documents:

- ✓ completed form **“Application for a temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak),
- ✓ **two recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ **Hosting Agreement** as a document proving the purpose of your stay,
- ✓ document proving **sufficient financial resources** for your stay – Hosting Agreement, your bank account balance statement or a confirmation of financial coverage,
- ✓ **criminal record extract** (apostilled or superlegalised) from the country, where you **resided longest during the last ten years**.

Foreigners applying for the temporary residence for the purpose of research and development do not have to enclose a confirmation of accommodation in Slovakia.

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving the purpose of your stay, financial resources or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence.

The Slovak embassy/consulate that receives your application will interview you for the purpose of a preliminary assessment of your application. The interview will be conducted in Slovak or another language understandable to both parties. The embassy will prepare a written record of the interview and attach it to your application for a temporary residence. The record shall be written in the language in which the interview was held, and you will be asked to sign it. (If you do not speak Slovak and hire an interpreter, he/she must also sign the record.) The embassy will send its position on the granting of a temporary residence to the Foreign Police department along with the record and its translation.

In the case of applying for a **renewal of a temporary residence**, it is not necessary to submit a document proving no criminal record. It is, however, necessary to submit a confirmation of health insurance on the territory of the Slovak Republic.

**Fee: 4.50 EUR for the residence card**



The police officer in charge will confirm a receipt of your application (last page of the application form). **Within 30 days from the date of submitting** a complete application, the Foreign Police shall issue either a **negative decision** or a **notification of granting the temporary residence**. If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask you to provide a mobile phone number (you can write the number on your application form). You will be notified by a text message in Slovak when your residence card is ready. You can collect the residence card at the Foreign Police in person or you can appoint somebody else with a power of attorney to do it for you. When applying for a temporary residence abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If you apply for a temporary residence longer in advance and the Foreign Police decides on your application earlier than 30 days prior to starting your planned activity (the purpose of stay), the Foreign Police will set the starting date of your temporary residence exactly 30 days before the starting date of your planned activity (the purpose of stay). If the time between the decision of the Foreign Police on granting the temporary residence and the commencement of your planned activity (the purpose of stay) is shorter than 30 days, the day of commencement of the granted temporary residence will be the same as the date of the decision.

Once you are granted a temporary residence, you are obliged to submit a document proving your **health insurance** within 30 days from the collection of your residence card. In case you do not have health insurance covering your stay in Slovakia, you have to **obtain it within 3 working days after you collect your residence card**. The health insurance confirmations in another language than Slovak (except for Czech) must be translated to Slovak by an official translator. Moreover, you have to submit a **medical certificate** confirming that you do not suffer from any disease threatening public health within 30 days from the collection of your residence card. The certificate cannot be older than 30 days. It can be obtained in **specific medical centres only** (see page 45) and you will be charged a fee.

The police department shall grant a temporary residence for the purpose of research and development for the period of validity of your hosting agreement, for a maximum of **two years**.

Researchers who carried out their **research** in Slovakia can apply for the renewal of their temporary residence **after the completion of their activity**, for the purpose of **job seeking or starting a business**. In this case, it will be prolonged for **nine months**.



## What is a Hosting Agreement?

A 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.

The Hosting Agreement is the main supporting document representing a foundation for the temporary residence for the purpose of research and development. It is signed by a host research organisation in Slovakia (public or private) and by a third country researcher. **Only research organisations authorised** by the Ministry of Education, Science, Research and Sport of the Slovak Republic are **allowed to conclude a Hosting Agreement**.

**The list of authorised organisations** is published at [www.vedatechnika.sk](http://www.vedatechnika.sk). (A direct 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”; in Slovak only). It is also available in the register of organisations in the Information system for science and research SK CRIS [www.skcris.sk](http://www.skcris.sk) (CRIS = Current Research Information System; in both English and Slovak). It is recommended to check both resources because of independent data updating.

**An organisation that wants to obtain such authorisation** must apply for the licence at the Science and Technology Department of the Ministry of Education, Science, Research and Sport. Information about this procedure is available in the Slovak version of this brochure and at

<https://www.euraxess.sk/sk/main/prakticke-info/pre-organizacie/prijimanie-cudzincov/dohoda-o-hostovani-a-povolenie-prijimat-cudzincov-pre-organizacie-vyskumu-a-vyvoja/> (in Slovak).

### Hosting Agreement must contain:

- name and surname of the third country researcher,
- identification of the host research organisation,
- specification of the researcher's work classification and working conditions,
- 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 of the host research organisation stating that it will reimburse the costs related to the researcher's stay and return incurred by public funds in case a researcher remains illegally in the territory of the Slovak Republic,
- declaration about sufficient financial coverage of researcher's stay,
- declaration of researcher's health insurance,
- information about the foreseen carrying of a part of research in another state.

More information and model hosting agreements can be found at

<https://www.euraxess.sk/sk/main/prakticke-info/pre-organizacie/prijimanie-cudzincov/dohoda-o-hostovani-a-povolenie-prijimat-cudzincov-pre-organizacie-vyskumu-a-vyvoja/co-ma-obsahovat-dohoda-o-hostovani>



### 3.2.3 Temporary residence for the purpose of special activity (e.g. in case of lecturers - university teachers without an employment contract, participants in a scholarship/fellowship programme approved by the Government of the SR, an EU programme or a programme arising from an international agreement as well as interns studying at higher education institutions outside Slovakia or within two years of completing such studies)

University 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, an EU programme or a programme resulting from an international agreement binding on Slovakia upon invitation from a university or other education institution to give lectures/teach, as well as interns studying at higher education institutions outside Slovakia or within two years of completing such studies can apply for a **temporary residence for the purpose of a special activity**.

A complete application consists of the following documents:

- ✓ completed form **“Application for the temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak),
- ✓ **two recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ document proving the **purpose of your stay**:
  - **lecturers**: a **confirmation** from your host university/education institution that you will carry out the **activities of a university teacher/lecturer** (e.g. invitation letter for a lecture stay),
  - participants in **governmental/EU programmes**: **confirmation from a state authority** (the competent ministry) in charge of a programme **or a confirmation from an organisation administering such a programme** under a contract with a competent state authority (e.g. scholarship award letter, confirmation of lecturing/research activity within a governmental/EU programme),
  - participants in a **programme arising from an international agreement**: **international agreement** or a **confirmation from a state authority** (the competent ministry) in charge of a programme **or a confirmation from an organisation administering such a programme** under a contract with a competent state authority (e.g. scholarship award letter, confirmation of lecturing/research activity within an international programme),
  - **interns**: a **certificate of internship** containing a description of the training program, including the training objective, the duration of the training, the conditions of placement and supervision of the traineeship, the internship working time and the legal relationship between the intern and the receiving organisation,
- ✓ document proving **sufficient financial resources** for your stay – your bank account balance statement, a confirmation of financial coverage, or in case of participants in





governmental/EU programmes, a document proving the purpose of the stay, if it contains information about the financial coverage provided,

- ✓ **criminal record extract** (apostilled or superlegalised) from your country of origin and from every country where you have stayed for more than 90 days during six consecutive months within the last 3 years,
- ✓ interns also: declaration of the receiving organisation to cover the costs associated with the potential administrative expulsion,
- ✓ interns also: either a university diploma not older than two years at the time of applying for a temporary residence, together with a decision on a recognition of the diploma or a certificate of current studies issued by the higher education institution, whereby the traineeship must correspond to the achieved/current higher education,
- ✓ document proving your **accommodation** for at least six months of the temporary residence; in the case of a shorter stay, it is necessary to provide a proof of accommodation for the whole stay, e.g.
  - a confirmation from the accommodation facility,
  - a rental agreement (with notarized signatures),
  - an affidavit on the provision of accommodation (with a notarized signature).

A proof of accommodation is **not required** in case the purpose of your stay is a participation in a governmental/EU programme, the fulfilment of a commitment of the Slovak Republic under an international treaty or an internship.

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving the purpose of your stay (except for the international agreement), financial resources, accommodation or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence.

The Slovak embassy/consulate that receives your application will interview you for the purpose of a preliminary assessment of your application. The interview will be conducted in Slovak or another language understandable to both parties. The embassy will prepare a written record of the interview and attach it to your application for a temporary residence. The record shall be written in the language in which the interview was held, and you will be asked to sign it. (If you do not speak Slovak and hire an interpreter, he/she must also sign the record.) The embassy will send its position on the granting of a temporary residence to the Foreign Police department along with the record and its translation.

In the case of applying for a **renewal of a temporary residence**, it is not necessary to submit a document proving no criminal record. It is, however, necessary to submit a confirmation of health insurance on the territory of the Slovak Republic.





