

**Embassy of the Slovak Republic in New Delhi**  
**CHECKLIST FOR SCHENGEN VISA**  
DOCUMENTS TO BE SUBMITTED BY ALL THE APPLICANTS

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**Application form** completely filled and dully signed by the applicant

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**Valid passport** that should:

Have been issued within the last 10 years

Be of validity exceeding by three months after the scheduled return

Include at least two empty pages

Clear photocopy of the first and the last page of the passport

**For the first-time visitors in the Schengen area it is mandatory to submit the Official Invitation Form verified by the Slovak foreign police department** (original hard copy).

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**Two recent** (not older than six months) **passport-size photos** in color with white background and face of the applicant must cover at least 80 % of the frame, according to the specifications laid down by ICAO

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**Proof of means of transport:** Flight reservation of return or round ticket, If the applicant is travelling to several Schengen States, proof of intra-Schengen flight reservation, train itinerary or car rental.

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**Travel medical insurance valid for all Schengen countries.** The insurance has to cover the applicant fo at least 30 000 EUR equivalent, for all risks e. g. accident, illness, medical emergency evacuation etc. The policy has to clearly specify the period of validity and has to cover the entire duration of the trip including the date of arrival and departure.

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**Proof of lodging:** hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present proof of sponsorship and/or private accomodation by completing a form drawn up by the Schengen State'scomptenet authority (hereinafter "national form"). If applicant is travelling to several Schengen States, proof of lodging in each of them.

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**Cover Letter** signed by the applicant explaining the purpose of visit to the Slovak Republic and entire travel plan (itinerary).

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**Business trips:**

**For the first-time visitors in the Schengen area it is mandatory to submit the Official Invitation Form verified by the Slovak foreign police department** (original hard copy).

**Invitation Letter from the organization or Slovak business partner** legalised by a notary public, stating the purpose, duration and itinerary for the whole stay in the Schengen area (original hard copy).

**Official Dispatch Letter** - proof of current occupation, original letter from the employer stating a reason for the stay in Slovakia (original hard copy).

**All documents must confirm, as a minimum:**

The applicant's identity

The purpose of the journey (meetings, conferences, training or business related events)

The period and place of intended stay.

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**Proof of financial means:**

Original private bank statement showing movements in the last 3 months, duly stamped and signed by the bank

Indian Income Tax Return acknowledgment for the last two assessment years

**If the applicant is employed:**

Pay slips for the last 3 months

Employment contract

Employers statement on approval for holidays

**If the applicant is a company owner or self-employed:**

Certificate of the registration of the company

**If the applicant is sponsored:**

Proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (see the website of the Member State of destination)

Pension statements for the last 3 months

Proof of regular income generated by ownership of property or business

If the trip is sponsored by father/mother/guardian or any person other than the applicant who is travelling, written consent certified by public notary of the parents or guardian or the person sponsoring the trip.

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**If the applicant is a minor:**

Copy of the birth certificate of the applicant, copies of the passports/ID cards of the parents

In case of pupils and students, proof of enrolment in school or university

If the minor is travelling with only one parent, written consent certified by public notary of the other parent or guardia except in cases of a parent having sole custody or guardianship of the minor

If the minor travels alone (without parents), written consent, certified by public notary, of both parents or guardians having custody or guardianship of the minor

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ADDITIONAL DOCUMENTS MUST BE SUBMITTED FOR

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**Journeys undertaken for the purpose of study, research, or other types of internship** (up to 90 days of stay)

Certificate of admission or registration at an educational establishment for the purpose of attending academic courses, or cover letter from the inviting company

Certificates of the establishment at which the applicant is enrolled.

Copy of Student's ID Card

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**Journeys undertaken for the purpose of tourism**

Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans, Marriage certificate (copy), if applicant is married and cannot provide evidence of marital status in the passport

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**Journeys undertaken for the purpose of visiting family/friends**

**For the first-time visitors in the Schengen area it is mandatory to submit the Official Invitation Form verified by the Slovak foreign police department** (original hard copy).

Original Invitation Letter / Letter of Guarantee for all expenses from the person in Slovakia legalised by a notary public and/or financial guarantee from the applicant

Proof of Relationship (in case of family visit) - marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport

Copy of the reference's Residence Permit (if the reference person is not a Slovak citizen)

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**Journeys undertaken to attend cultural, sports or religious events and for film crews**

Invitation, entry tickets, enrolments or programmes

**For film crews:** Letter from the film company specifying title, synopsis and shooting locations of film

Complete list of names of travelling crew members along with their roles

Letter from the Schengen State's agency confirming arrangements for film permits

Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce

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**Journey of members of official delegations**

Official invitation, note verbale issued by the sending authority(ies) concerned confirming: a) identity of the applicant, b) the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations), c) period of intended stay, d) the place of stay

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**Journeys undertaken for the purpose of medical treatment**

Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Slovak Republic,

Official document from the receiving medical institution confirming that the specific medical treatment can be performed at the patient be accepted accordingly

Proof of pre-payment of the treatment

Any other correspondence between the sending medical doctor and receiving medical institution

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**Airport transit**

Visa or other entry permit for the third country of destination

Documents in relation to the onward journey to the final destination after the intended airport transit.

All documents need to be presented in the given order in original. Should you wish to keep any original, provide a copy (A4) size. Pleasen note that the Slovak Embassy reserves the right to ask for additional documents or personal appearance for an interview in special cases. Submission of the above mentioned documents does not guarantee that a visa is granted.

Following documents have not been submitted by the applicant despite the fact tha he has been requested to provide them before lodging visa application:

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The applicant has been apprised that in case pending documents are not submitted within 3 working days after lodging visa application the submission of incomplete documentation may result in the rejection of the application. The applicants shall send the missing documents on the following e-mail address **cons.delhi@mzv.sk**. The subject of the email has to be MISSING DOCUMENTS and basic information including the **applicant's name and passport number** has to be mentioned in the text of the e-mail. The applicant has been equally apprised that refusal to appear for the special visa interview may also result in the rejection of the application.

By signing the applicant confirms that he has been informed about the processing time of 15 working days after being delivered to Embassy of Slovak Republic in New Delhi.

**For more information please visit: <https://www.vfsglobal.com/slovakia/india/> or send e-mail: [info.slovakiadel@vfshelpline.com](mailto:info.slovakiadel@vfshelpline.com) , call to VFS helpline in Delhi 022-67866059**

APPLICANT.....D.O.B.....PASSPORT.....  
APPLICANT'S SIGNATURE ..... DATE .....  
VFS STAFF'S NAME .....SIGNATURE .....