

### Residence permit for purpose of employment – third country nationals with a requirement to have a visa to enter Slovakia/ Schengen's zone

1. Client sends the filled questionnaire and a scan of the passport (questionnaire regarding job position and the employee) and other requested documents
2. Employer submits notification of free working position at Slovak labour office job portal (published at least 20 workdays prior submission of the application at the Labour office or 1 day in case of shortage list of position updated by the Labour office every quartal), **or ProfiDeCon Slovakia can do it on behalf of the employer. For this purpose, PfDC needs an access to their portal.** Employer then signs documents necessary for residence permit prepared by PfDC
3. PfDC prepares and collects all the requested documents, coordinates the process, communicates with the Client, employee – or contact person, and communicates with Embassy, foreign polices and other authorities
4. Client/employee needs to also provide the documents bellow:
  - ***Apostilled/superlegalized criminal record***
    - *from the country of origin*
    - *if applicable, from the country where the applicant has stayed longer than 90 days for the last 3 years*
  - ***Proof of accommodation of the address in Slovakia (PfDC can assist)***
  - ***Documents from the employer – prepared by PfDC in cooperation with the employer***

#### A) Submission of the application for D-VISA at the Slovak Embassy. Once D-visa is approved - travelling to Slovakia is allowed and the residence permit application can be submitted at the Foreign Police in Slovakia

1. After the requested time passed of the publishment of free working position (see point 2), the employer sends an application to the Labour Office for getting a confirmation of the possibility of working on this job position. The application is submitted electronically via the portal slovensko.sk portal (or the PfDC can do so on behalf of the employer based on the granted power of attorney) - the approval process takes 15 working days.
2. Once the complete documentation is prepared, documents are sent to the Applicant so they can be submitted when applying for a D-visa at the Embassy
3. Submission of the application for a D-national visa for the purpose of applying for temporary residence in Slovakia at the relevant Slovak Embassy. Once the visa is granted the second visit of Embassy is required to affix the D-visa to the passport
 

*\*Documents cannot be older than 60 days at the time of applying for a D-national visa, upon the Applicant's arrival in Slovakia and when submitting an application for temporary residence at the relevant department of the Alien Police, the documents cannot be older than 90 days*

*\*Approval process - 30 days from the moment of submission of the application at the Slovak Embassy. Once the visa is granted/after submission of the application for a D-visa, the documents are returned to the applicant and these*

*documents are subsequently re-submitted to the Foreign Police when submitting an application for temporary residence*

***\*Possibility of travel to Slovakia – once the D-visa is granted***

4. Submission of an application for temporary residence for the purpose of employment to the Foreign Police together with the confirmation from the Labor Office (mentioned above) – after submitting application with the documents to the Foreign Police (complete application), the employee can immediately start working (no need to wait for a response from the Foreign Police).

5. Approval granted by the Foreign Police – 60 days (or 30 days in special cases), delivery of the residence permit card to the PfDC office within 2-3 working days of granting the approval, subsequently handed over to the applicant

A temporary residence permit for the purpose of employment is usually granted for 2 years with the possibility of extension. After granting a residence permit and receiving a residence card, applicants must pass mandatory medical check up and must be personally registered with the public health insurance company (when registering with the health insurance company, it is necessary to have a signed employment contract\*)

**Obligations of the employer:**

- Preparation of the employment contract for signature
- Sending Annex No. 13 (prepared by the PfDC) about the start of the employment of the employee to the relevant Labour office
- Registration of the employee to the Social Insurance Company (it is necessary to register the foreigner no later than 1 day before starting work) and to the health insurance company (maximum 8 days after starting work) (the foreigner must be already registered at the public insurance at that time (see point above))