**Fees: 99.50 EUR for the application for a temporary residence for the purpose of a special activity (100 EUR in case of an application submitted at the embassy/consulate of the Slovak Republic)**

**33 EUR for the application for a renewal of the temporary residence**

- applicants for a temporary residence for the purpose of a special activity who are participating in a governmental/EU programme as well as those whose activity in Slovakia is resulting from an international agreement are exempted from the obligation to pay the application and the renewal fee
- interns who are receiving a scholarship of the Ministry of Education, Science, Research and Sport or a scholarship under an international agreement, as well as the foreign language lecturers coming to Slovak schools within programmes arising from international agreements are also exempted from the obligation to pay the fee
- applicants who are pedagogic staff or university teachers are also exempted from the obligation to pay the application and the renewal fee

**4.50 EUR for the residence card**

The police officer in charge will confirm a receipt of your application (last page of the application form). **Within 30 days from the date of submitting** a complete application, the Foreign Police shall issue either a **negative decision** or a **notification of granting the temporary residence**. If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask you to provide a mobile phone number (you can write the number on your application form). You will be notified by a text message in Slovak when your residence card is ready. You can collect the residence card at the Foreign Police in person or you can appoint somebody else with a power of attorney to do it for you. When applying for a temporary residence abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If you apply for a temporary residence longer in advance and the Foreign Police decides on your application earlier than 30 days prior to starting your planned activity (the purpose of stay), the Foreign Police will set the starting date of your temporary residence exactly 30 days before the starting date of your planned activity (the purpose of stay). If the time between the decision of the Foreign Police on granting the temporary residence and the commencement of your planned activity (the purpose of stay) is shorter than 30 days, the day of commencement of the granted temporary residence will be the same as the date of the decision.

Once you are granted a temporary residence, you are obliged to submit a document proving your **health insurance** within 30 days from the collection of your residence card. In case you do not have health insurance covering your stay in Slovakia, you have to **obtain it within 3 working days after you collect your residence card**. The health insurance confirmations in another language than Slovak (except for Czech) must be translated to Slovak by an official translator. Moreover, you have to submit a **medical certificate** confirming that you do not suffer from any disease threatening public health within 30 days from the collection of your residence card. The certificate cannot be older than 30 days. It can be obtained in **specific medical centres only** (see page 45) and you will be charged a fee.



The police department shall grant a temporary residence for the purpose of special activity for the time necessary to achieve its purpose, for a maximum of **two years**.

### 3.2.4 Temporary residence for the purpose of employment (in case of researchers and university teachers with an employment contract if procedure using a Hosting Agreement cannot be applied)

If you come to Slovakia to work, but a research institution/university does not conclude a Hosting Agreement with you and either a vacancy or you do not meet the criteria for highly qualified employment, you shall apply for a **temporary residence for the purpose of employment**. Usually, a complete application for a temporary residence must be submitted in order to be accepted by the Foreign Police, but in case of applying for a temporary residence based on the confirmation of the possibility to fill a vacant position, it is enough if you submit an application form and your passport.

A temporary residence for the purpose of employment can be granted based on:

- a **confirmation of the possibility to fill a vacant position** (relevant for most of the cases – see section 3.4.2),
- a **work permit** (relevant for several specific cases – see part 3.4.4), or
- if none of these two documents is required for the employment of a third country national (see section 3.4.1).

*More information about the notification of a vacancy can be found in point 3.4.2.*

A complete application consists of the following documents:

- ✓ completed form **“Application for the temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak),
- ✓ **two recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ document proving the **purpose of your stay**:
  - in case of an application based on a **confirmation of the possibility to fill a vacant position** – a **written promise** of the employer to employ the third country national ([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ\\_2018/Priloha\\_7.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ_2018/Priloha_7.rtf)) or an **employment contract**, and a **decision on recognition of qualification** or a superlegalised/apostilled document confirming the highest level of education achieved by the third country national,
  - in the case of other applications – a **work permit** (issued by the competent Labour Office according to the place of work), or a **confirmation** of the employer that the third country national will perform an activity for which a **work permit or the confirmation of the possibility to fill a vacant position is not required**, or an **international agreement** binding on the Slovak Republic and stipulating that the work permit or the confirmation of the possibility to fill a vacant position is not required,



- ✓ document proving **sufficient financial resources** for your stay – salary confirmation from your employer or your bank account balance statement,
- ✓ **criminal record extract** (apostilled or superlegalised) from your country of origin and from every country where you have stayed for more than 90 days during six consecutive months within the last 3 years.
- ✓ document proving your **accommodation** for at least six months of the temporary residence; in the case of a shorter stay, it is necessary to provide a proof of accommodation for the whole stay, e.g.
  - a confirmation from the accommodation facility,
  - a rental agreement (with notarized signatures),
  - an affidavit on the provision of accommodation (with a notarized signature).

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving the financial resources, accommodation or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence. The documents proving the purpose of stay can be older than 90 days (a written promise of the employer, an employment contract, a decision on recognition of qualification or a document confirming the highest level of education achieved by the third country national, a work permit or a confirmation of the employer that the third country national will perform an activity for which a work permit is not required and an international agreement). A proof of accommodation in case of a third country national representing or working for an important foreign investor can also be older than 90 days.

In the case of applying for a **renewal of a temporary residence**, it is not necessary to submit a document proving no criminal record.

**Fees: 165.50 EUR for the application for a temporary residence for the purpose of employment (170 EUR in case of an application submitted at the embassy/consulate of the Slovak Republic)**

**99.50 EUR for the application for a renewal of the temporary residence**

Note: Applicants who are pedagogical staff or university teachers are exempted from the obligation to pay the application and the renewal fee.

**4.50 EUR for the residence card**

In case the confirmation of the possibility to fill a vacant position is required, your potential employer has to report the vacancy for which they want to hire you at the Labour Office competent according to your future place of work **at least 20 working days** before you submit your application for a temporary residence. If the work permit procedure applies, the vacancy must be reported at least 15 working days before the submission of your application for a work permit. More information about employment can be found in sections 3.4.2 or 3.4.4. You cannot submit your application for a temporary residence before this period has elapsed.



Note: In case you should be employed as a **pedagogic employee, university teacher, researcher** or artist at a **higher education institution**, or research or development staff for **educational or research activities**, the labour market situation is not taken into account. The employer does not have to report a vacancy and you can apply for a temporary residence without delay.

Following the receipt of your application for a temporary residence based on a confirmation of the possibility to fill a vacant position, the police department shall complete a form *“Application for issuing the confirmation of the possibility to fill a vacant position for the purpose of granting a single residence and work permit”* and send it together with a part of your application, documents proving the purpose of your stay as well as the position of the embassy/consulate to the corresponding Labour Office. The Labour Office will consequently issue the *“Confirmation of the possibility to fill a vacant position”* and send it to the police department. You will receive a document *“Additional data on employment”* together with your residence card.

The police officer in charge will confirm a receipt of your application (last page of the application form). **Within 90 days from the date of submitting** a complete application, the Foreign Police shall issue either a **negative decision** or a **notification of granting the temporary residence**. (In case you are representing or working for an important foreign investor, the decision shall be made within 30 days). If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask you to provide a mobile phone number (you can write the number on your application form). You will be notified by a text message in Slovak when your residence card is ready. You can collect the residence card at the Foreign Police in person or you can appoint somebody else with a power of attorney to do it for you. When applying for a temporary residence abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If you apply for a temporary residence longer in advance and the Foreign Police decides on your application earlier than 30 days prior to starting your planned activity (the purpose of stay), the Foreign Police will set the starting date of your temporary residence exactly 30 days before the starting date of your planned activity (the purpose of stay). If the time between the decision of the Foreign Police on granting the temporary residence and the commencement of your planned activity (the purpose of stay) is shorter than 30 days, the day of commencement of the granted temporary residence will be the same as the date of the decision.

Once you are granted a temporary residence, you are obliged to submit a **medical certificate** confirming that you do not suffer from any disease threatening public health within 30 days from the collection of your residence card. The certificate cannot be older than 30 days. It can be obtained in **specific medical centres only** (see page 45) and you will be charged a fee.

The police department shall grant a temporary residence for the purpose of employment for the expected time of employment, for a maximum of **five years**. The temporary residence for the purpose of employment **remains valid for up to 60 days after the termination of employment** (if the employment was terminated before the date of expiration of your permit).

More details about employment regulations and procedures can be found in the section *“Employment of third country nationals”* (page 31).



### 3.2.5 Temporary residence for the purpose of employment requiring higher qualification – EU Blue Card

The **EU Blue Card**<sup>7</sup> is a specific form of temporary residence that you can be granted in Slovakia in case you have a higher professional qualification. It enables you to enter the Slovak labour market more easily and work in highly qualified jobs. Higher professional qualification is a qualification attested by a certificate of higher education. If you are interested in obtaining the EU Blue Card, you must conclude an **employment contract** with your future employer in Slovakia or obtain a **written promise** ([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ\\_2018/Priloha\\_7.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/MAJ_2018/Priloha_7.rtf)) of future employment from him.

**Such an employment contract** must be concluded for a period of **at least one year** from the date of the EU Blue Card issuance, while the agreed salary must be at least **1.5 times the average monthly salary** in the economy of the Slovak Republic in the relevant sector as published by the Statistical Office of the Slovak Republic for the calendar year preceding the calendar year in which the application for an EU Blue card was filed<sup>8</sup>.

The employer willing to employ you in a highly qualified job is obliged to report a vacancy at a Central Labour Office **at least 15 working days** before you submit your application for a Blue Card. You cannot apply before this period has elapsed.

More information on the employment requiring higher qualification can be found in the section 3.4.3.

You can **apply for a Blue Card** in person at the **Slovak embassy/consulate** competent for your country or at a **Foreign Police in Slovakia**. Your application will be accepted at the Foreign Police in Slovakia only if you are staying in Slovakia legally. If you are a holder of a Blue Card issued by another EU Member State, you may apply for a (Slovak) Blue Card within 30 days after your entry in Slovakia. Normally, you have to submit a complete application, however, your Blue Card application cannot be refused if you submit at least a completed application form and your valid passport.

