

Application for a Schengen Visa by the Slovak Republic Requirements, Conditions and Procedures

From December 21 2007, Slovakia became a full member of the Schengen Area thus valid Schengen visa is fully recognized by Slovakian Authorities to enter and stay in Slovakia from this date. Slovakia started to issue the Schengen visa from January 1 2008.

From December 2012, the Visa Section of the Embassy rolled out the VIS (Visa Information System) and therefore all applicants must submit with their application their biometric identifiers - 10 fingerprints (unless it was given into the VIS in previous 59 months at other Schengen Consular Office).

- **If you intend to visit only one Schengen country, you must apply for a visa at the Embassy or Consulate of that country.**
- **If you intend to visit several Schengen countries, you must apply for a visa at the Embassy or Consulate of the country that is your *main destination/longest stay***
- **If you intend to visit several countries but do not have a main destination, you should apply for a visa at the Embassy or Consulate of the country of *your first point of entry***

Visa cannot be obtained at the border!

Procedures

Applicants must make a reservation via booking system available on www.pretoria.sk to submit the application in person and for an interview and for collection of biometric identifier/fingerprints into VIS (Visa Information System).

Processing time: up to 14 working days.

The Consular office reserves the right, in accordance with article 21, section 8 EC Directive 810/2009, to request further documentation should it be deemed necessary.

I. Mandatory requirements

- **Passport (must be valid at least 3 months after expiry of Schengen visa) and copy of data page**
- **Properly and correctly filled in and signed Schengen application form (available at the Embassy or on [http://www.mzv.sk/App/wcm/media.nsf/vw_ByID/ID_963ADC959735A751C12579D30046665C_SK/\\$File/150204_application_for_national_visa.pdf](http://www.mzv.sk/App/wcm/media.nsf/vw_ByID/ID_963ADC959735A751C12579D30046665C_SK/$File/150204_application_for_national_visa.pdf))**
- **1 passport size photo in color (must not be attached to the application form)**
- **Proof of medical/travel insurance with minimal medical coverage of the Rand equivalent of 30.000,- EUR valid for the whole Schengen Area.**

II. General requirements for all applicants

- a) round trip reservation and detailed itinerary including dates and flight numbers specifying the dates of entry and exit from the territory of the Member State;
- b) proof of sufficient means of subsistence during the intended stay: bank statement for the past three months, unless all the expenses are covered by the employer or the host;
- c) **non-South African nationals:** South African residence permit or temporary residence permit valid at least three months beyond the planned stay in the territory of the Member States;
- d) if the applicant does not intend to return to South Africa but go either to his country of origin or another third country, a reasonable proof of their intention is needed e.g. work contract in the new destination, or proof of enrolment in university/school or a rental agreement.

– Minors:

- a) the minor's unabridged birth certificate;
- b) certified copies of ID/passport of both parents;
- c) if the minor travels alone: certified parental consent by both parents;
- d) if the minor travels with only one parent, the other parent must produce the certified consent. If only one parent has guardianship of the minor, the relevant court documents must be presented.

II.1 Document to be submitted when travelling for the purpose of tourism, business or study

- a) proof of accommodation for the duration of the intended stay. If accommodation costs are covered by another entity, this must be clearly stated in the invitation letter;
- b) if applicant is staying with a relative or friend, an invitation letter mentioning this must be submitted: The invitation letter, verified by public notary in Slovakia, must clearly identify the host and the invitee (name, address, birthdate, official identification number, occupation and permanent residence); the purpose of the visit; length of stay and accommodation status (where will the invitee stay and who pays for it). Some Member States may require that proof of sponsorship and/or private accommodation is provided by means of a specific form; **In some cases, Consulate may require the invitation verified by the Immigration police of the Slovak Republic.**
- c) in case of a pre-paid tour, details of the tour with a proof of payment to the tour operator should be provided;
- d) proof of employment: a letter from company stating monthly wages, continuing employment after period of leave and duration of vacation etc.;
- e) if self-employed: a certification from SA Companies and Intellectual Property Commission or SA Revenue Service is required;
- f) if student: Letter from school/college/university in South Africa certifying the student status of the applicant.

II.2 Documents to be submitted when attending specific events, such as conferences, workshops, short term studies and research, official meetings, cultural and sports events, exhibitions, fairs, training, etc.

