



**JESSENIUS FACULTY
OF MEDICINE IN MARTIN**

Comenius University
Bratislava

Department of Foreign Police information pack for students from EU/EEC/EEA countries

Issued and prepared by:

Miroslava Sadilová
JFMED Study Department
Jessenius Faculty of Medicine
4A Malá Hora
036 01 Martin

Last updated:

5th September 2022

Contents

General Information	page 3
Required documents for Residence permit application submission	page 3-4
Department of Foreign Police – getting there	page 5
Templates section	pages 6 - 11
• Landlord letter template	page 8
• Application form	pages 8-11

General information

- You are required to apply for the Residence Permit if you are staying in Slovakia for 90 days or longer.
- The residence permit is issued by the **Department of Foreign Police (DFP)**. You can now make the appointment online using the [online registration system](#) /. To confirm your online appointment, you will need to submit the following information:
 - Your full name and address
 - Slovak telephone number. International numbers are **NOT** accepted
 - Details of when your current permission to stay expires – please count 90 days from entering the territory of the Slovak republic.
- You will be required to pay an administration fee of **€4,50** at the DFP. **Please note that the DFP does not accept cash, the fee can only be paid by a credit/debit card.** Alternatively, you may purchase a monetary stamp called kolok at the local post office and bring it with you to your appointment. Koloks can be bought at different monetary values, so please ensure you purchase a correct one.
- A Union citizen who stays in Slovakia for more than three months is obliged to apply for registration of residence not later than *30 days after three months* from the date of entry to the territory of the Slovak Republic.

Department of Foreign Police – information for EU/EEC citizens

1. Documents that must be submitted at the department of Foreign Police.

- Valid passport
- Completed application form – see pages 8 - 11
- Confirmation that you are a student at JFM CU – letter is issued by the Faculty. Please contact your [study officer](#) to have this letter issued.
- [A confirmation letter from your landlord \(optional\)](#), please see notes below.
- If you live at one of the JFMED student residencies, they will issue your letter. This letter does not need to be notarised.

On the date of submission of a complete application, the police department shall issue a certificate of registration of the residence of the Union citizen, stating the name, surname, address of the registered person and the date of registration. If the Union citizen does not provide proof of accommodation, the address of the municipality where the Union citizen will be staying shall be indicated on the certificate.

2. If you wish to (in some instances e.g. applying for a mortgage in Slovakia, purchasing a car or a property, applying for driving license etc.), apply for a residence permit valid for 5 years (plastic card) , you will need to submit:

- Valid passport
- 2 passport size photos (3 x 3,5 cm)
- Confirmation of accommodation - If you live at one of the JFMED student residencies, they will issue your letter. This letter does not need to be notarised.
- If you wish to have your residence permit ID card sent to you by post, you may do so for a fee of €3. Please note that this service **is only available for registered addresses in Slovakia** - it is **not** possible to have it delivered abroad.
- Your residence permit card is an ID card that will display your picture and basic personal information. **Please ensure once issued, that you have this card on you at all times! The law in Slovakia requires all its citizens – permanent or temporary – to carry ID cards on them at all times.**

Foreign Police department in Ružomberok


Address:

Námestie Andreja Hlinku 74, Ružomberok 034 01

6. poschodie budovy/ 6th Floor

[Appointment online booking system](#)

Email: ocppzrk@minv.sk

 +421-9614-83205

Opening Hours

Day	Morning	Lunch break	Afternoon
Monday	7.30 am. - 12.00 pm.	12.00 pm. – 12.30 pm.	12.30 pm. - 15.00 pm.
Wednesday	7.30 am. - 12.00 pm.	12.00 pm. – 12.30 pm.	12.30 pm. - 17.30 pm.
Friday	7.30 am. - 12.00 pm.		

Getting there:

- By **train** from Vrutky station (you can also travel from Martin but will need to change at Vrutky). Trains depart almost every half hour. Vrutky is easily accessible by public transport from Martin.
- To check the train times, please visit: www.cp.sk The price of tickets varies between 2 – 2,45 Euros one-way, depending on whether you are travelling by a fast or slow train.
- Once you get to Ružomberok, it will take you around 10 min to [walk](#) to the department of Foreign Police.