A complete application consists of the following documents:

- ✓ completed form **“Application for the temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/zialosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/zialosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak, in the field no. 22 “Employment after arrival to the Slovak Republic, position, address of the company, organisation, school”, it is necessary to state the place of work and organisation’s identification number),
- ✓ **two recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ document proving the **purpose of your stay**:

<sup>7</sup> Employment of third country national with the confirmation of the possibility to fill a vacant position requiring higher qualification, Central Office of Labour, Social Affairs and Family:

[www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/2.-zamestnanie-statneho-prislusnika-tretej-krajiny-s-potvrdenim-o-moznosti-obsadenia-vpm-zodpovedajuceho-vysokokvalifikovanemu-zamestnaniu-k-ziadosti-o-modru-kartu.html?page\\_id=363520](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov/2.-zamestnanie-statneho-prislusnika-tretej-krajiny-s-potvrdenim-o-moznosti-obsadenia-vpm-zodpovedajuceho-vysokokvalifikovanemu-zamestnaniu-k-ziadosti-o-modru-kartu.html?page_id=363520)

<sup>8</sup> Statistical data on the amount of the average monthly salary is listed on the website of the Statistical Office of the SR (<http://bit.ly/priemernamzda>)



- **an employment contract** for a position requiring higher qualification concluded for at least one year and offering a salary that is at least 1.5 times the average monthly salary in the relevant sector as published by the Statistical Office for the preceding calendar year, or **employer's written promise** to employ the third country national in such job, and
  - **a decision on recognition of higher professional qualification** to work in the job stipulated in the employment contract or in the employer's promise issued by the Centre for Recognition of Diplomas of the Ministry of Education, Science, Research and Sport of the Slovak Republic. In the case of unregulated professions, a decision shall be made by a Slovak higher education institution which offers a programme in the same or related study field ([www.minedu.sk/recognition-of-foreign-diplomas/](http://www.minedu.sk/recognition-of-foreign-diplomas/)),
- ✓ **criminal record extract** (apostilled or superlegalised) from your country of origin and from every country where you have stayed for more than 90 days during six consecutive months within the last 3 years,
- ✓ document proving your **accommodation** for at least six months of the temporary residence; in the case of a shorter stay, it is necessary to provide a proof of accommodation for the whole stay, e.g.
- a confirmation from the accommodation facility,
  - a rental agreement (with notarized signatures),
  - an affidavit on the provision of accommodation (with a notarized signature).

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving accommodation or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence.

**Fees:**      **165.50 EUR for the application for a temporary residence – EU Blue Card (170 EUR in case of an application submitted at the embassy/consulate of the Slovak Republic)**  
**99.50 EUR for the application for a renewal of the EU Blue Card**

Note: Applicants who are pedagogical staff or university teachers are exempted from the obligation to pay the application and the renewal fee.

**4.50 EUR for the residence card**

Upon the receipt of your application, the police department shall complete a form *“Application for issuing the confirmation of the possibility to fill a vacant position requiring higher qualification”* and send it to the Central Labour Office together with a part of your application, documents proving the purpose of your stay, no criminal record and accommodation. The Central Labour Office will consequently issue and send back the *“Confirmation of the possibility to fill a vacant position requiring higher qualification”*.

The police officer in charge will confirm a receipt of your application (last page of the application form). If you do not submit all the documents required by law, the police officer will accept your





application even if incomplete (you must at least present your passport). A decision on the application for a Blue Card is issued **within 30 days from the date of submitting** a complete application and is sent to the foreigner or an authorized representative. If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask you to provide a mobile phone number (you can write the number on your application form). You will be notified by a text message in Slovak when your residence card is ready. You can collect the residence card at the Foreign Police in person or you can appoint somebody else with a power of attorney to do it for you. When applying for a Blue Card abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If you are granted a Blue Card, you are obliged to submit a **medical certificate** confirming that you do not suffer from any disease threatening public health within 30 days from the collection of your residence card. If you, however, applied for a Blue Card at the police department, you must submit the medical certificate **within 30 days from the submission of your application**. The certificate cannot be older than 30 days. It can be obtained in **specific medical centres only** (see page 45) and you will be charged a fee.

If you submitted a written employer's promise proving the purpose of your stay during the Blue Card application procedure, you are obliged to submit the employment contract within 30 days after obtaining the residence card.

The Blue Card is issued for **four years**. In case the foreseen period of employment is shorter than four years, the police department shall issue the Blue Card for that period extended for 90 days.

### 3.3 Mobility of third country nationals within EU

As of 1 May 2018, new simplified rules of mobility of third country nationals within EU are applicable in Slovakia. They enable students, researchers and researchers' family member with a residence permit in one of the EU member states to carry out short-term stays in Slovakia without the need to obtain a temporary residence in Slovakia.

#### 3.3.1 Mobility of university students

Students who are holders of a residence permit for the purpose of **university studies** in one of the member states are allowed to carry out a mobility (short-term stay) in Slovakia for a **maximum of 360 days** without the need to apply for a temporary residence in Slovakia, if:

- they will carry out a part of their studies in Slovakia within an EU programme (e.g. Erasmus+), Slovak governmental programme (e.g. National scholarship programme), a multilateral programme supporting mobility (e.g. CEEPUS) or within an agreement between higher education institutions, and
- higher education institution in Slovakia, where they will carry out their studies, **notifies** the Ministry of Interior thereof in advance and submits:
  - ✓ proof of the fact, that a student will carry out a part of his/her studies in Slovakia **within an EU programme** (e.g. Erasmus+), Slovak governmental programme (e.g. National scholarship programme), a multilateral programme supporting mobility



(e.g. CEEPUS) or within an agreement between two or among more higher education institutions,

- ✓ proof of **admission to studies**,
- ✓ copy of a **residence card** issued by a member state,
- ✓ copy of a **passport**,
- ✓ information about the **start and finish dates** of mobility, and
- ✓ proof of **financial coverage of stay** in the amount of subsistence minimum for every month of stay or a confirmation of the higher education institution stating that the student will be provided with sufficient resources to cover the costs of living, study costs and travel costs for the return to the member state.

The higher education institution is obliged to report the Foreign Police in writing any **change** influencing the mobility in Slovakia, **within three working days** of learning about them.

### 3.3.2 Mobility of researchers

Researchers who are holders of a residence permit for the purpose of **research** in one of the member states are allowed to carry out a research mobility (short-term stay) in Slovakia for a **maximum of one year** without the need to apply for a temporary residence in Slovakia, if:

- their host research organisation in Slovakia notifies the Ministry of Interior of the intention to host such a researcher and submits:
  - ✓ document proving that the researcher **carries out a part of his/her research activity in Slovakia**,
  - ✓ **Hosting Agreement** from a member state that granted him/her a residence permit,
  - ✓ copy of a **residence card** issued by a member state,
  - ✓ copy of a **passport**,
  - ✓ information about the **start and finish dates** of mobility, and
  - ✓ proof of **financial coverage of stay** in the amount of subsistence minimum for every month of stay or a confirmation of the research organisation stating that the researcher will be provided with sufficient resources to cover the costs of living and travel costs for the return to the member state.

The research organisation is obliged to report the Foreign Police in writing any **change** influencing the mobility in Slovakia, **within three working days** of learning about them.

### 3.3.3 Mobility of researchers' family members

Family members of researchers who are holders of a residence permit from the purpose of family reunification in one of the member states are allowed to accompany the researcher during his/her stay in Slovakia without the need to apply for a temporary residence in Slovakia, if:

- researcher's host research organisation in Slovakia notifies the Ministry of Interior of the intention of a family member to carry out a mobility and submits:
  - ✓ document proving a **family relationship** with the researcher,
  - ✓ copy of a **residence card of a family member** issued by a member state,





- ✓ copy of a **passport**,
- ✓ information about the **start and finish dates** of mobility, and
- ✓ proof of **financial coverage of stay** in the amount of subsistence minimum for every month of stay or a confirmation of the research organisation stating that the family member will be provided with sufficient resources to cover the costs of living and travel costs for the return to the member state.

The research organisation is obliged to report the Foreign Police in writing any **change** influencing the mobility in Slovakia, **within three working days** of learning about them.

#### 3.3.4 Mobility-related notification duty of higher education institutions and research organisations

Besides the duty to notify the intention to **host** students/researchers who are residents of another member state during their mobility (see parts 3.3.1. - 3.3.3), the higher education institutions and research organisations are obliged to notify information about the **outgoing** students/researchers.

They are obliged to notify the intention of third country students/researchers who are holders of temporary residence in Slovakia and want to carry out a student/research mobility in another member state **within three working days** of learning thereof.

### 3.4 Employment of third country nationals

The employment of third country nationals in Slovakia is a complex issue, regulated by the Act on Employment Services (5/2004). Employer's and employee's duties described below (e.g. confirmation of the possibility to fill a vacant position) are relevant only for the work carried out in Slovakia, not abroad.

Currently, there are **four forms of access to employment for third country nationals**:

- a) with a confirmation of the possibility to fill a vacant position,
- b) with a confirmation of the possibility to fill a vacant position requiring higher qualification (associated with the application for an EU Blue Card),
- c) with a work permit,
- d) a work permit or confirmation of the possibility to fill a vacant position is not required.

