

Residence permit for purpose of intercompany transfer

1. Client sends the filled questionnaire and a scan of the passport
**Client remains under the employment agreement with the company in USA*
**The condition to use the ICT purpose is that the employee is a holder of a university degree and that his work performance will be in a managerial (higher) position or in a position that requires special qualification or knowledge*
2. **PfDC Slovakia (our company)** will prepare and collect all the requested documents
3. Employer in USA as well as the statutory body of the entity in Slovakia where the employee will be assigned will sign documents necessary for intercompany transfer prepared by PfDC Slovakia
4. Entity in Slovakia/PfDC Slovakia on behalf of PoA will request the Labor of office to issue the consent of fulfilling the required position (15 working days)
5. Client needs to also provide the following documents:
 - **Apostilled diploma from the University** – the original of the document must be apostilled, a notarized copy of this original diploma is done (and must be done) in Slovakia, so the client will not lose this original, also the legal translation to Slovak is arranged by PfDC Slovakia
 - **Employment agreement with the employer in USA** - legal translation arranged by PfDC Slovakia
 - **FBI criminal record** – no need of apostille, legal translation arranged by PfDC Slovakia
 - *if applicable – criminal record from the country where the applicant has stayed longer than 90 days within 6 consecutive months in the 3 years (apart from EU countries)*
 - **Proof of accommodation in Slovakia** (PfDC Slovakia can assist)

Submitting of the application for residence permit for purpose of ICT at the Embassy

1. Submit an application for a residence permit for the purpose of ICT at the respective Embassy of the Slovak Republic in the USA – either Washington or New York.
** 90 days validity of documents – FBI record, proof of accommodation, confirmation of the Labor office and documents prepared by PfDC Slovakia re. intercompany transfer*
** 2-4 weeks until the documents will be delivered from the Embassy to the Foreign Police department in Slovakia – the documents are always sent to Slovakia by diplomatic post – how fast depends on the Embassy*
2. The application is sent to Foreign Police in Slovakia
** from the moment the documents are delivered to the Foreign police the approval **process takes 30 days***
3. Once the residence permit is approved, Foreign Police will inform the Embassy as well as PfDC Slovakia as the representative of the Client
** during the approval process, the Client can travel to Slovakia, as citizens from USA do not need a visa to enter the country, they may stay in Slovakia without permit for 90 days within 6 months*
4. Residence permit for employment purposes – ICT will be granted for maximum 3 years