Driving:

- GPS: N 49.078778 E 19.297222

Templates section

- **Landlord letter template** (optional) (page.7)
 - If using this template, please ask your landlord to complete the document in **full**. If your letting contract is for an indefinite period, this must be specified in this letter. We would recommend that you use this template, as this one will only need to have a notarised signature of your landlord and contains all information the FP requires.
 - If you decide to use your letting contract as proof of your address, please note that the contract will need to be **signed by you as well as your landlord and both signature will be need to notarised**.
- **Application form** (page. 8)

Translation of the above text

I, *Full name and Surname*, born on *Date of birth*, *nationality*. declare that I am able to financially support myself while studying at Jessenius Faculty of Medicine in Martin and during my stay in Slovakia.

Čestné vyhlásenie o poskytnutí ubytovania

Údaje vlastníka nehnuteľnosti:

Meno a priezvisko:

Dátum narodenia:

Bytom:

Štátna príslušnosť:

**čestne vyhlasujem,
že poskytnem ubytovanie na dobu neurčitú alebo
od _____ do _____**

Meno a priezvisko:

Dátum narodenia:

Štátna príslušnosť:

Číslo pasu:

V byte/domu č. _____ nachádzajúcom sa na adrese:

_____ /
zapísanom na Liste vlastníctva č. _____,

pre okres: _____, obec: _____, k.ú.: _____.

V _____, dátum _____

Overený podpis vlastníka

ČÍSLO ŽIADOSTI/

application number

ČÍSLO DOKLADU O POBYTE/

document residence number

PLATNÝ DO/

valid until

Žiadosť o obnovenie prechodného pobytu¹⁾/

Application for renewal of the temporary residence¹⁾

Žiadosť o trvalý pobyt na neobmedzený

čas/dlhodobý pobyt¹⁾/ *Application for permanent residence for an unlimited time /long-term residence¹⁾*

Žiadosť o registráciu práva občana Únie/

práva na trvalý pobyt občana Únie¹⁾/ *Application for registration of right of residence of Union Citizen/ right for permanent residence of Union Citizen¹⁾*

Žiadosť o vydanie dokladu rodinného

príslušníka s právom na pobyt/na trvalý

pobyt¹⁾/ *Application for issue of document residence of the family member with right for residence/for permanent residence¹⁾*

Žiadosť o vydanie dokladu¹⁾/ *Application for issue of residence document¹⁾*



VLASTNORUČNÝ PODPIS/signature

X

FOTOGRAFIA/

photo
3×3,5 cm

2)

1. PRIEZVISKO/

Surname

2. TITUL/

title

3. MENO/

first name(s)

4. RODNÉ PRIEZVISKO/

name at birth

5. PREDCHÁDZAJÚCE PRIEZVISKÁ/

all previous surnames

6. POHLAVIE/

sex

žena/female

muž/male

7. DEŇ, MESIAC A ROK NARODENIA/

NARODENIA/

date of birth (ddmmyyyy)

8. RODNÉ ČÍSLO/

personal number

9. MIESTO

place of birth

10. ŠTÁT NARODENIA/

country of birth

11. ŠTÁTNA PRÍSLUŠNOSŤ/

citizenship

12. NÁRODNOSŤ/

nationality

13. RODINNÝ STAV/

VYDANIA/

marital status

14. CESTOVNÝ DOKLAD/

travel document number

15. DÁTUM

date of issue

16. PLATNÝ DO/

17. VYDAL/

18. ÚČEL POBYTU/

19. KATEGÓRIA

¹⁾ *Nehodiace sa prečiar knite./ Retain as appropriate.*

²⁾ *Údaje na žiadosti musia byť vyplnené písacím strojom alebo paličkovým písmom v slovenskom jazyku./ The data to the application must be complete written by machine or in block letter (by hand) in the Slovak language.*

<i>valid until</i>	<i>issued by</i>	<i>purpose of stay</i>	POBYTU³⁾/ <i>type of residence³⁾</i>
			<input type="checkbox"/> rodina/family <input type="checkbox"/> platené /empl., business <input type="checkbox"/> štúdium/study <input type="checkbox"/> iné/other