**Employers may only employ a third country national who:**

- a) is an EU Blue Card holder,
- b) has been granted a temporary residence for the purpose of employment upon a confirmation of the possibility to fill a vacant position,
- c) has been granted a work permit and a temporary residence for the purpose of employment,
- d) has been granted a work permit (during the first 12 months of being granted a temporary residence) and a temporary residence for the purpose of family reunification,
- e) has been granted a work permit (during the first 12 months of being granted a temporary residence) and a temporary residence as a third country national with a long-term resident status in an EU Member State,



- f) is not required to obtain a confirmation of the possibility to fill a vacant position or a work permit.

Third country nationals listed under points **a) - e)** can be employed only under a **standard employment contract**. In case the work permit or a confirmation of the possibility to fill a vacant position are not required (see section 3.4.1), working upon **agreements on work performed outside the employment relationship** is also possible (e.g. work performance agreement, agreement on the part-time job of students, agreement on work activity).

Foreigners with a granted temporary residence for the purpose of **studies, research and development, family reunification** or special activity may be employed to some extent, in specific cases and under defined conditions. More information can be found in the part 3.4.1 together with examples of situations when **no confirmation of the possibility to fill a vacant position or a work permit is required**.

A foreigner who will be performing **educational or scientific activities** as a pedagogic employee, university teacher, researcher/artist at a higher education institution, or research/development staff engaged in research activities shall in general apply for a temporary residence for the purpose of employment based on a confirmation of the possibility to fill a vacant position (if other relevant purposes of residence cannot be applied – e. g. research and development based on a Hosting Agreement, special activity). In this case, the confirmation will be issued by the Labour Office **without taking into account the labour market situation**.

More information on the employment of the abovementioned categories of employees can be found on the website of the Central Labour Office (in Slovak only):

[www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov.html?page\\_id=272197](http://www.upsvar.sk/sluzby-zamestnanosti/zamestnavanie-cudzincov.html?page_id=272197)).

#### **Employer's duties:**

- to request the third country national's residence card before the start of work and then keep a copy of it during the time of employment,
- to conclude an employment relationship in compliance with the Labour Code,
- to inform the Labour Office in writing about the start and termination of employment **within seven working days** thereof together with a copy of the employment contract,
- to inform the Labour Office in writing if the third country national who was granted a work permit or a temporary residence based on the confirmation of the possibility to fill a vacant position did not start the job **within seven working days** of the day set as the day of starting the job,
- in case of employing a third country national who does not need a work permit or a confirmation of the possibility to fill a vacant position – to inform the Labour Office about the start and termination of the employment **within seven working days** thereof (using a 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”* in two copies



([http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Priloha\\_9.rtf](http://www.upsvar.sk/buxus/docs/SSZ/OISS/CUDZINCI/Priloha_9.rtf)), together with a document proving that he/she does not need a permit or confirmation and a copy of the employment contract,

- to register the employee with a local branch of the Social Insurance Agency (Sociálna poisťovňa) **before the employment starts**,
- to register the employee with the health insurance company **within eight working days** of the entry into employment,
- to deregister the employee from all the institutions after the termination of employment (**within eight days** from the Social Insurance Agency, **within eight working days** from the health insurance company),
- to notify the police department in writing of the termination of the employment of a third country national **within three working days**,
- in case of employing a third country national who carries out research activities on the basis of a hosting agreement – to notify the Ministry of Education, Science, Research and Sport of the SR **without delay, within two months at the latest** 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,
  - termination of the research and development project,
  - termination of the hosting agreement,
  - facts that prevent the implementation of the research and development project.

A list of local labour offices can be found at the website of the Central Office of Labour, Social Affairs and Family: [http://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 ([www.eures.sk/clanok\\_detail.php?id=531](http://www.eures.sk/clanok_detail.php?id=531)).

### 3.4.1 Who does not need a work permit or a confirmation of the possibility to fill a vacant position?

With regard to the purpose of this booklet, we selected only the most important provisions from the complete list. A work permit or a confirmation of the possibility to fill a vacant position is not required in case a third country national is:

- a **university student** with a granted temporary residence for the purpose of studies, or carrying out a study mobility in Slovakia (see part 3.3.1.) whose employment does not exceed **20 hours per week**,
- granted a temporary residence for the purpose of **research and development** and carries out research or development on the basis of a Hosting Agreement concluded with a research organisation,



- granted a temporary residence for the purpose of **research and development** and his/her **employment related to lecturing** will not exceed 50 days in a calendar year,
- carrying out **research** in Slovakia **within the intra-EU mobility scheme** (see part 3.3.2.),
- a **graduate** of a high school or higher education institution (university) in Slovakia,
- aged less than 26 years and will be employed in occasional and time-limited jobs within exchanges between schools or within youth and education programmes, in which Slovakia participates,
- a pedagogic employee, an academic employee, a university teacher, a scientific, research or development staff participating in a professional scientific event or an artist participating in an artistic event, whose employment in the territory of Slovakia will not exceed **30 days in a calendar year**,
- granted a temporary residence in Slovakia as a person with the long-term residency status in another EU member state, after 12 months of stay in Slovakia,
- granted a **temporary residence for the purpose of family reunification** as a family member of a researcher with a temporary residence for the purpose of research and development or of an EU Blue Card holder, immediately after being granted a temporary residence,
- a family member of a researcher carrying out research in Slovakia within the intra-EU mobility scheme (see part 3.3.3.),
- a **family member of an EU national** with the right to reside in Slovakia,
- granted a temporary residence for the purpose of family reunification, after 12 months of stay in Slovakia,
- granted a permanent residence in Slovakia,
- granted a temporary residence of a third country national who has a recognised status of a Slovak living abroad,
- **employed upon a commitment of the Slovak Republic under an international treaty** defining that the work permit is not required for this type of employment (e.g. working holidays with Canada and New Zealand).

#### **Employer's duties:**

In case of employing a third country national who does not need a work permit or a confirmation of the possibility to fill a vacant position, the employer is obliged to inform the Labour Office (corresponding to the place of work) about the beginning and the termination 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*" – see the part 3.4.

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

- In case a work permit or a confirmation of the possibility to fill a vacant position are not required, the employees can be employed not only under a standard employment contract,



but also upon agreements on work performed outside the employment relationship (e.g. work performance agreement, agreement on the part-time job of students, agreement on work activity).

- The procedure of obtaining a temporary residence for the purpose of employment has been simplified for a majority of the foreigners by the fact that the foreigner/employer is not required to apply for a work permit separately at the Labour Office. It is sufficient to submit a complete temporary residence application at a Slovak embassy abroad or at a local Foreign Police department, and as a part of the review process, the Foreign Police will request the confirmation of the possibility to fill a vacant position from the Labour Office.
- The Labour Office will issue a confirmation of the possibility to fill a vacant position without taking into account the situation at the labour market in case the third country national is to be employed as a pedagogic employee, university teacher, researcher or artist at a higher education institution, or research or development staff.

### 3.4.2 Confirmation of the possibility to fill a vacant position

If easier employment conditions (when a work permit or the confirmation from the Labour Office are not required) are not applicable to your case, the labour market situation will be taken into account when assessing your application. A vacancy for which you should be hired must be reported to the Labour Office beforehand and you can be granted a temporary residence for the purpose of employment only upon a confirmation of the possibility to fill a vacant position issued by the Labour Office.

#### **Employer's duties:**

An employer that wants to employ a third country national is obliged to report a vacancy in writing to the Labour Office competent according to the place of work **at least 20 working days prior** to submitting the application for a temporary residence for the purpose of employment. In case the job vacancy cannot be filled by a registered jobseeker, the employer can conclude an employment contract with you or issue a written promise to employ you. These documents (any of them) serve as a proof of the purpose of your stay are to be enclosed along with the application for a temporary residence. The job vacancy shall be cancelled only after you are granted the temporary residence.

If you want to change your employment, the new vacancy must also be reported to the competent Labour Office at least 20 working days prior to the notification of such a change to the Foreign Police. The labour market situation will be assessed again.

**Note:** In case you are to be employed as a pedagogic employee, university teacher, research or artistic university staff, or a research/development staff, the employer is not obliged to report such a vacancy. You can **apply for a temporary residence immediately**. The Labour Office will issue a confirmation of the possibility to fill a vacant position without taking into account the labour market situation.

#### **Employee's duties:**

You can apply for a temporary residence for the purpose of employment at the Slovak



embassy/consulate or at a Foreign Police department **20 working days after the notification of a vacancy** at the Labour Office, at the earliest.

More information about the application for a temporary residence for the purpose of employment can be found in the point 3.2.4.

### 3.4.3 Confirmation of the possibility to fill a vacant position in case of employment requiring higher qualification (related to the EU Blue Card)

Should you be offered employment requiring higher qualification in Slovakia, you can apply for a special type of temporary residence – the so-called EU Blue Card.

**The employment contract** concluded in case of such employment (or employer's written promise) must stipulate a commitment to employ you for a period of **at least one year** from the date of the Blue Card issuance, while the agreed salary must be at least **1.5 times the average monthly salary** in the economy of the Slovak Republic in the relevant sector as 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>9</sup>. You have to meet the requirement of higher qualification (attested by your university degree).

