



## SCHENGEN VISA CHECKLIST

### TOURIST / VISITOR VISA

#### EMBASSY OF SLOVAKIA

		Complete	Incomplete	Not Applicable
1	Application Form for Schengen Visa , completed, signed and dated with a BLUE PEN.			
2	2 photographs that has 35x45 mm size, white background and not older than 6 months			
3	Photocopies of passport (all pages with personal information, visas and stamps granted within the last 3 years). Passport should be valid at least further 3 months after the date of return and must be issued within the last 10 years and contain at least 2 blank pages. If there is someone accompanying you and if he/she has a valid visa, you must also provide his/her visa photocopy as well.			
4	Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).			
5	Travel health insurance with coverage of 30.000 Euro, valid for Schengen countries, which starts 1 day before the travel date and finishes after 1 day from departure date with original signed/stamped or readable QR code.			
6	Flight reservation (departure and return) or any other confirmation related to travel.			
7	Hotel reservation confirmed by the hotel, covering the travel period or any other proof of accommodation related to the travel, in case of attending multiple country tours, all reservations should be presented.			
8	If applicant is working in a company or is a company owner: • Original support letter from company containing the following information: indication of the Embassy that the document is addressed to; the employee's name and passport number; date of start of employment and function; length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons; employer's contact details; and name and position of the person signing the letter. • SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK Tescil ve Hizmet Dökümü) with a readable QR code, original last 3 months salary payrolls signed and stamped by the company. • Company documents as: Signature circular (not older than 1 year), Copy of the certificate of registration from Chamber of Commerce (obtained in last 1 month), Tax Registration Certificate of the company, Copy of the activity certificate from Chamber			
9	If applicant is farmer: farmer certificate issued by a Chamber of Agriculture (Ziraat Odası), Farmer SGK Service document.			
10	If applicant is retired: documents showing social payments (bank statement minimum last 3 months or retirement certificate / pensioner booklet).			
11	If the applicant is student, (higher education): Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code. Other students or pupils: student certificate.			
12	Personal bank statements showing movements over the last three months (Original stamped and signed by the bank). There must be 57 Euro for each day in the applicant's bank account.			
13	If the applicant is a minor/under age 18 and travelling alone or with one parent or legal guardian only: Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole-custody of the travelling parent/legal guardian.			
14	Non-Turkish nationals: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.			

**Başvuru Sahibinin Adı ve Soyadı**  
*Applicant's Name and Surname*

**Başvuru Tarihi**  
*Application Date*

**Başvuru Sahibinin İmzası**  
*Applicant's Signature*