# Legalisation of Stay for non EU students

**BEFORE ARRIVAL :**

Each student from non EU[[1]](#footnote-2) should possess the Schengen or National visa and Temporary Residence Permit.

There are two possibilities how to apply for the residence permit:

1. A foreigner has to submit the application for granting the permanent residence in person, abroad, at the representative office of the Slovak Republic in that country, which issued his/her passport, or at such office in the country of his/her permanent residence. (If there is no representative office of the Slovak Republic, he/she has to submit the application at a foreign mission determined by the Ministry of Foreign Affairs of the Slovak Republic.)

A foreigner need enclose to the application :

* a travel document, valid for at least 3 months after the completion of the study period in the host country,
* a document on the purpose of stay (Letter of Acceptance/Invitation Letter),
* confirmation on his/her blamelessness (so called Criminal Record),
* a document on provision of accommodation, health insurance and financial coverage of residence for a period of one year,
* 2 photographs (3 x 3,5 cm) showing his/her current visage .

The police section decides on the application for granting permit for temporary stay within 90 days following the submission of the application (the first day is the day of the reception of the application at the Police Office). The police section may renew or cancel the permit for temporary stay, or it just expires according to the Act.

The permit for temporary stay is bound to one purpose. If a foreigner intends to carry out a different activity that for the permit for temporary stay was granted he/she has to submit a new application for granting of temporary stay.

2. Foreigners coming to Slovakia for the purpose of the activities in the framework of Erasmus programme may apply for granting the permanent residence also at the appropriate Foreign Police Office in the Slovak Republic.

A foreigner need enclose to the application :

* a travel document, valid for at least 3 months after the completion of the study period in the host country,
* a document on the purpose of stay (Letter of Acceptance/Invitation Letter),
* confirmation on his/her blamelessness (so called Criminal Record),
* a document on provision of accommodation,
* health insurance and financial coverage of residence for a period of one year,
* three photographs (3 x 3,5 cm) showing his/her current visage.

**AFTER ARRIVAL :**

Each student from non EU[[2]](#footnote-3) should

1. **register at Foreigner´s Police Office (FPO)** in Slovakia in 3 working days after arrival,
2. **apply for the Temporary Residence Permit (TRP)** 30 days before the expiry date of his/her VISA or within 60 days after crossing the Slovak border (however they should do it as soon as possible, in first 3 weeks),
3. **take a Medical Examination** in a Department of foreign diseases in the delay of 30 days from receiving the TRP. Students will receive help from faculty coordinators and buddies to manage these obligations after arrival.

# 1. Registration at Foreigner’s Police Office

Student need to go to this office with passport and sign a paper about arrival to Slovakia. This can be done in any Foreigner’s Police Office (FPO) in every city. This must be done in 3 working days after arrival. The sooner, the better.

# 2. Application for the Temporary Residence Permit

Temporary residence permit is a document that allows a foreign student to stay and study in Slovakia after his/her VISA permit expires. It is necessary, even if student owns special or diplomatic passport. To receive this document, the student must hand in a few documents from different offices AND pay a fee.

Documents that student must obtain in home country before arrival:

* Passport valid at least 3 months after study in Slovakia ends
* Confirmation of a grant, e.g. Erasmus grant, from his/her sending University

(or another institution) \*

* Nomination to study at Matej Bel University from student sending University \*
* Criminal Record Print from student domestic country, if student stayed in some EU country in last 3 years, the Criminal Record from this country is also required \*. Criminal record has to be certificated by Apostille or by higher legalization.

Documents that student obtains in Slovakia:

* Confirmation of the study at Matej Bel University given by coordinator in Matej Bel

University

* Confirmation about the accommodation in Slovakia given by dormitory manager (or

manager of apartment if you find your own accommodation)

* Application form for Permanent residence permit obtained in FPO \*\*

Documents that student can obtain in his/her home country or Slovakia:

* 2 passport photos (3 x 3.5 cm)
* European Heath Insurance Card or Certificate \*

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\* Document must have certified translation into Slovak language

\*\* Better to take this form when you go to FPO to register first time and fill it at home, because it has much information to fill in

**3. Medical Examination**

Students from non EU countries need to take health examination in Department of foreign diseases at the Faculty hospital in Martin (63 km from Banská Bystrica).

The date of the examination will be managed by a faculty coordinator in Matej Bel University 1 or 2 weeks after arrival of foreign students to Slovakia.

