

List of supporting documents to be submitted by visa applicants in Taiwan

I. Documents to be submitted by all applicants:

1. Visa Application Form

- Visa in a legible manner.
- The application must be signed by the applicant in presence of the visa officer.
- In the case of minors or persons lacking legal capacity, the application must be signed by their legal guardian who is required to attach a copy of the document identifying him/her as the applicant's legal guardian.

2. Photo

- 1 (one) recent color passport size photograph

3. Travel Document

- Passport or official travel document issued not earlier than in 10 years recognized by the Schengen countries with a validity that exceeds the intended stay of the applicant by at least 3 months. The passport has at least 2 blank pages.
- Handwritten travel documents and travel documents which are not machine readable will not be accepted

4. Proof of Legal Residence in Taiwan

- Original residence permit in Taiwan - Alien Residence Card (ARC) or valid Taiwan visitor or resident visa. Taiwan residence permit or visa should be valid at least 3 months beyond the intended departure from the territory of Schengen.

5. Proof of Accommodation

- Evidence of hotel bookings or travel plans for the entire Schengen area: confirmed hotel reservations, stating name, address and telephone number of the hotel, including confirmation number. OR
- Voucher issued by a Travel Agency verifying payment of services in the Slovak Republic (length of stay, hotel accommodation, board and lodging, trips, etc.). The voucher must include information on the services paid, not just the reservation or a partial payment for the services.

6. Proof of Sufficient Financial Means for the Intended Stay

- Personal bank account statement(s) during the last 3 months. The statements must show the name and address of the owner; OR
- Proof of regular income (such as pay slips of the last 3 months);

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- In case of business, if applicable, letter stating that all expenses are fully covered by. (e.g. a written proof from the inviting company or from the sending employer/company). Note: Personal bank account statement of the visa applicant may still be required.
- In case of students/researchers, if applicable, letter stating that all expenses are fully covered by. Note: Personal bank account statement of the visa applicant may still be required.
- If the applicant is minor and travels without parents: officially recognized statement from both parents (or single parent if applicable), or legal guardian authorizing the child to travel and covering the costs with evidence on the existence of the financial coverage.

7. Means of **Transport**- Travel Arrangements and for the Intended Stay

- Flight (roundtrip)/travel reservations or other proof of intended transport and full itinerary (if several Schengen states will be visited or if the trips covers several Schengen states and non-Schengen countries too)

8. **Travel Insurance**

- Confirmation on travel medical insurance issued by the insurance company covering all costs that may arise during stay in Schengen area in connection with any urgent medical care and/or emergency treatment in the hospital including potential medical repatriation or death.
- The travel insurance must be valid for all Schengen member states and the entire length of the applicant's stay. A minimum insurance coverage of 30,000 EUR is required.
- Business journeys - the company travel medical insurance may be accepted in some exceptional cases (contact the Slovak Economic and Cultural Office for further details). Confirmation letter from the company AND the Declaration page of the company insurance indicated minimum insurance coverage and its validity in all Schengen states must be submitted.
- Applicants for a multiple Schengen (short-term) visa submit a proof of travel health insurance according to the given requirements only for the first trip. For the purposes of subsequent trips, they are required to sign a statement of

understanding that they are obliged to conclude a travel medical insurance for the subsequent trips.

9. Consent for **Minors Travel Without Parents**

- For minors (children under the age of 18) travelling without or with only one parent a written consent from the parent or legal guardian who is not traveling with the minor (certified by a Notary public) is required.
- If there is only one custodian, document confirming this fact is required (e.g. a birth certificate, death certificate, court decision on sole custody, etc.).

II. **Documents to be submitted depending on the travel purpose**

1. **Business trip:**

- Invitation letter (original) from a business partner (business company or institution) in the Slovak Republic specifying the nature of the business.
- Reference letter from Taiwan employer or Invitation letter (original) from an individual businessman specifying the nature of the business and authenticated by Slovak public notary or a letter of invitation authenticated by Alien Police in the Slovak Republic specifying the nature of the business
- Reference letter from Taiwan employer.

NOTE: Letters must confirm, as a minimum: a) The applicant's identity; b) The purpose of the journey (meetings, conferences, training or business related events); c) the period and place of intended stay.

2. Journeys undertaken for the purpose of **tourism:**

- certificate of the travel agency confirming the booking of an organized trip or any other appropriate document indicating the travel plans.

3. Journeys undertaken for the purpose or **visiting family/friends:**

- Invitation letter (original) with a signature of the inviting person authenticated by Slovak public notary or a letter of invitation authenticated by Foreign Police in the Slovak Republic. Invitation Letter should include family member/friend name, contact details, and intended period of stay.

- Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable.

NOTE: The Embassy/Consulate reserves the right to decide what type of document will be required for the verification of the purpose of stay. An invitation authenticated by the Alien Police may be requested from visa applicants of any nationality. Copy of Slovak ID (or residence permit in Slovakia) of the inviting friend/relative must also be submitted.

4. Journeys undertaken for **International Conferences, Seminars, Workshop, Cultural and Sport Events**

- Invitation letter issued by organizer of the event, or Official letter issued by employment company of the visa applicant verifying continued employment and purpose of journey to the Slovak Republic, or Invitation letter from organizer of the event in the Slovak Republic verified by Foreign Police in the Slovak Republic.

NOTE: The Slovak Economic and Consular Office is free to decide what type of document will be required for the verification of the purpose of stay.

5. Journeys undertaken for the purpose of **study visit, research, or other types of internship:**

- certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or cover letter from the inviting company.

6. Journeys undertaken for the purpose of **medical treatment**

- Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the Member State of destination;
- Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly;
- proof of pre-payment of the treatment.

7. Journeys undertaken to attend events and for **film crews:**

- Invitation, entry tickets, enrolments or programs.

– For film crews:

a) Letter from the film company specifying title, synopsis and shooting locations of film;

b) Complete list of names of travelling crew members along with their roles;

c) Letter from the agency in the Schengen State confirming arrangements for film permits;

d) certificate of registration with the Indian Motion Pictures Producers Association or Film

8. Journeys of members of **official delegations**:

– copy of the official invitation:

– Note verbale issued by the sending authority(ies) concerned confirming:

a) The identity of the applicant;

b) The purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organizations);

c) the period and place(s) of intended stay.

9. **Seafarers**:

a) Employment contract/appointment letter (showing duration of employment)

b) Seaman's book

c) Invitation from the shipping company/ maritime agency of the Member State where the

seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data:

– Name and family name of the seafarer;

– Place and date of birth, passport number, seafarer's book number;

– Date of issue, period of validity of passport and the seafarer's book;

- The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped, and annexed to the invitation letter);
- Name and flag of the boat;
- Port and date of boarding and disembarking;
- Itinerary that the seafarer will follow to arrive in the Member State of destination/ transit (including date and entry point (airport) to the Schengen area);
- Name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications.
- The shipping company/maritime agency based in the Member State is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the Member State (including in the event of repatriation) and ensure that he or she boards the ship.
- Flight reservation (if applicable)

10. Airport transit

- Visa or other entry permit for the third country of destination.
- Documents in relation to the onward journey to the final destination after the intended airport transit

Applicant Signature _____

VFS Staff Name _____

Date of Submission: _____

Remarks: