



**List of supporting documents to be submitted by applicants for  
short stay (Schengen, Tourist) visas to  
Slovak Republic**



**General requirements / Documents to be provided by all visa applicants**

**Application Form**

CHECK LIST	Application form, completely and correctly filled in in English and signed by the applicant personally at VFS Visa Application Center in Kuwait (VAC). Legal representative signs application form for infant and submits a copy of the document certifying that he / she is a legal representative.	REMARKS
CHECK LIST	In case of minors travelling alone: travel permission signed by both parents (or from one parent along with proof of sole guardianship verified by Ministry of Justice of KW, and MFA KW in case of the parents are legally separated) along with copy of signature sample(s) e.g. passport copies.	REMARKS

**Actual Photos**

CHECK LIST	Two (3,5x4,5 cm) recent photos according to the ICAO with white background and name on backside.	REMARKS
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**Passport / Travel document**

CHECK LIST	valid, signed or biometric, not older than 10 years,	REMARKS
CHECK LIST	which validity must be at least 3 months longer than the intended departure date from the territories of the EU Member States,	REMARKS
CHECK LIST	contains at least 2 blank visa face to face pages,	REMARKS
CHECK LIST	copy of all relevant pages (data page, previous Schengen Visas with stamps).	REMARKS

**Health Insurance**

CHECK LIST	Travel health insurance (in original) covering at least 30.000 EUR without any limitations valid for the whole Schengen area and the whole duration of the trip.	REMARKS
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**Bank Statement**

CHECK LIST	Original bank statement for the last 6 months, stamped by the bank. (Kuwaiti exempted).	REMARKS
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**Flight / Travel reservation/s**

CHECK LIST	Original confirmed flight tickets with proof of returning to country of origin or departure, and itinerary.	REMARKS
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**Accommodation**

CHECK LIST	Hotel reservation(s) confirmed by the hotel(s) or other proof(s) of accommodation for the whole duration of the trip, stamped and signed by the responsible worker (manager, director, etc.), as well data of the hotel(s) (hotel(s) name, address, telephone number, check in date and check out date).	REMARKS
CHECK LIST	Owners of house or flat in SR have to submit extract from the cadastral register of SR not older than 90 days. If owner is inviting guests to his/her house, he/she needs to write invitation letter for them.	REMARKS

**Fingerprints**

CHECK LIST	Fingerprints of both hands. Infants under 12 years are exempted.	REMARKS
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**Fees**

CHECK LIST	Schengen visa fee is 60 EUR. To be paid in KWD, the updated rate is provided monthly.	REMARKS
CHECK LIST	Children between 6 and 12 years are charged 35 EUR. To be paid in KWD, the updated rate is provided monthly.	REMARKS
CHECK LIST	Children under 6 years, no fees.	REMARKS
CHECK LIST	Spouse or children of Slovak citizen, no fees. Marriage or birth certificate of SR has to be provided.	REMARKS
CHECK LIST	EU citizen's spouse or children, no fees. Marriage or birth certificate in ENG lang. has to be	REMARKS



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provided.