#### Employer's duties:

An employer that wants to employ a third country national for a position requiring higher qualification is obliged to report a vacancy in writing to the Central Labour Office **at least 15 working days prior** to submitting the application for a Blue Card.

#### Employee's duties:

You can apply for a Blue Card at the Slovak embassy/consulate or at a Foreign Police department **15 working days after the notification of a vacancy** at the Central Labour Office, at the earliest.

More information about the application for a Blue Card can be found in the point 3.2.5.

### 3.4.4 Work permit

You are required to obtain a work permit if you are:

- a) to be hired for seasonal employment for a maximum of 90 days in 12 consecutive months,
- b) granted a temporary residence for the purpose of **family reunification, during the period of the first 12 months since being granted a temporary residence** (except for cases when no work permit is needed and family members can start working right after obtaining their temporary residence – see the part 3.4.1),
- c) granted a temporary residence as a third country national with the long-term residency status in another EU Member State, during the period of the first 12 months since being granted a temporary residence,
- d) if it is stipulated in an international treaty binding on Slovakia.

#### Employer's duties

An employer that wants to employ a third country national who needs a work permit is obliged to

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<sup>9</sup> Statistical data on the average monthly salary is available at the website of the Statistical Office: <http://statdat.statistics.sk>.



report a vacancy in writing to the Labour Office competent according to the place of work, **at least 15 working days prior** to submitting the application for a work permit. Reporting of a vacancy is not required in case of persons stated under d).

#### **Employee's duties:**

You (or your employer on your behalf) can apply for a work permit at the competent Labour Office **15 working days after the notification of a vacancy** at the earliest. Should the application be submitted by the employer, he/she must submit your written consent with the application (with a notarised signature).

The decision on your application for a work permit should be issued within 20 working days from the submission of your application. The work permit is granted for the foreseen employment duration, **for a maximum of two years** (or for five years, if so stipulated in an international agreement). No fees are charged for the submission of the application for a work permit. The work permit can be renewed, upon your application, by the Labour Office, even repeatedly, for a maximum of two years. The vacancy must be reported to the Labour Office at least 15 working days before the submission of the application for the renewal. The employment must be carried out at the same position and for the same employer. A written application for the renewal is to be submitted at the Labour Office 90 days at the earliest and 30 days at the latest before the expiration of the currently granted work permit.

### **3.5 Duties after the arrival in Slovakia**

Besides duties related to obtaining a visa and a temporary residence (for details consult the "Navigation", page 2), each third country national is obliged to report their stay to the Foreign Police **within 3 working days since their arrival** in Slovakia. If you are granted a Schengen/national visa or if you are not required to obtain a visa to enter Slovakia, you must report the beginning, place and foreseen length of stay. If you were granted a residence, you need to report the beginning of your stay.

The accommodation provider usually does this on your behalf if you are staying in a hotel, hostel or dormitory. If you are staying in private accommodation (e.g. in a rented flat or at a friends' place), you have to submit the "**Notice of the stay**" form (<http://www.minv.sk/?hlasenie-pobytu-1>) directly to the competent Foreign Police department. (The list of Foreign Police department can be found on page 43).

As a third country national residing in Slovakia, you are obliged to report any **change** regarding the place of your residence, name, surname, personal status, nationality and data in your passport **within five working days** from the day when the change occurred.

You are also obliged to report to the police department that:

- you will stay in Slovakia away from the place of residence stated in the granted temporary residence for more than 30 days continuously,
- the purpose of stay, for which the temporary residence was granted has ceased to exist, within three working days since this occurred.





## 4. Bringing family members with you

### 4.1 Right of residence of family members of EU/EEA/Swiss nationals coming from third countries

Special rules for entry and residence apply to those third country nationals who are family members of EU/EEA/Swiss nationals. According to the current regulations, a **family member** of the EU/EEA/Swiss national is the third country national who 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 an EU member state, while the EU/EEA/Swiss national is the Slovak national with whom the third country national returns or joins him/her to reside back in the Slovak territory and fulfils any of the conditions specified in par. (a) to (g) in relation to the Slovak national.

If entering the Schengen Area from a third country, a family member of the EU/EEA/Swiss national is obliged to obtain a visa (if the visa requirement applies to him/her). In this case, a family member can apply for a visa at a competent embassy or consulate (visa shall be issued free of charge within 15 days) or directly at the border, where the family member enters the Schengen Area. A clear proof of the family relationship with the EU/EEA/Swiss national is a basis for issuing the visa. For details about visa procedures, see the section “Schengen Visa” (page 10).

Once in the Schengen Area, the family member who is entering one member country from another does not need a visa if he/she is accompanying/joining the EU/EEA/Swiss national whose family member he/she is. The existence of a family relationship and the fact of accompanying/joining must be clearly manifest. If the family member travels 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 in Slovakia (without any further obligations) for **3 months from the date of entry** if she/he accompanies





or joins the EU/EEA/Swiss national whose family member she/he is. The beginning of his/her stay in Slovakia shall be reported by the family member of the EU/EEA/Swiss national at the competent Foreign Police department within 10 working days from the date of entry into the territory of Slovakia.

If a family member plans to stay in Slovakia for a period **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 within 30 days after the 3-month period from the date of entry in Slovakia. A complete application consists of the following documents:

- ✓ completed 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 at <http://www.minv.sk/?pobyt-cudzinka>), the forms are also available at Foreign Police departments),
- ✓ **valid travel document,**
- ✓ **2 recent full-face photographs** 3 x 3,5 cm,
- ✓ **document proving the relationship with the EU national** (e.g. marriage certificate, birth certificate) This document has to be apostilled or superlegalised and officially translated into Slovak by an official translator (the list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>). In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.
- ✓ **confirmation of the registration of the residence of the warrantor** (EU/EEA/Swiss national whose family member this person is).

**Fees: 4.50 EUR for the residence card**

*Note: Different procedures apply to family members of Slovaks who are third country nationals.*

## 4.2 Temporary residence for the purpose of family reunification in the case of families from third countries

Family members of a third country national with a granted residence in Slovakia who wish to join him/her in Slovakia for a period **longer than 90 days** have to apply for a temporary residence for the purpose of family reunification. In accordance with the current regulations, the following persons are considered **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 himself/herself due to the 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 of origin/residence or at a Foreign Police in Slovakia. The application may be submitted at the Foreign Police in Slovakia only if the applicant is:

- granted an EU residence permit,
- granted a tolerated residence,
- holder of a national visa (see chapter 3.1.2 *National visa*),
- third-country national who does not need a visa to enter Slovakia, or
- Slovak living abroad.

It is necessary to submit a complete application with all the documents; 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 enclose so that it can be accepted. Once the temporary residence is granted, the police department will send the applicant a written notice, stating the effective and expiry date of his/her residence.

A complete application consists of the following documents:

- ✓ completed **application form “Application for the temporary residence”** ([http://www.minv.sk/swift\\_data/source/policia/hranicna\\_a\\_cudzinecka\\_policia/ocp/ziadosti/pobyt/udelenie\\_prechodneho\\_pobytu\\_2016.pdf](http://www.minv.sk/swift_data/source/policia/hranicna_a_cudzinecka_policia/ocp/ziadosti/pobyt/udelenie_prechodneho_pobytu_2016.pdf), must be completed in Slovak),
- ✓ **2 recent full-face photographs** 3 x 3,5 cm,
- ✓ **valid passport** (the police officer will make a copy of it),
- ✓ document proving the **purpose of the stay** - declaring the **relationship** with the third country national (the so-called warrantor), e.g. a marriage certificate, birth certificate (apostilled or superlegalised) and if necessary, another document proving the third country national is considered a family member (e.g. a proof of dependency),
- ✓ **approval** of the parent who does not have custody of a single dependent child under 18 years of age but has the right to meet him/her,
- ✓ document proving **sufficient financial resources** - an **affidavit of the warrantor** that he/she will provide the applicant with financial and material coverage together with his/her employment contract, salary statement or bank account balance statement,
- ✓ **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



during six consecutive months within the last 3 years (if any). Kids under the age of 14 are exempted from the duty to file extracts from their criminal records,

- ✓ document proving the **common accommodation with the warrantor** 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.
  - a confirmation from the accommodation provider,
  - a rental agreement with notarised signatures,
  - an affidavit on the provision of accommodation (with a notarized signature).

Each document issued in a language other than Slovak (except for documents issued in Czech) has to be **translated to Slovak by an official translator**. The list of official translators can be found at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel>. In case the translation is done abroad, the competence of the translator must be attested by the Slovak embassy/consulate.

**None** of the documents proving approval, financial coverage, accommodation or no criminal record **can be older than 90 days** on the day of submitting the application for a temporary residence. A proof of the purpose of the stay (marriage/birth certificate) can be older than 90 days.

In case of **applying for a renewal of the temporary residence**, it is not necessary to submit a document proving no criminal record. However, it is necessary to submit a proof of **health insurance** on the territory of the Slovak Republic.

