

TEMPORARY RESIDENCE – EMPLOYMENT

May be granted for the foreseen duration of employment, for a maximum period of five years. Before submitting the application, the employer must report a job vacancy to the competent Labour Office.

The vacancy announcement must be published at least 10 working days (if a work permit is needed) or at least 20 working days (if a confirmation on the possibility to fill a vacancy is needed) before applying for a temporary residence/work permit. The vacancy announcement is required even in cases when the Labour Office issues a confirmation on the possibility to fill a vacancy without assessing the situation in the labour market (e.g. in the case of shortage professions). However, in such cases, it is sufficient for the vacancy to be reported on the date of application.

The confirmation on the possibility to fill a vacancy is required in most cases. Only in specific situations, it is necessary to apply for a work permit separately (e.g. when employed as a sailor), or neither the confirmation on the possibility to fill a vacancy nor the work permit is required.

The condition for issuing a confirmation on the possibility to fill a vacancy or a work permit is full-time/part-time employment based on an employment contract (agreements on work performed outside the employment relationship are not accepted).

The temporary residence for the purpose of employment is not required for up to 90 days from the beginning of the stay in Slovakia if the applicant stays in the country legally, reported the beginning of his/her stay to the Foreign Police within three working days from entering the country and who:

- Works for a significant foreign investor;
- Is posted by an employer based in an EU Member State within the provision of services;
- Is employed in international transport and posted to Slovakia by his/her foreign employer;
- Is employed for a specified time for the purpose of training in a labour shortage position and has his/her residence application for the same position submitted together with all the required documents;
- Secures delivery of goods or services based on a commercial contract and delivers such goods or services, or carries out installation, warranty and repair work, work related to the setup of production equipment systems, programming work or professional trainings for up to 90 days in a year or during a period determined by a decision on investment aid;
- Performs seasonal work; or →

TEMPORARY RESIDENCE FOR THE PURPOSE OF EMPLOYMENT MAY BE OBTAINED:

- Based on a confirmation on the possibility to fill a vacancy (a so-called Single Permit);
- Based on a work permit;
- Without the need to obtain a work permit or a confirmation on the possibility to fill a vacancy;
- For seasonal employment (information is included in a separate Fact Sheet); or
- Within the intra-corporate transfer.

THE APPLICATION MAY BE SUBMITTED AT:

- The diplomatic mission of the SR accredited to the country of the applicant's citizenship, or
- The diplomatic mission of the SR accredited to the country of the applicant's residence, or
- The Foreign Police Department competent for the applicant's place of residence, if he/she resides in Slovakia based on a valid residence permit issued by Slovakia or another EU Member State, a granted tolerated residence (not temporary protection), a granted →

- Provides professional training for an enterprise services centre for up to 90 days in a calendar year.

A person with a temporary residence for the purpose of employment **can study without further permits**.

If one's employment is terminated during the validity of his/her residence, a **60-day protection period** applies during which the Foreign Police will not cancel the residence, and the person can search for a new job.

APPLICATION

The application must be submitted in person on the official form and in the Slovak language.

If applying for a so-called Single Permit (a temporary residence for the purpose of employment based on the confirmation on the possibility to fill a vacancy), the application will not be accepted only if the applicant does not submit a valid travel document. **Other documents may be submitted later**; however, submitting them may not be avoided. In other cases, the application must be submitted **together with all the following documents**; otherwise, it will not be accepted:

1. Valid passport;
2. Two colour photographs (3 × 3.5 cm);
3. Document on the purpose of residence:
 - In case of the so-called **Single Permit: employment contract** or the **employer's promise** to employ the applicant and a **decision on the recognition of applicant's education** or a document on required education (only regulated professions), or
 - In other cases: **work permit, the employer's confirmation** that a work permit is not required or an international treaty.
4. **Criminal record statement** from the country of the applicant's citizenship and the countries where he/she resided for more than 90 days during six consecutive months in the last three years (not applicable when changing the type/purpose of residence);
5. **Proof of accommodation** in Slovakia for a minimum period of six months, or for the entire stay if applying for a shorter stay (**not applicable in the case of regular commuting to work across borders from a neighbouring country and for international transport workers**):
 - Applicant's notarized affidavit on the ownership of a property; or
 - Notarized tenancy agreement (in which the applicant is indicated as the tenant/one of the tenants; both landlord's and tenant's signatures must be notarised); or
 - Notarized affidavit of the property owner on the provision of accommodation (signatures of all property owners must be notarized); or
 - Confirmation from an accommodation facility (hotel, dormitory) on the provision of accommodation.
6. **Proof of sufficient financial means** in the amount of subsistence minimum for each month of residence (as of 01 July 2023, the subsistence minimum represents **EUR 268.88/month**); if the duration of residence exceeds →

national visa, if he/she does not need a visa to enter the Schengen Area, or if holding a Certificate of a Slovak Living Abroad.

