**CHECKLIST – RESIDENCE PERMIT APPLICATION FOR ICT PURPOSES - Mr. XXX**

1. **Application for residence permit** – please sign in front of the consul
2. **Translated apostilled diploma**
3. **Contract of employer about the intradepartmental transfer –** signature and stamps of both companies (Zmluva o vnútropodnikovom presune zamestnanca)
4. **Financial coverage** (Potvrdenie o výške príjmu zamestnanca)
5. **Translated employement contract** (Pracovná zmluva)
6. **Confirmation of employer about the intradepartmental transfer–** with slovakian stamp
7. **Confirmation of employer about the intradepartmental transfer –** with XXX stamp
8. **Declaration of employer** (Potvrdenie)
9. **Declaration about the employement from XXX**
10. **Translated apostilled criminal record from the home country**
11. **Translated superlegalized criminal record from XXX**
12. **Proof of Accommodation** (Čestné vyhlásenie o ubytovaní cudzinca)
13. **Ownership title** (Výpis z listu vlastníctva)
14. **Power of attorney** – certified signature, you must sign it in front of the consul – you will need to pay separate administrative fee for this.

**You need to additionally provide:**

1. **Passport** – you must have the original passport with you
2. **2 photos -** provide 2 identical photos (size 3 x 3,5 cm)
3. **Fee 200 €** - (for the application) must be paid in cash at the Slovak Embassy. The Embassy will issue receipt for payment

***Contact details***

*Consulate General of the Slovak Republic*

*xxx*

The appointment is confirmed for **xxx at xxx** by **Consul – XXX** (*printed e-mail attached*)

**Once you will get the email with the approval of the residence permit and you will go to get the D-VISA into the passport you will need to provide:**

1. **Application for national VISA** – will be sent additionally
2. **Passport –** you must have the original passport with you
3. **2 photos -** provide 2 identical photos (size 3 x 3,5 cm)
4. **Fee 10 €** (ish)
5. **Flight ticket reservation for the travel to Slovakia** (one way ticket)
6. **Travel and health insurance valid ideally for 90 days** (starting from the date of your travel as per the air ticket) The required minimum insurance is **30,000 euros.**
7. **Documents confirming the sufficiency of the financial resources for covering costs of the stay for 90 days** (Bank account statement for the last 3 months)