**Fees:**        **132.50 EUR for the application for a temporary residence for the purpose of family reunification (135 EUR in case of an application submitted at the embassy/consulate)**  
                  **66 EUR for the application for a renewal of the temporary residence**  
                  **4.50 EUR for the residence card**

The police officer in charge will confirm a receipt of the application (last page of the application form). **Within 90 days from the date of submitting** a complete application, the Foreign Police shall issue either a negative decision or a notification of granting the temporary residence. (In case of a spouse or a minor child of a person who is representing or working for an important foreign investor, the decision shall be made within 30 days). If applying for a temporary residence directly at a Foreign Police in Slovakia, the officers will ask the applicant to provide a mobile phone number (can be written on the application form). The applicant will be notified by a text message in Slovak when the residence card is ready. The applicant can collect the residence card at the Foreign Police in person or can appoint somebody else with a power of attorney to do it for him/her. When applying for a temporary residence abroad at an embassy/consulate, it is advised to consult with them the way of notification on granting the residence.

If a person applies for a temporary residence longer in advance and the Foreign Police decides on the application earlier than 30 days prior to starting the planned activity (the purpose of stay), the Foreign Police will set the starting date of the temporary residence exactly 30 days before the starting date of the planned activity (the purpose of stay). If the time between the decision of the Foreign Police on granting the temporary residence and the commencement of the planned activity (the purpose of stay) is shorter than 30 days, the day of commencement of the granted temporary residence will be the same as the date of the decision.



Once the family member is granted a temporary residence, he/she is obliged to submit a document proving his/her **health insurance** within 30 days from the collection of the residence card. In case they do not have health insurance covering their stay in Slovakia, they have to obtain it within 3 working days after they collect their residence card. The health insurance confirmations in another language than Slovak (except for Czech) must be translated to Slovak by an official translator. Moreover, they have to submit a **medical certificate** confirming that they do not suffer from any exotic disease threatening public health within 30 days from the collection of their residence card. The certificate cannot be older than 30 days. It can be obtained in specific medical centres only (see page 45) and they will be charged a fee.

The police department shall grant a temporary residence for the purpose of family reunification for the period of validity of the temporary residence of the person to be joined, for a maximum of **five years**. In general, the family member can undertake business activities in Slovakia. The employment conditions vary depending on the type of residence granted to the warrantor. For more information, see also the section “3.4. *Employment of third country nationals*” (p. 31).

A work permit or a confirmation of the possibility to fill a vacant position are not required in case of:

- family members of researchers with a temporary residence for the purpose of research and development, immediately after being granted a temporary residence for the purpose of family reunification,
- family members of EU Blue Card holders, immediately after being granted a temporary residence for the purpose of family reunification,
- family members of EU/EEA/Swiss nationals with the right of residence in Slovakia,
- family members of researchers on mobility who accompany him/her during this mobility, while being granted a temporary residence in another EU member state,
- other family members, after 12 months of continuous stay in Slovakia after being granted a temporary residence for the purpose of family reunification.

In case a work permit/confirmation of the possibility to fill a vacant position are not required, family members can be hired not only under standard employment contracts but also under agreements on work performed outside the employment relationship (e.g. work performance agreement). Detailed information is available in section 3.4.

If easier employment conditions are not applicable and the family member needs a work permit, he/she can only work under a standard employment contract. The Labour Office can grant a work permit to the family member within the first 12 months of being granted a temporary residence. After this period, the family member does not need a work permit anymore and can also be employed under agreements on work performed outside the employment relationship. More information about the work permit can be found in section 3.4.4.



## 5. Other practical information

### 5.1 Foreign Police Departments in Slovakia and their territorial scope

**Note:** Some foreign police officers communicate in Slovak only. If you think that you will not be able to communicate with them, you are strongly advised to ask somebody to accompany you. Also, the queuing time at the Foreign Police departments can be very lengthy. People usually come early in the morning to take a numbered ticket which enables them to get to one of the counters that are processing the applications. It is possible that later during the day there will not be any more tickets available and those without one will have to come back another day.

#### FOREIGN POLICE OFFICE HOURS

	FP BRATISLAVA	FP ELSEWHERE
Monday	8:00 – 15.00	7.30 – 12.00, 12.30 – 15.00
Tuesday	8:00 – 15.00	
Wednesday	8:00 – 17.00	7.30 – 12.00, 12.30 – 17.30
Thursday	8:00 – 15.00	
Friday	8:00 – 14.00	7.30 – 12.00

#### CONTACT DETAILS OF FOREIGN POLICE DEPARTMENTS

#### TERRITORY COVERED (DISTRICTS)

<p><b>Bratislava</b> Regrútska 4, Bratislava 831 07, <a href="mailto:ocppzba@minv.sk">ocppzba@minv.sk</a>   +421-9610-36999   +421-9610-36959</p>	Bratislava I. - V.
<p><b>Dunajská Streda</b> Adorská 34, Dunajská Streda 929 01, <a href="mailto:ocppz.dunajskastreda@minv.sk">ocppz.dunajskastreda@minv.sk</a>   +421-96111-3200   +421-96111-3209</p>	Dunajská Streda, Galanta, Senec
<p><b>Trnava</b> Paulínska 13, Trnava 917 01, <a href="mailto:ocppz.trnava@minv.sk">ocppz.trnava@minv.sk</a>   +421-96110-6153/6154/6158/6161/6163/6164   +421-96110-6159</p>	Trnava, Malacky, Pezinok, Piešťany, Senica, Skalica
<p><b>Nitra</b> Kalvárska 2, Nitra 949 01, <a href="mailto:ocp.nitra@minv.sk">ocp.nitra@minv.sk</a>   +421-96130-3230   +421-96130-3209</p>	Nitra, Hlohovec, Partizánske, Topoľčany, Zlaté Moravce



<b>Nové Zámky</b> Bitúnkova 8, Nové Zámky 949 36, <a href="mailto:ocp.novezamky@minv.sk">ocp.novezamky@minv.sk</a> +421-96133-3208/3201 +421-96130-4021	Nové Zámky, Komárno, Levice, Šaľa
<b>Trenčín</b> Jílelnického 2, Trenčín 911 01, <a href="mailto:ocptn@minv.sk">ocptn@minv.sk</a> +421-96120-3234 +421-96120-3209	Trenčín, Bánovce nad Bebravou, Ilava, Myjava, Nové Mesto nad Váhom, Považská Bystrica, Prievidza, Púchov
<b>Banská Bystrica</b> Sládkovičova 4343/25, Banská Bystrica 974 05, <a href="mailto:ocppzbb@minv.sk">ocppzbb@minv.sk</a> +421-96160-3230 +421-96160-3219	Banská Bystrica, Banská Štiavnica, Brezno, Detva, Krupina, Zvolen, Žarnovica, Žiar nad Hronom
<b>Rimavská Sobota</b> Hviezdoslavova 35, Rimavská Sobota 979 01, <a href="mailto:ocppzrs@minv.sk">ocppzrs@minv.sk</a> +421-96168-3205 +421-96168-3209	Rimavská Sobota, Lučenec, Poltár, Revúca, Veľký Krtíš
<b>Žilina</b> Bánovská cesta 8111/1, Žilina 010 01, <a href="mailto:ocpza@minv.sk">ocpza@minv.sk</a> +421-96140-3205/3216 +421-96140-3209	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, <a href="mailto:kosicec@minv.sk">kosicec@minv.sk</a> +421-9619-31208 +421-9619-31209	Košice I. – IV., Košice – okolie, Gelnica, Rožňava, Spišská Nová Ves
<b>Michalovce</b> Štúrova 1, Michalovce 071 01, <a href="mailto:michaloc@minv.sk">michaloc@minv.sk</a> +421-96172-3220 +421-96172-3209	Michalovce, Humenné, Medzilaborce, Snina, Sobrance, Trebišov
<b>Prešov</b> Ľubochnianska 2, Prešov 080 01, <a href="mailto:presovc@minv.sk">presovc@minv.sk</a> +421-96180-3205 +421-96180-3209	Prešov, Bardejov, Kežmarok, Levoča, Poprad, Sabinov, Stará Ľubovňa, Stropkov, Svidník, Vranov nad Topľou

Contact details are published and updated at <https://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/sk/ministerstvo/slovenske\\_zastupitelstva-vsetky\\_zastupitelstva](http://www.mzv.sk/sk/ministerstvo/slovenske_zastupitelstva-vsetky_zastupitelstva)

## 5.3 Medical Centres relevant to the temporary residence

Once granted the temporary residence in Slovakia, a third country national has to submit a medical certificate confirming that he/she does not suffer from any disease threatening public health. Only the following medical centres can issue such a certificate accepted by Slovak Foreign Police:

### 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, [cudzokrajna.ambulancia@fnnitra.sk](mailto:cudzokrajna.ambulancia@fnnitra.sk), [www.fnnitra.sk](http://www.fnnitra.sk)

### Trenčín region

- Ambulancia infektológie a tropickej medicíny, Spoločnosť 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, [trtilkova@unm.sk](mailto:trtilkova@unm.sk), <https://www.unm.sk/klinika-infektologie-cestovnej-mediciny>
- Inštitút očkovania a cestovnej medicíny s. r. o., ŽILPO, s. r. o., Vysokoškolákov 31, **Žilina**, mobil: +421 915 889054, [bakos@inocem.sk](mailto:bakos@inocem.sk), [www.inocem.sk](http://www.inocem.sk)

### Banská Bystrica region

- Ambulancia pre cudzokrajné choroby a cestovnú medicínu, Oddelenie infektológie Fakultnej nemocnice s poliklinikou F. D. Roosevelta v Banskej Bystrici, Cesta k nemocnici 1, **Banská Bystrica**, tel.: 048/433 53 15, <https://www.fnspfdr.sk/index.php/oddelenie-infektologie>.