When submitting the application at the diplomatic mission, the applicant will be interviewed for the purpose of a preliminary assessment of the application.

IMPORTANT:

- The documents must not be older **than 90 days** at the time of submitting the application.
- Public documents issued abroad must be officially authenticated (apostille/consular legalization).
- Documents issued in a language other than Slovak must be translated to Slovak by a certified translator registered in the List of Experts, Interpreters and Translators at the Ministry of Justice of the Slovak Republic http://bit.ly/SK_translators
- Signatures on affidavits, powers of attorney and tenancy agreements must be notarized.
- Photocopies of documents must be notarized.
- We recommend that you do not submit the originals of important documents (e.g. diploma, rental contract) but rather have certified photocopies made which can be handed over to the Foreign Police/diplomatic mission and the originals retained.
- At the Foreign Police, the administrative fees are paid by means of electronic fee stamps (eKolok), which may be bought directly at the Foreign Police Department through a vending machine, or at a post office.
- At diplomatic missions, the administrative fees are paid in cash or by bank transfers (it is →

one year, in the amount of 12-times the subsistence minimum (i.e. EUR 3 226.56); it is documented by:

- the employer's confirmation on the agreed salary, or by an account balance confirmation in the name of the applicant;

7. Administrative fee EUR 250;

8. Administrative fee EUR 6 (for issuing a residence card).

CHANGE IN THE TYPE/PURPOSE OF RESIDENCE

A change in the type of residence means the change from temporary residence to permanent residence (e.g. in the case of marriage to a Slovak citizen or after five years of a legal and uninterrupted residence in Slovakia).

This means submitting a new application for permanent residence. The application for a change in the type of residence must be submitted **no later than on the last day of validity** of one's temporary residence. The applicant's stay is considered authorised (only) in Slovakia until the decision on his/her application is made.

A person with a temporary residence can perform only activities for which the residence was granted or which the given type of residence allows. If he/she wants to perform a different activity, he/she must apply for a **change in the purpose of his/her temporary residence** (e.g. from employment to business). This means submitting a new application for a temporary residence. The application for a change in the purpose of residence must be submitted **no later than on the last day of validity** of the current temporary residence. The applicant's stay is considered authorised (only) in Slovakia until the decision on the new application is made.

When applying for change in the type/purpose of residence, the applicant must submit all documents required for the residence applied for, except the document proving clean criminal record (if it was submitted with the previous application for residence) and the medical report.

RENEWAL OF TEMPORARY RESIDENCE

Temporary residence may be renewed, even repeatedly. Temporary residence for the purpose of employment may be renewed for a maximum period of five years.

Application for a residence renewal must be submitted in person at the competent Foreign Police Department **no later than on the last day of one's temporary residence validity**. It is required that the employment lasts (that the purpose for which the temporary residence was granted still exists). On expiry of the temporary residence, the right to work ceases, unless the renewal is made at least 90/30 days before the expiry of the current residence. →

recommended to check the method of payment with a specific diplomatic mission of the SR).

- The authorities will issue a **decision within 90 days** of the date of delivery of a complete application. In case of an applicant working for a significant foreign investor, for an enterprise services centre, technology centre or who is a citizen of an OECD Member State working for a foreign investor in Slovakia, the Foreign Police Department will issue a decision within 30 days of the date of delivery of the application.
- Applying for temporary residence **does not entitle the applicant to stay in Slovakia**. Until the temporary residence is granted, the applicant may stay in Slovakia only during the validity of a visa, another residence permit, or under a visa-free regime.

The employer must report a **vacancy** to the Labour Office at **least 10 working days** (in the case of a work permit), or **at least 20 working days** (in the case of a Single Permit) before submitting the renewal application (or at the latest on the day of submitting the application if there is no change in employment)

The application for the renewal of a temporary residence must be accompanied by a valid travel document, otherwise, the police officer cannot accept the application.

The temporary residence is considered authorised (only) in Slovakia until the decision on its renewal is made.

The application must be submitted together with:

1. Valid passport;
2. One colour photograph (3 × 3.5 cm);
3. Employment contract, promise of employment or work permit;
4. Proof of accommodation in Slovakia (not applicable to an applicant regularly commuting to work across borders from a neighbouring country);
5. Proof of sufficient financial means;
6. Administrative fee EUR 140;
7. Administrative fee EUR 6 (for issuing a residence card).

OBLIGATIONS AFTER TEMPORARY RESIDENCE IS GRANTED:

- Arrive in Slovakia within **180 days** of being granted residence.
- Report the beginning of your stay to the Foreign Police within **three working days** of entering Slovakia.
- Sign up for health insurance within **three working days** of receiving the residence card.
- Submit a medical report not older than 30 days confirming you do not suffer from a disease endangering public health to the Foreign Police **within 30 days** of receiving the residence card.
- Stay in Slovakia for **more than half of the time** of the granted temporary residence in a calendar year.