# Address and opening time of administrative offices

## FOREIGNER’S POLICE OFFICE

Cudzinecká polícia, Štefánikovo nábrežie 7, 974 01 BB, tel.: 0961 603 230

|  |  |  |  |
| --- | --- | --- | --- |
| **Day** | **Office hours** | **Break** | **Office hours** |
| **Monday** | 7.30 am. - 12.00. | 12.00. - 12.30. | 12.30 pm. - 15.00. |
| **Tuesday** | only to issue a document scanning and biometric data of persons |
| **Wednesday** | 7.30 am. - 12.00. | 12.00. - 12.30. | 12.30 pm. - 17.30. |
| **Friday** | 7.30 am. - 12.00. | --- | --- |

Directions: FBO is located at the corner of Kapitulská street (street where is Kapitol Pub) and Štefánikovo nábrežie (main road in BB). You can take bus 34 there (4th stop from Faculty of Economics). Or you can walk there easily from the main square. Go up to the end of the square, turn to the right rounf the curch with two towers, down Kapitulská street. You will see the SNP museum with tanks at the left, but you need to continue to the main road with many cars. In the end of the street turn left and there is green old bulding – that is FPO.

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## POST OFFICE

*(there you can get the fee stamps)*

Pošta Banská Bystrica 1, Horná 1, 974 01 BB, tel.: 048-432-6255

Monday – Tuesday: 8:00 – 19:00

Saturday: 8:00 – 12:00

Sunday: closed

Directions: This post office is next to the city centre in Horna street next to Barbakan Restaurant. When you get to the centre, you will not go down to EUROPA SC, but the opposite way where the churches are. You will see in distance yellow yellow-gray building (the post office).

## Certified Translation from English to Slovak

***Agency Interpret*** - Povstalecká 39, Podlavice, e-mail: savelova@fhv.umb.sk, tel.: 0905 200 762 Directions: in Podlavice, take the bus 34 in direction out of town or in Faculty FHV of Matej Bel University, Tajovskeho 51

***Peter Kučák*** - J.Kráľa 4/A (Building of Proxima, Hušták), tel.: 048-414-7419, web: [www.lingua.sk](http://www.lingua.sk), mail lingua@lingua.sk

Directions: Mr. Kucak’s office is in Proxima building, small shopping centre with cafes between EUROPA SC and the end of main square. The entrance is from the side (not where stream is, but from the road).

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## Certified Translation from Turkish to Slovak

Turkish Embassy in Bratislava, Turecká ambasáda, Holubyho 11, 811 03, Bratislava, tel.: +421 2 5949 0900, +421 2 5441 5504, +421 2 5441 5606, +421 2 5441 8580, fax: +421 2 5441 3145/5949 0933, email: turkishembassy@nextra.sk, web: bratislava.be.mfa.gov.tr

Monday – Friday: 09:00 – 12:30

 14:00 – 18:00

Directions: Check trains and buses to Bratislava at www.cp.sk.

You can find some usefull information also at the site of Immigration Information Center <http://mic.iom.sk/en/residence/temporary-residence/21-ziadost-o-prechodny-pobyt.html>

## Fees for particular documents and oficial duties

Fee for temporary residence permit: 104.00 €

Fee for Medical Examination: 150 €

**Criminal record print:**

* + Criminal record print from home country translated from English to Slovak: app 10 €
	+ Criminal record print in Turkish translated into Slovak: app 35 € (not possible in Banska Bystrica, only in Bratislava)

1 page of a document in foreign language: from English into Slovak: app 10 €

4 passport photos: app 3 €

# Health Insurance and Health Care

Slovakia has a national system of health insurance. **All foreign students coming to study in Slovakia are legally obliged to have a health insurance valid for the territory of Slovak Republic and for the whole period of their stay.**

**Students from Non EU counties** which have not contracted health insurance before leaving their country are required to obtain health insurance in Slovakia. Confirmation of health insurance valid for the territory of Slovak Republic and for the whole period of your stay is to be submitted to the Foreigner´s Police Office **within 30 days** upon their arrival to Slovakia or upon granting the Temporary Residence Permit. **The approximate costs per month is 50 EUR**.

**Emergency phone numbers: 155 and 112**

1. EU countires – all countries except of 27 countires of EU and Island, Norway, Lichtenstein, Switzerland [↑](#footnote-ref-2)
2. EU countires – all countries except of 27 countires of EU and Island, Norway, Lichtenstein, Switzerland [↑](#footnote-ref-3)