



## Embassy of the Slovak Republic in Abu Dhabi

### List of Requirements for Short Stay Visa

General Requirements	Yes	No
<b>Visa application form</b> <ul style="list-style-type: none"><li>Completed and signed visa application form.</li><li>The Application form is free of charge.</li></ul>		
<b>Passport/Residence Visa/Kuwait ID</b> <ul style="list-style-type: none"><li>Valid for at least 3 months after the expiry date of the required visa.</li><li>Valid Passport not older than 10 years containing at least 2 blank pages.</li><li>For Kuwait and GCC residents, Residence Visa/ <b>Kuwait</b> ID must be valid for at least 3 months after the intended date of departure from the Schengen area.</li><li>Photocopies of data page, residence permit/ <b>Kuwait</b> ID and previous Schengen visas are required (in case of a new passport, photocopies of the old passport).</li></ul>		
<b>One (01) recent color photograph</b> <ul style="list-style-type: none"><li><b>Not older than 6 months</b>, size 3.5 cm x 4 cm, white background.</li></ul>		
<b>Travel Medical Insurance</b> <ul style="list-style-type: none"><li>Medical travel insurance covering the whole period of stay in Schengen area.</li><li>Valid for all Schengen States.</li><li>The minimum coverage 30.000 EUR <b>must cover Covid-19 treatment.</b></li><li><b>Signed and stamped by the insurance company representative.</b></li></ul>		
<b>Air ticket</b> <ul style="list-style-type: none"><li>Round-trip flight ticket booking.</li><li>The ticket should be bought only after granting the visa (first time travellers to Schengen must provide fully paid tickets - tourist).</li></ul>		
<b>Accommodation</b> <ul style="list-style-type: none"><li>Hotel booking covering the whole stay in Slovakia. <b>Confirmed with proof of payment.</b></li><li>If Invitation by friend or family, the letter of invitation has to confirm covering or providing of accommodation and has to be attested by public notary or done through Foreign police department in Slovakia</li><li>Name of the applicant.</li><li>Check in date / check out date.</li><li>Data of the hotel (hotel name, hotel address and hotel telephone number). (firsttime travellers to Schengen must provide fully paid accommodation)</li><li>Property ownership certificate in Slovakia.</li><li>Leasing contract of property in Slovakia.</li></ul>		
<b>Employment Letter/Sponsor Letter</b>  <b>Owner of business/Employers</b> <ul style="list-style-type: none"><li>Valid original trade license (the translation into English language is required if the license or if the owners name is mentioned in Arabic)</li></ul>		
<b>Employees</b> Letter of the employer with an <b>original signature and a stamp (HR letter)</b> including Job position/title. Employment start date. Monthly income. Authorized leave period (with start and end dates)		
<b>Students</b> <ul style="list-style-type: none"><li>School or University certificate of enrolment</li></ul>		

<p><b>Parental Authorization for minors under 18 years old</b></p> <ul style="list-style-type: none"> <li>• If the minor is travelling alone, both parents and the legal guardian proof from with court (MOFA) should sign the parental authorization.</li> <li>• If the minor is travelling with one of the parents, the other parent should sign the parental authorization or the legal guardian with proof from court (MOFA) and then visit the Slovak embassy to get the same attested.</li> <li>• <b>If one of the parent is out of the country, the application cannot be accepted as both parent needs to be present at the counter during the minor's application submission.</b></li> </ul>		
<p><b>Bank Statement</b></p> <ul style="list-style-type: none"> <li>• <b>Original bank statement</b> for the last 3 months. If applicant provides other bank statements, then salary account statement also needs to be provided. (Needs to cover the whole period of intended stay, stamped and signed by the bank's representative).</li> </ul>		

**In addition to the above-mentioned documents, please provide the below mentioned documents if you are travelling for:**

**Tourism**

	Yes	No
Hotel booking covering the whole stay in Slovakia. <b>Confirmed with proof of payment.</b>		

**Business/Conference**

	Yes	No
Invitation letter from a company or an authority to attend a meeting, conference issued by the Foreign police department in Slovakia or attested by a public notary is required for the first-time travellers to the Schengen Area.		

**Visiting Family & Friends**

	Yes	No
Signed invitation letter (sent directly to the applicant), stating contact details of the host (mobile phone and email), and relation to the guest, purpose and duration of the intended stay. If the host is a Slovak citizen, copy of passport or identity card. If the host is not a Slovak citizen. Copy of passport and resident permit card. Copy of rental contract or property title. Invitation has to be attested by public notary or done through Foreign police department in Slovakia.		

**EU Spouse**

	Yes	No
Apostillized or Superlegalized Marriage Certificate in English language or translated into English language by a certified translator along with the spouse passport copy and Kuwait residence visa/ <b>Kuwait</b> ID if applicable.		

**Study**

	Yes	No
A certificate of enrolment at an educational institution including details of the course, duration (up to 90 days) and fees with proof of payment		

**\*\*\* Study over 90 days has to be apply through the Embassy directly – national visa only**

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### **Medical Treatment**

	<b>Yes</b>	<b>No</b>
A document issued by the medical institution confirming that the applicant will receive medical care in that institution.		

### **Sports**

	<b>Yes</b>	<b>No</b>
Confirmed acceptance by Slovak sports /educational institution including details of the event and duration.		

### **Other Information**

- The visa application has to be submitted no more than 90 days before the start of the intended visit.
- Applying for the visa at least 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 language or translated into English language by a certified translator.
- Visa application can only be accepted with complete documents.
- The residence permit in Kuwait 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 attested by public notary 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 Slovak or English.
- Payment of the visa fee does not guarantee that the visa will be granted. The visa fee is nonrefundable 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.
- (No temporary withdrawal process in case of extreme emergency VFS needs to contact the embassy and inform the same to the embassy)
- In case of refusal, applicant needs to send an email to the Slovakia consular section.

- Nationalities of **Iran, Kingdom of Morocco, Vietnam, Pakistan & Bangladesh** countries has to present invitation verified by **Slovak Police Department**, otherwise application cannot be accepted. (**Tourist visa application is not accepted**)

### Fingerprints

- The fingerprints will be collected from all applicants above 12 years old.
- The following applicants shall be exempt from the requirement to give fingerprints: Persons for whom fingerprinting is physically impossible. If the fingerprinting of fewer than 10 fingers is possible, the maximum number of fingerprints shall be taken. However, should the impossibility be temporary, the applicant shall be required to give the fingerprints at the following application. Heads of State or government and members of a national government with accompanying spouses, and the members of their official delegation when they are invited by Slovak government or by international organizations for an official purpose,
- Sovereigns and other senior members of a royal family, when they are invited by Slovak government or by international organizations for an official purpose. **Visa fees**
- Visa fees & VFS Service fees are paid at the Visa Application Center
- The spouse of Slovak citizen, no fees.
- EU citizen's spouse, no fees. Marriage certificate (apostilized or superlegalized) has to be provided.
- School pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training up to 90 days might be exempted. Over 90 days - national visa – managed by the Embassy
- Representatives of non-profit organizations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organized by non- profit organizations might be exempted.

### Remarks:

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**I hereby confirm I have taken notice about the above-mentioned information and affixing my signature below.**

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**VFS Submission Officer:** \_\_\_\_\_