**EN for employer / temporary residence employment**

Dear Mr/Mrs XXX,

as the residence permit procedure of Mr/Mrs **XXX** has been finalized, we would like to kindly provide you with a brief summary of the most important information.

The residence permit card of XXX is valid until **XX.XX.XXXX**. Please remember that according to Slovak law, foreigners must always carry their residence permit card along with their passport.

If you wished to **extend** the residence permit for the purpose of employment, it is necessary to start the process at least **3 months in advance** to submit the application to the Foreign Police at least 2 months before the expiry of the current permit - along with already granted confirmation from the Labour Office (Work Permit).

Please keep in mind the obligation of Mr/Mrs **XXX** to reportany **personal “life” changes to the Foreign Police Department within 5 days**. This includes changes of address, name, or marital status, and must be done in person. In the case of obtaining a new passport, it is possible to report the change simply via post.

Furthermore, please note that Mr/Mrs **XXX** shall **not** **be** **out of the** **Schengen zone** for longer than **6 months**, otherwise their residence permit can be cancelled. If they would plan to stay out of the Schengen zone for longer than 6 months, they are obliged to announce this matter to the Foreign Police.

After holding a temporary residence permit (for employment or business purposes) for **5 years**, Mr/Mrs **XXX** may apply for **permanent residency**. However, please note that valid **health insurance** for the entire 5-year period is necessary, without any gaps, as it is very difficult to arrange insurance coverage retroactively. Additionally, they must not spend more than a **total of 10 months** **outside the Schengen** area during those 5 years. There is also a new obligation to pass an exam from **Slovak language** at least for A2 level.

Lastly, the employer is obliged to keep a copy of the residence permit cards, together with their respective Work Permits (Potvrdenie o možnosti obsadení voľného pracovného miesta) for the purposes of possible audits by the authorities.

Attached you may also find the advice from the Foreign Police summarizing all relevant rights and obligations. Should you have any further questions, please do not hesitate to let us know, we would be happy to help,

Thank you, we hope you will have a lovely rest of the day,

Kind regards,

**EN / temporary residence employment**

Dear Mr/Mrs XXX,

as the prolongation of your residence permit procedure has been finalized, we would like to kindly provide you with a brief summary of important information:

Your residence permit card is valid until **XX.XX.XXXX**. Please remember that according to the law, foreigners must carry their residence permit card always along with their passport.

If you wish to **extend** your residence permit for the purpose of employment, it is necessary to start the process at least **3 months in advance** in order to submit your application to the Foreign Police at least 2 months before the expiry of your current permit, along with a valid confirmation from the Labour Office (Work Permit).

Please keep in mind that you are obliged to **report** **any personal changes** to the Foreign Police Department **within 5 days**. This includes **changes of address, name, or marital status**, and must be done in person. In the case of obtaining **a new passport**, it is possible to report the change by post.

Furthermore, please note that **you shall not be out of the Schengen zone for longer than 6 months,** otherwise your residence permit can be canceled. If you plan to be out of the Schengen zone for longer than 6 months, you are obliged to announce this matter to the Foreign Police.

After holding a temporary residence permit (for employment or business purposes) for **5 years**, you may apply for **permanent residency**. However, please note that you must have valid **health insurance for the entire 5-year period,** without any gaps, as it is very difficult to arrange insurance coverage retroactively. Additionally, you must not spend more than a total of 10 months outside the Schengen area during those 5 years. There is also a new obligation to pass an exam from **Slovak language** at least for A2 level.

Lastly, your employer is obliged to keep a copy of the residence permit cards, together with their respective Work Permits (Potvrdenie o možnosti obsadení voľného pracovného miesta) for the purposes of possible audits by the authorities.

Attached you may also find the advice from the Foreign Police summarizing all relevant rights and obligations. Should you have any further questions, please do not hesitate to let us know, we would be happy to help,

Thank you, we hope you will have a lovely rest of the day,

Kind regards,

**Concluding e-mail / Non-EÚ / older version**

Dear xxx,

Let me kindly inform you that we finally received your residence permit card, please find the scan attached. We will send the password for opening the file in a separate e-mail.

This card is valid till **27.4.2024**, the same as the residence permit has been approved. In case of prolongation of your residence permit, it is necessary to start the process at least 3 months in advance and to submit the application to foreign police at least 2 months before the expiration of your residence permit, with already issued confirmation from the Labour office.

Please keep in mind the most important obligation to **announce every “life” change** to the Foreign Police Department within 5 days. You must announce **in person** to the police the change of **address, name, marital status**. If you get a new passport, you may announce it simply **via post**. Also please note that you shall not be out of the Schengen zone for longer than 6 months, otherwise your residence permit can be canceled. If you plan to be out of the Schengen zone for longer than 6 months, you are obliged to announce this matter to the Foreign Police.

According to the law, a foreigner must always carry their residence permit card along with a passport.

After 5 years of temporary residence permit, you can apply for permanent residency, but please note that you shall have valid health insurance during the whole 5 years, without missing a single day in the period, and it is very challenging to provide the insurance backward. You shall not be out of Schengen zone for longer than 10 months during the whole last 5 years and there is also a new obligation starting from 15th July 2025 that you will need to have passed exam from Slovak language at least for A2.

As because you have now issued the new residence permit card you shall anounce it to the bank and

The best way to avoid any risk once he goes to the Foreign Police for submitting the application for prolongation of the RP card is to have the new passport in case he would have any doubts about meeting the period.

Please do not forget to pay and prolong if necessary your insurance on a regular basis.

**~~XXX,~~** ~~please keep the copy of~~ **~~XXX,~~** ~~residence permit card together with the document so called dodatočné údaje o zamestnaní in the HR file of~~ **~~XXX,~~** ~~for the purpose of possible control from authorities.~~

Please don't forget that you must also have profit for 2023, at least EUR 5,000 net. That means it could be around EUR 8,000 gross, which you would issue as invoices, but it can still calculate them. You won't do anything more because you'll pay too much in social and health insurance contributions and it's not worth it. You can then bill the company to the customer for the rest.

Just a small detail, as UNION is no longer issuing the EU insurance card for the foreigners with residence permit for purpose of business and you need to show your residence permit card in which is the electronical chip to the doctor, this insurance is valid just in SLOVAKIA not the whole EU.

Thanks and have a nice day!

*\*OECD, zamestnanec pracujúci pre zahraničného investora, príp. ak je zamestnávateľom významný zahraničný investor alebo centrum podnikových služieb začať riešiť 3 mesiace vopred najmä kvôli termínom.*