



**JESSENIUS FACULTY
OF MEDICINE IN MARTIN**

Comenius University
Bratislava

Department of Foreign Police information pack for students from non-EU/3rd countries

Up-dated by:

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Last updated: 26th October 2023

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General information

- You are required to apply for the Residence Permit if you are staying in Slovakia for **90 days or longer**.
- **The 90-day period begins on the day you enter the [Schengen Area](#)** and not just Slovakia.
- You are also required to report at the Department of Foreign Police within **3 days of** arrival to Slovakia. Please contact the Faculty Study Office as soon as you arrive in Martin for more information on the process.
- The residence permit is issued by the **Department of Foreign Police (DFP)**. To make the appointment, please use the [online booking system](#). To make an online appointment, you will need to submit following information:
 - Full name and address
 - Slovakian 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 Schengen area.
- 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 carry different monetary values; please ensure you purchase the correct one.
- Once your application for the Residence Permit is accepted, it can take up to 30 days for the DFP process it and grant your residence permit. You will also receive a notification text message that will begin with letters (MV SR). Please note that the text message will only be sent to **a Slovakian mobile number**.
- If you wish to have your residence permit ID card sent to you by post, you may do so for a fee of €3 payable directly to Foreign Police during your appointment. Please note that this service **is only available for registered addresses in Slovakia** - it is **not** possible to have it delivered abroad.
- Within 30 days of submitting your application at the DFP, you will receive a letter confirming your residence status and a notification that your Residence Permit card is ready for collection. Please note that the letter will be written in the Slovak language. **Please keep this letter for your reference.**
- Your residence permit card is an ID card that will display your picture and basic personal information. **Please ensure 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.**

Department of Foreign Police – information for non-EU/3rd country citizens

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

- Passport
- 2x passport size pictures
- Bank statement with a minimum of € **3226,56** showing as available funds
- Criminal record certificate issued at **your home country** with an [apostille](#) certificate attached to it and translated into Slovakian.

- Completed application form
- 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.
- Confirmation accommodation letter (optional, for a template please see page 10.)

Confirmation of accommodation (a letter from your landlord)

You are **no longer required** to submit confirmation of accommodation with your application for the temporary residence permit to the Department of Foreign Police. The Department will accept your application without this confirmation and your residence card will simply state your address as “Martin”. **In this instance, your residence card will be valid for the duration of your studies.**

If you wish to have **your full address** displayed on your residence card, please submit the confirmation of accommodation (the document must be notarised and be an original copy). It will be accepted, but please note that your residency card **will only be valid for the duration of your tenancy agreement**. For example, if your confirmation states that, your tenancy agreement is valid from 30th September 2022 until 30th June 2023; your residence card will be valid for that duration. After that, you will need to apply for a renewal. For a confirmation of accommodation template, please see page 9.

While having only “Martin” as your address is perfectly sufficient, there may be instances, e.g. applying for a mortgage purchasing a car or a property in Slovakia, etc., when a full address will be required. So you two options to choose from to suit your needs and requirements.

Note!

Once issued, all of the above documents **are only valid for 90 days!** Please check the date of issue on your documents and ensure that they are still valid when presenting them at the DFP.

Documents explained

Criminal record statement

This document **can only be obtained at your home country** and is typically issued by a judiciary and/or administrative authority. A clear criminal record must be valid for **the entire territory of the country** not just one particular region or state. For example, if you are a US citizen, you will be required to submit a criminal record issued by the FBI that covers the entire territory of the USA.

NOTE!

- If, in the **past three years**, you lived in a foreign country for **more than 90 days in a six months consecutive time-period**, you will be required to submit a clear criminal record from this country too.
- Criminal records statements issued by international organisations such as INTERPOL **are not** accepted.

Apostille

Your criminal record will have to have an apostille certificate attached to it. The Apostille is an official government issued certificate added to documents so they will be recognised when presented in another country.

Typically, the Apostille Certificate is issued by the state from which the document originates and confirms the authenticity of signatures and seals (rubber stamp) on the document.

The Apostille Certificate follows a prescribed format and must include the following information:

- | | |
|---------------------------------------------------------|------------------------------------------------------|
| 1. Country of issue | 6. Date of issue |
| 2. Who has signed the document | 7. Issuing authority |
| 3. The capacity in which the person signed the document | 8. Apostille Certificate number |
| 4. Details of any seal on the document | 9. Stamp of issuing authority |
| 5. Place of issue | 10. Signature of representative of issuing authority |

Note!

Once issued, the criminal certificate and apostille are only valid for 90 days!

Bank statement

During your appointment at the DFP, you will be asked to produce a bank statement that displays a minimum of € **3226,56** of available funds. The bank statement has to be stamped and signed by authorised bank officer. If you don't have a bank account in Slovakia, you can provide a bank statement from your home country. If providing a bank statement in currency different to euros, please check the currency conversion rates and ensure that it amounts to a minimum of € **3226,56**.

Please also note that bank statements issued in a foreign country will need to be translated to the Slovak language by an official translator (see below).

Translation of your documents

Any document issued abroad must be translated to Slovakian by an official translator, certified by the *Ministry of Justice of the Slovak Republic*. Information can be found at [Translators - MSSR \(justice.sk\)](#)

After your meeting at the DFP

Once your residence permit application has been accepted and residence permit issued, you will need to submit the following confirmations:

- **Within 30 days** of you obtaining your residence permit, you will need to submit confirmation of your health insurance cover. This can be a health cover from your country that also covers your stay in Slovakia or any other commercial health cover.
- **Within 30 days** of you obtaining your residence permit, you will need to submit the result from your medical certification test.

Medical certification

Your study officer will book your test at Clinic of Inectology and Travel Medicine at the University Hospital Martin. The test costs €177,03.

To make the appointment, please contact Miroslava Sadilová at miroslava.sadilova@uniba.sk from the JFMED study department.


Foreign Police department in Ružomberok

Address:

Námestie Andreja Hlinku 74, Ružomberok 034 01
6. poschodie budovy/ 6th Floor

[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. - 17.00 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

Confirmation of Accommodation (optional, please see notes on page 4)

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:

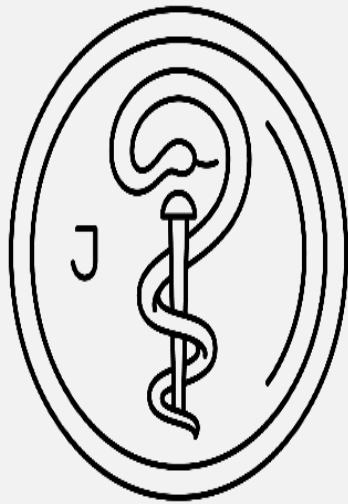
V byte/domu č. _____ nachádzajúcom sa na adrese:

zapísanom na Liste vlastníctva č. _____,

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

V _____, dátum _____

Overený podpis vlastníka



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