

## 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)
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 PfDC can do it on behalf of the employer only will need an access to their portal** and then signs documents necessary for work & residence permit prepared by PfDC (our company)
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 for the address in Slovakia (PfDC can assist)**

- **Documents from the employer – prepared by PfDC in cooperation with the employer**

**A) Submitting of the application for D-VISA at the Slovak Embassy and after D visa approved travelling to Slovakia is allowed and the residence permit application can be submitted at the Foreign police in Slovakia**

1. Submit an application for national D-visa for purpose of submission the application for residence permit in Slovakia \*  
*Documents cannot be older than 60 days at the moment of submission and by arrival of the Applicant to Slovakia cannot be older than 90 days*  
 \* *The approval process - 30 days once the documents were submitted at the Embassy – this is the*

*standard period of approval – in your case – with the support of the government the process can take only couple of days.*

***\*Possibility of travel to Slovakia – as soon as the National D visa was granted***

2. In the meantime, while documents are collected and the National visa D application is submitted, after the deadline of the free working position publishment ( point 2 above) the employer will send a request to the Labour office for the confirmation of the consent to fulfil the job position published on the government portal, this is requested electronically via government portal slovensko.sk (or PfDC can do this on behalf of the employer based on notarized PoA) – this process takes 15 working days.
3. Submit the application for residence permit for the purpose of employment at the Foreign Police department along with the consent from the Labour office (mentioned above) – once documents are submitted at the Foreign police (complete application) the employee may start to work immediately (no need to wait for the approval of the police).
4. Police approval – *30 days (applicable for this case)* , residence permit card delivery - 2 days after approval

The residence permit is granted for 2 years with a possibility of prolongation. After the residence permit was approved and the card delivered the applicants must pass the obligatory medical check and must be registered at the public health insurance.