**Additional documents by non GCC nationals**

CHECK LIST	ID card and Kuwait Residency Permit, which has to be valid at least 3 months longer than the intended departure date from the territories of the EU Member States.	REMARKS
CHECK LIST	Copy of work permit.	REMARKS
CHECK LIST	In the case of an individual visit the reservation of accommodation (hotel reservation) proving that you paid a whole stay or a deposit or have to pay a cancellation fee.	REMARKS
CHECK LIST	Invitation issued by the Slovak Foreigner Police (Alien Police), is required for the first-time travelers to the Schengen Area.	REMARKS
CHECK LIST	Original letter from employer/sponsor stating employment status, position held, date of recruitment, length of contract and whether renewable or not, as well as salary, attested by the Chamber of Commerce. Sponsor's signature approval by the Kuwait Chamber of Commerce or Ministry of Social Affairs. (The letter must include the purpose of the visit and cost coverage guarantee, whether it is covered by the company or by the applicant. The letter from the sponsor must include the name and contact details (including mobile phone number) of the responsible person from the company.)	REMARKS
CHECK LIST	Assurance that the applicant will be still working for the employer after the journey.	REMARKS
CHECK LIST	For service staff / domestic workers, sponsor's (copy of civil ID and visa sticker, bank statement in case that sponsor takes financial responsibilities, and guarantee and invitation letter).	REMARKS
CHECK LIST	Invitation letter from a company or an authority to attend a meeting, conference or confirmed registrations for trade fairs or congresses. In addition documents which show the existence of trade relations or relations for work purposes. The invitation letter must state the exact period and duration of the event, and whether the company covers the costs for the applicant's stay or not. If the applicant needs to travel regularly, that should be also mentioned.	REMARKS
CHECK LIST	Letter from Kuwaiti chamber of commerce.	REMARKS
	<i>* if applicable</i>	
	<b>Family members of Slovak and EU citizen</b>	
	Need to provide only valid travel document and original or verified copy of marriage certificate of SR (spouse) or birth certificate of SR (children).	



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### General Information

- The visa application has to be submitted no more than 90 days before the start of the intended visit but not less than 15 calendar days before the planned journey.
- Applications shall be decided on within 15 calendar days of the date of the submitting of an application, the period may be extended up to a maximum of 30 calendar days in individual cases.
- The Embassy reserves its right to suspend, in certain cases, the visa decision depending on the submission of additional documents requested.
- Any original document must be submitted with a photocopy.
- All documents have to be in English or Slovak language or translated into English language by a certified translator.
- Visa application can only be accepted with complete documents.
- The following documents, the original will not be returned, but kept at the Embassy with the application file: Invitation Letter, Employment Certificate (HR Letter) or School or University Certificate of Enrollment, and Bank Statements.
- The Embassy of the Slovak Republic in the State of Kuwait processes visa request of the Kuwaiti citizens, the people residing in Kuwait and the citizens of: Qatar and Bahrain, as well as the people residing in the mentioned countries. However, VFS Global in Kuwait processes only visa request of the Kuwaiti citizens and the people residing in Kuwait. Note: the residence permit of the mentioned residing people must be valid for 3 months at least after the expiry date of the required visa.
- The visa application will not be accepted unless the main destination is Slovakia. If the applicant intends to visit several Schengen countries, He/She must apply for a visa at the Embassy of the country in which He/She will stay the longest duration. If the applicant intends to visit several Schengen countries but does not have a main destination (i.e. the duration of the stay is the same in different countries), He/She should apply for a visa at the Embassy of the country that is the first point of entry.
- Each applicant must come in person in order to proceed to the biometric data capture.
- Personal appearance is mandatory for all visa applicants unless you are exempted from biometric data capturing (children less than 12 years old).
- If the applicant will present the bank statement of the spouse, parents, grandparents, a signed confirmation letter is required indicating that the holder of the bank statement is agreed to financially support the applicant during the period of the visit to Slovakia and a copy of his/her passport data page or copy of his/her national ID translated into English language.
- Payment of the visa fee does not guarantee that the visa will be granted. The visa fee is non-refundable and non-transferable if the visa application is rejected by the Embassy or if the applicant decided to terminate or withdraw his/her application.
- The Schengen visa allows the applicant to stay for maximum 90 days within the period of 180 days in the Schengen countries.
- If the applicant wants to keep the passport during the visa processing time due to a trip to another country, He/She needs to provide a travel proof such as flight ticket.

**The Embassy reserves the right to request further clarification or additional supporting documents.**

### Declaration

I have been informed that an application without a complete set of documentation according to above mentioned checklist may result to the rejection of my visa application. The Embassy of the Slovak Republic in the State of Kuwait reserves the right to ask for an additional supporting document and does not guarantee the issue of visa.

In Kuwait, date:

Applicants Signature:

VFS Officer Signature:

SK/KW/.....

Ver.2018.12.10.