20. NAJVYŠŠIE DOSIAHNUTÉ VZDELANIE/education

21. ADRESA TRVALÉHO BYDLISKA V CUDZINE NAPÍSANÉ LATINKOU/

22. ŠTÁT/ 23. DÁTUM

PRIHLÁSENIA/

*permanent residence abroad
registration*

country

date of

--	--	--

24. ADRESA TRVALÉHO BYDLISKA V CUDZINE NAPÍSANÉ V RODNOM JAZYKU/ 25. ŠTÁT/

*abroad written in native language
country*

permanent residence

--	--

26. ADRESA POSLEDNÉHO BYDLISKA V CUDZINE/

27. ŠTÁT⁴⁾/

28. DÁTUM

PRIHLÁSENIA/

*last permanent residence abroad
registration*

country⁴⁾

date of

--	--	--

29. BYDLISKO V SLOVENSKEJ REPUBLIKE,

MENO UBYTOVATEĽA/

PRIHLÁSENIA/

*residence at the territory of the Slovak Republic,
registration
name of the accommodation provider*

30. DÁTUM

date of

--	--

**31. KOREŠPONDENČNÁ ADRESA V SLOVENSKEJ REPUBLIKE/
TELEFONICKÝ**

address for correspondence in the Slovak Republic

32.

**KONTAKT/
phone contact**

--	--

33. DORUČENIE DOKLADU O POBYTE NA ADRESU/ delivery of the residence permit to the address

³⁾ Vyznačte krížikom len jednu kategóriu, ktorá je hlavným účelom/dôvodom žiadaného pobytu na území Slovenskej republiky. Kategória pobytu súvisí s účelom pobytu uvedeným pod bodom 18./ Select a cross for only one category, which is the main purpose/reason for the requested stay at the territory of the Slovak Republic. Type of residence is identical with the purpose of stay referred to under point 18.

⁴⁾ Uved'te štát posledného predchádzajúceho pobytu v cudzine, ktorý trval minimálne 1 rok (štát sa nemusí, ale môže zhodovať so štátom trvalého pobytu v cudzine uvedeného pod bodom 21). Vyplní len žiadateľ o registráciu občana Únie/trvalý pobyt občana Únie./ Please indicate the State of the last previous residence abroad for at least 1 year (State must not match, but it may coincide with a State of permanent residence abroad referred to under point 21).

áno/yes

nie/no

Svojím podpisom potvrdzujem úplnosť a pravdivosť svojich údajov./

I declare that I have answered all questions in this application fully and truthfully.

V/ place

Dňa/ date

Podpis cudzinca/ signature

**ŽIADOSŤ PRIJAL A PODĽA
DOKLADOV OVERIL/**
received and documentation checked by

SPRÁVNÝ POPLATOK V SUME/
the amount of the administrative charge

**PEČIATKA A PODPIS
PRIJÍMAJÚCEHO ORGÁNU/**
*stamp and signature of competent
authority*

DŇA/
date

ČÍSLO NOVÉHO DOKLADU/
new document number

DÁTUM PREVZATIA/
date of receiving

PODPIS CUDZINCA/
Alien signature

Potvrdenie o prijatí žiadosti⁵⁾/ Confirmation about receiving of the application⁵⁾

Titul/ title	Meno/ first name	Priezvisko/ surname	Dátum narodenia/ date of birth	Štátna príslušnosť/ citizenship
Žiadosť prijal (meno a priezvisko)/ application received by (first name and surname)		Dňa/ date	Pečiatka a podpis prijímajúceho orgánu/ stamp and signature of competent authority	

Potvrdenie o registrácii pobytu občana Únie⁵⁾/ Confirmation of residence of EU citizens registration⁵⁾

Meno/ first name	Priezvisko/ surname	Adresa (obec, kde sa bude občan Únie zdržiavať na pobyte) Address (city where the alien will reside)		
Žiadosť prijal (meno a priezvisko)/ application received by (first name and surname)		Dňa/ date	Pečiatka a podpis prijímajúceho orgánu/ stamp and signature of competent authority	

Potvrdenie o podaní žiadosti o vydanie dokladu o pobyte pre rodinného príslušníka občana Únie⁵⁾/ Confirmation of receiving the application for a residence permit card of family member of EU citizen⁵⁾

Meno/ first name	Priezvisko/ surname	Adresa (obec, kde sa bude zdržiavať na pobyte) Address (city where the alien will reside)		
Žiadosť prijal (meno a priezvisko)/ application received by (first name and surname)		Dňa/ date	Pečiatka a podpis prijímajúceho orgánu/ stamp and signature of competent authority	

⁵⁾ Prijímajúci orgán vydá cudzincovi potvrdenie podľa druhu podanej žiadosti/ The receiving authority shall issue the confirmation according to the type of an application