- a) For persons attending sports events, exhibitions and fairs: presentation of a document proving the participation of the applicant in the event;
- b) For other events: an invitation from the host or a company in the Member State of destination is needed. The invitation should include clear identification of both the entity issuing it and the invited applicant; nature, duration and venue of the event; applicant's role in the event and the link between the host and the invited applicant;
- c) For participation in conferences: a proof of registration and payment;
- d) Official visits: a *note verbale* from the Department of International Relations and Cooperation or any other relevant South African Ministerial Department is required.

If expenses are covered by the host and/or by the employer this needs to be clearly established in the invitation letter or *note verbale*, as appropriate.

II.3 Transit

If the applicant intends to enter the territory of a Member State, however, short the stay will be (including change of airport, going from airport to train or bus station or even change terminals when that entails entering the territory of the Member State), he/she must apply for a short stay visa.

II.4. Airport transit

Proof of entry permit for the country of final destination

Fees

- Visa fee: **60,- EUR** paid in the equivalent amount of ZAR changing slightly every month according to the currency fluctuation (contact the Visa Section of the Embassy for the exact price).
- Must be paid **in ZAR and in CASH only**.
- Visa fee is not reimbursable if a visa is rejected.

Notes

- Foreigners visiting Slovakia must register with the local immigration office within 3 working days upon their arrival in Slovakia. Where their accommodations are in hotel, this obligation is assumed by the hotel's administration.
- There is no guarantee that the Schengen visa will be issued and no right can be derived from the information obtained in the visa requirements.
- Visa applications will be rejected if application forms are not fully completed and signed and are not accompanied by the required documents.

- It is the responsibility of the applicant to take note of the visa requirements and to apply in time (minimum 15 working days prior to departure), before making the travel arrangements.
- For organized group visa applications arrangement should be made well in advance.
- The border police at your arrival in the Schengen area may request the presentation of sufficient funds, a letter of invitation, hotel reservation and proof of medical insurance. Failure to present said funds/documents may result in entry being refused.
- The possession of a Schengen visa is only one of the prerequisites for entry into the territory of the Schengen state. Should the Schengen State's border authority refuse entry, no claim to reimbursement of the visa can be submitted.

To apply for a long stay visa or for a temporary residence permit please contact the Embassy of the Slovak Republic for an appointment. For further information in consular and visa issues please contact The Embassy of the Slovak Republic

Visa Section

930 Arcadia Street,
Pretoria, South Africa
Tel: +27-12-3422051, 3422052
Fax: +27-12-3423688
Web: www.mzv.sk/pretoria
Email: cons.pretoria@mzv.sk

Office hours of Visa Section:

**Tuesday – Thursday
from 9:30 to 13:00**

(Except from South African and Slovak National and Public Holiday)

Please note that citizens of the Republic of South Africa with residence in Eastern Cape, Northern Cape and Western Cape provinces may apply in Cape Town at the TLS contact Centre, their applications will then be handled by the Consulate General of Switzerland in Cape Town.

Contact details:

TLS contact

Media Quarter
Tel. +27 (0) 12 472 38 01
Upper Ground Floor
Web: www.tlscontact.com/zaCPT2ch/login.php
2 De Smit Street, De Waterkant
Cape Town

Information for Applicant from other countries (Angola, Mozambique, Zambia and Zimbabwe):

Applicants for a Schengen visa residing in Angola and in Mozambique can contact the General consulates of Portugal:

**General Consulate of Portugal
in Mozambique**

Av. Mao Tse Tung, 519 Maputo
Tel.: +(258) 21490150/1/5/7 Fax:
+(258) 21492494 email:
mail@maputo.dgaccp.pt

**General Consulate of Portugal in
Luanda, Angola**

Avenida de Portugal, 50 Luanda Tel:
+(244) 222333435 Fax: +(244)
222333656 Email:
mail@luanda.dgaccp.pt Web:
www.cgportugalemluanda.com

**General Consulate of Portugal
in Benguela, Angola**

Av. Fausto Frazao, 40 Benguela

Tel: +(244) 272 232 462

Fax: +(244) 272 231 734

Email: mail@benguela.dgaccp.pt

Applicants for a Schengen visa residing in Zambia and Zimbabwe can contact the Embassy of Italy in Lusaka and Harare:

Embassy of Italy in Zimbabwe

7 Bartholomew – Close

Greendale, Harare

Tel.: +263 449 7200, +236 449 7373

Fax: +263 4498 199

Email: ambasciata.harare@esteri.it

Embassy of Italy in Zambia

P.O.Box 50497

Diplomatic Triangle

Embassy Park – Plot No. 5211

Lusaka

Tel.: +260 2112 50781, +260 2112 50755

Fax: +260 2112 54929

Email: ambasciata.lusaka@esteri.it