### Košice region

- Klinika infektológie a cestovnej medicíny Univerzitnej nemocnice L. Pasteura, Rastislavova 43, **Košice**, tel.: +421 55 615 2204, [occh@fnlp.sk](mailto:occh@fnlp.sk), <http://www.unlp.sk>
- Stredisko cestovnej medicíny – Infektologická ambulancia, LV-Medical, s.r.o., Gemerská 3, **Košice**, tel.: +421 55 62 50 555, [ladislav.virag@lv-medical.sk](mailto:ladislav.virag@lv-medical.sk), [www.lv-medical.sk](http://www.lv-medical.sk)

You can consult any of the abovementioned medical centres, it does not have to be the one closest to your place of residence. The costs of the examination vary depending on the medical centre. An updated list of these centres can be found at [www.minv.sk/?vizova-info-typy-viz-1](http://www.minv.sk/?vizova-info-typy-viz-1).





## 6. Authentication of documents issued abroad for their use in Slovakia

Documents issued by foreign courts and other foreign authorities which are considered to be **public documents** in the country of their issue are deemed to have a status of public documents in Slovakia provided that they are certified. Exemptions are laid down in multilateral and bilateral agreements binding upon the Slovak Republic.

### **Apostille**

The Hague Convention Abolishing the Requirement of Legalisation for Foreign Public Documents (the Apostille convention or the Apostille treaty) is an international treaty which specifies the way of certification of a document issued in one of the signatory states in order to be used in any other signatory states.

If a state which is a party to the convention certifies the document with an apostille, no further certification of that document is necessary for its use in other signatory states (find more information on apostille at [www.hcch.net](http://www.hcch.net)). Once the document is translated into Slovak by an official translator, it is ready to be presented to Slovak authorities.

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

A list of national authorities that are competent to issue an apostille, together with their contact details and price information is available at <https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>.

### **Superlegalisation (consular legalisation)**

In case a foreign document is issued in the state which is not a signatory to the Apostille Convention, it must be legalised (by the ministry of foreign affairs of the given state) and superlegalised (by a Slovak foreign mission in that state) for the use in Slovakia. The legalisation of public documents means the 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 given document. Honorary consulates have no authority to legalise documents.

### **Certification of the authenticity of signatures and photocopies and the accuracy of translations**

Slovak foreign missions are entitled to certify the authenticity of signatures, 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. Slovak honorary consulates can also verify the authenticity of signatures and photocopies.



The administrative fee for the legalisation by the Ministry of Foreign and European Affairs of the SR is paid in the form of a **20 €** electronic duty stamp (confirmation of paying 20 €). Clients are required to obtain duty stamps in advance (at the post office).

**Contact details:**

**Document authentication department – Pražská 7, Bratislava**  
Ministry of Foreign and European Affairs of the Slovak Republic

**Postal address:**

**Ministry of Foreign and European Affairs of the Slovak Republic**  
Consular Section – legalisation  
Hlboká cesta 2, 833 36 Bratislava, Slovak Republic

**Telephone/information:**

+421 2 5978 5978, +421 90607 5978, 02/5978 1111

**OFFICE HOURS:**

Monday	8:00 – 15:00
Wednesday	8:00 – 18:00
Thursday	8:00 – 12:00

**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)

**Have your document officially translated to Slovak**

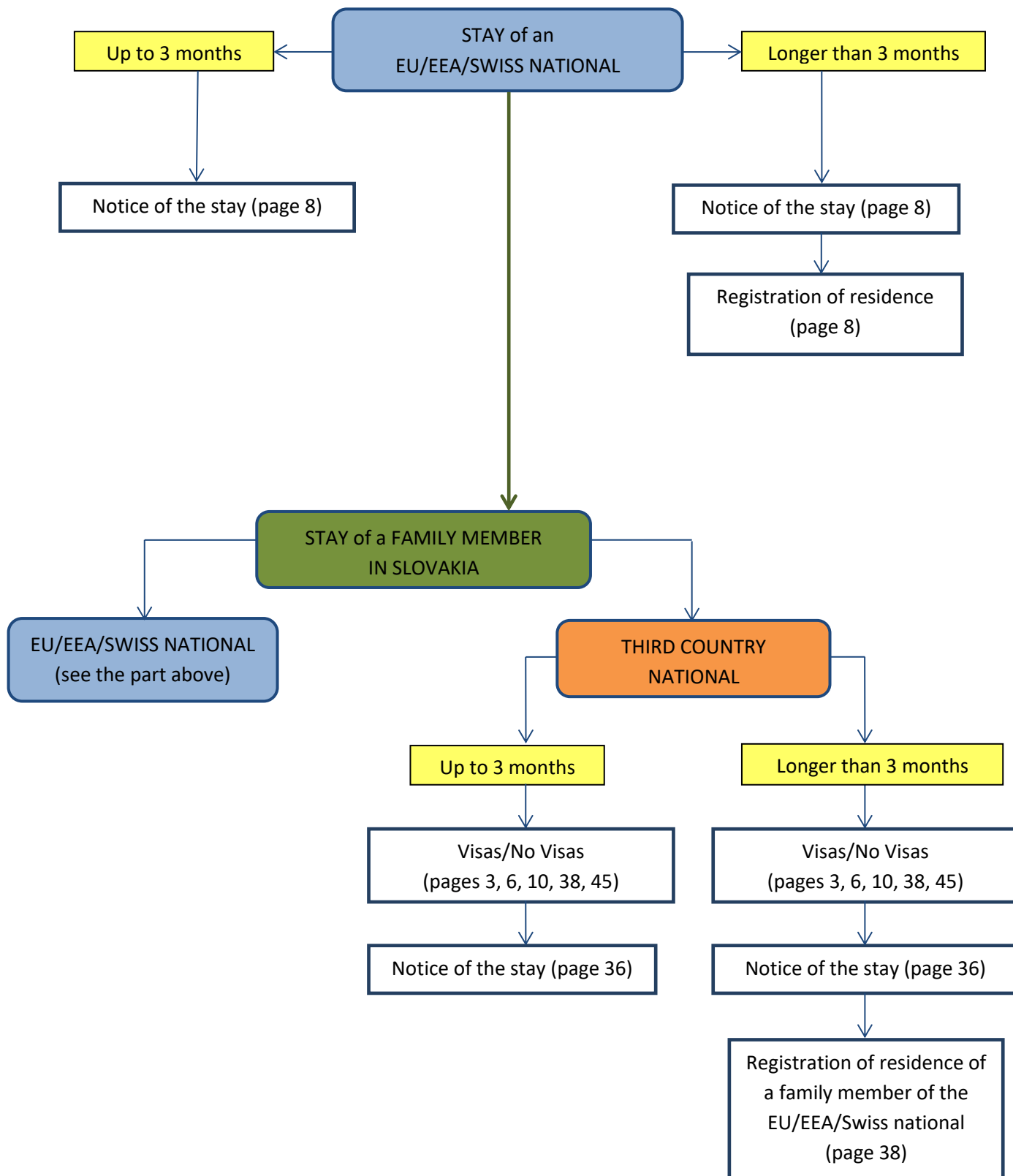
Slovak embassies may provide the translation of documents intended for the use in Slovakia, if such a service is available. No further verification is required in case the documents have been translated by the embassy/consulate. If the translation has been made by a foreign translator abroad, the embassy/consulate can verify the accuracy of the translation from the official language of the country to Slovak.

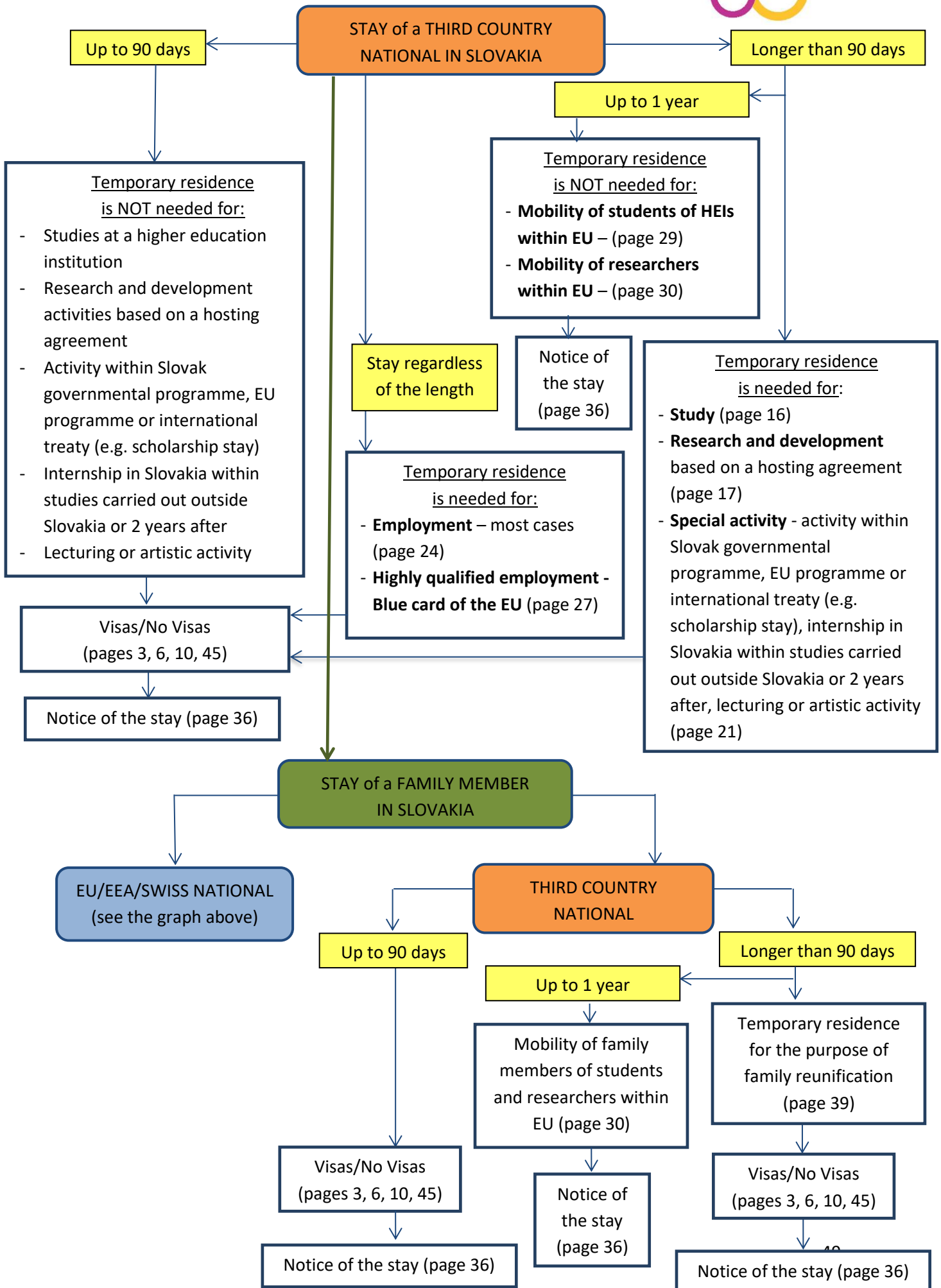
A list of official translators in Slovakia is available at <https://obcan.justice.sk/infosud-registre/-/isu-registre/zoznam/prekladatel> .

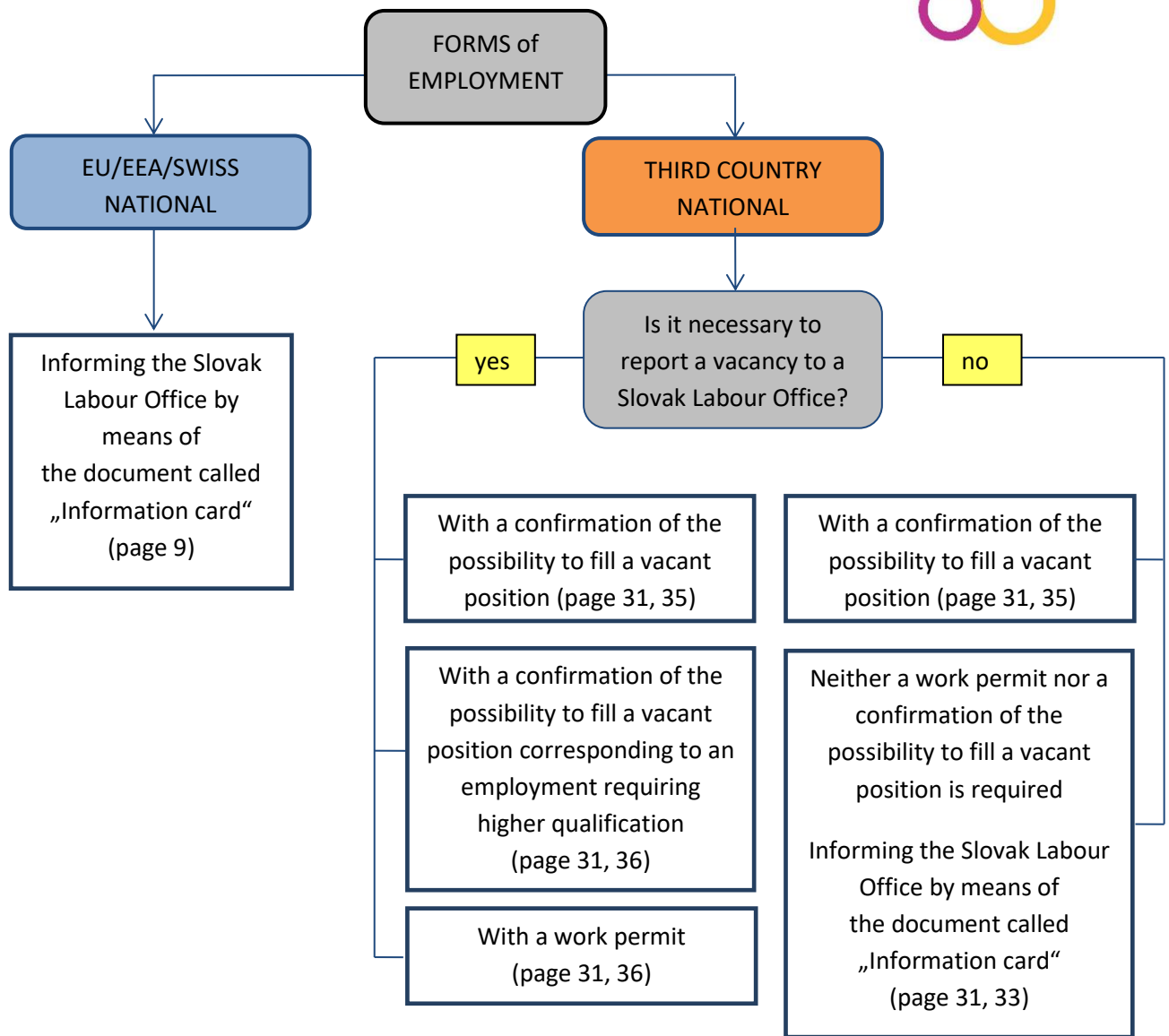
Once authenticated (superlegalised or apostilled), public documents translated to Slovak by an official translator do not require any further verification and may be presented to Slovak institutions.



## 7. Graphical overview of entry, stay and employment procedures of EU/EEA/Swiss and third country nationals









## EURAXESS Slovakia



**EURAXESS – Researchers in motion** is a unique pan-European initiative of the European Commission with 40 participating countries offering services in more than 500 EURAXESS centres. Slovakia has been participating in the initiative through SAIA, n. o. since 2004.

EURAXESS enables access to a broad range of information and services to researchers interested in carrying out their research in Europe. We inform about financing and support of research mobility and bring tools and tips for researchers' career development. EURAXESS services are provided free of charge to researchers and research organisations.

Plenty of useful information with the potential of contributing to the development of the individual research career as well as to the advancement of the research organisation is available at the EURAXESS Portal (<https://euraxess.ec.europa.eu>). Information about Slovakia can be found on the Slovak page [www.euraxess.sk](http://www.euraxess.sk).

The Slovak network consists of 5 SAIA offices spread across the country - in the towns of Bratislava, Nitra, Žilina, Banská Bystrica and Košice. The activities of the national network and the Slovak portal are mostly financed by the Ministry of Education, Science, Research and Sport of the Slovak Republic. Network activities on the European level are financed by the European Commission.

### **Activities of the EURAXESS Network cover several areas:**

**OPPORTUNITIES IN RESEARCH.** Thousands of career opportunities in the European database of employment and fellowship vacancies in all research fields.

**MOBILITY SERVICES.** Information and assistance related to the entry and stay conditions in a given country, social security, health insurance and healthcare, recognition of diplomas, income taxation, accommodation and other practical issues related to the research mobility.

**SERVICES FOR EMPLOYERS.** Free of charge publication of vacancies, access to CVs of registered researchers, support in the employment process and creation of an attractive workplace.

**CAREER DEVELOPMENT SUPPORT.** Information, education materials and tools supporting career development of researchers.

**EURAXESS WORLDWIDE.** Eight hubs out of Europe enabling researchers worldwide stay in touch with the European research.

[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 1

Tel.: +421-2-59 30 47 00/11



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

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

SAIA provides information about studying and research in Slovakia and abroad, organises the selection of candidates within various scholarship programmes and seminars for Slovak higher education institutions, prepares publications and is involved in many other activities related to the internationalisation of higher education and science.

SAIA administers the following programmes:

- **Academic Mobility** – scholarships offered in the framework of intergovernmental bilateral agreements and by foreign governments  
(more information at [www.saia.sk](http://www.saia.sk) a <http://granty.saia.sk>),
- **Action Austria – Slovakia, Co-operation in Science and Education**  
(more information at [www.aktion.saia.sk](http://www.aktion.saia.sk)),
- **CEEPUS – Central European Exchange Programme for University Studies**  
(more information at [www.ceepus.saia.sk](http://www.ceepus.saia.sk)).
- **National Scholarship Programme of the Slovak Republic**  
(more information at [www.stipendia.sk](http://www.stipendia.sk)),
- **EURAXESS Slovakia**  
(more information at [www.euraxess.sk](http://www.euraxess.sk)),

SAIA 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)

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