

WELCOME TO TRNAVA



INTRODUCTION

Welcome to the little Slovak Rome – the city of Trnava!

Welcome to Trnava, one of the oldest and most significant cities in Slovakia. It is the seat of the Trnava district and the Trnava Self-Governing region. The uniqueness of cultural and historical sights and most of all the plenitude of church buildings are the main attributes of ancient-looking Trnava. On the other side, Trnava is a vibrant city with various events and activities to do.

This guidebook offers practical information for the first weeks and months of settling into new life in Trnava. You will find, among other things, information on residences of foreigners and work-related issues, schools and day-care, as well as where to get started with the Slovak language.

Contact details of various authorities will help you take care of all the necessary formalities when moving to the city of Trnava.

In addition, should you have ideas for establishing a viable business, you will also find relevant contact information for various business support and development organisations included in this guidebook.

We are happy that you are here, we welcome you and appreciate your contribution to this city.



INDEX

INTRODUCTION	2
MUNICIPALITY OF TRNAVA	6
RIGHTS AND DUTIES TOWARDS MUNICIPALITY (CITY/REGION)	8
Applying for Residence Permits.....	9
Types of Residence Permit	9
HOW TO APPLY	10
Foreign Police Department in Trnava:	11
FINANCES	12
Banks in Slovakia.....	12
HEALTHCARE AND MEDICAL SERVICES	13
Health Insurance.....	13
Health care	15
The Department of Health Care of The Trnava Region.....	15
Children´s health care	16
Dental care	17
The hospital in Trnava:.....	17
Complaint, mistreatment or law violations.....	18
EDUCATION	19
Pre-school education	19
Primary education	19
Secondary education	20

Art, dance, sports, language courses and leisure activities	21
Universities and colleges.....	21
Slovak language acquisition institutions	22
Academic recognition of foreign diplomas	23
Work regulations	24
EU Citizens.....	25
Job – seeking	26
Recognition of foreign diplomas	26
Additional education or retraining courses.....	26
Starting a business	28
TRANSPORTATION.....	29
Public transportation	29
Driving by car – some useful information	29
FAMILY LIFE	30
Getting married	30
Child born In Slovakia as a foreigner.....	32
Useful contact in case of some family problems.....	33
SOCIAL SECURITY SYSTEM.....	34
State social support	34
Social aid	35
HOUSING.....	38
Housing in adverse social situation	38

CULTURE AND RELIGION.....	39
Participation – improving the life of the city.....	39
Religion.....	39
USEFUL CONTACTS	40
Important phone contacts	40
Important institutions	40
Organizations providing services to foreigners in need of assistance:	41
Foreign Police Department in Trnava	41

MUNICIPALITY OF TRNAVA

The City of Trnava **is the seventh largest city in Slovakia** and it is also an administrative, economic, business, industrial, educational and cultural centre of the Trnava region.

The City of Trnava has 63 406 inhabitants (December 2020). There are 11 713 foreigners from outside the EU, 9 734 with temporary, 1 977 with permanent and 2 with tolerated residence living in the region Trnava (December 2020).

Trnava has its **own representative bodies, The Mayor and The City Council** and also advisory bodies and committees.

The City of Trnava has **many competencies in various fields of life at the local level on its territory** for example social care, education, culture, regional development, transportation:

<https://www.trnava.sk/en/article/main-city-competences>

We invite you to visit **The Municipal office in Trnava (Mestský úrad v Trnave)**, where you can get more information: Trhová 3, 917 71 Trnava.

Telephone - 00421 33 32 36 101

Fax: 033 3236 400

Email: info@trnava.sk

Website: www.trnava.sk/en

Facebook: www.facebook.com/trnava



The Client centre at the Municipal Office in Trnava is a central point of contact for all inhabitants to access municipal services. Its aim is to respond to inhabitants' requests, to simplify procedures for processing applications and to make it easier for them to orient themselves in the office and municipal services.

For more information:

<https://www.trnava.sk/en/article/client-centre>

The main departments of The Municipal office in Trnava and its main competences (each city has the similar structure of departments; some of the small villages have joint departments):

- **Social Department (Odbor sociálny)** – provides basic social counselling, social care and services in various facilities, cooperates with private organizations and NGOs, decides on need of social services
 - **Department of Education (Odbor školstva)** – establishes nurseries, elementary schools and school facilities
 - **Department of Culture (Odbor kultúry)** – establishes cultural organisations; organizes various festivals, exhibitions and culture activities
 - **Office of Buildings (Stavebný úrad)** – conducts zoning and building proceedings and issues the relevant decisions
 - **Department of Transportation (Odbor dopravy)** – is responsible for transportation and parking policy, collecting local taxes and local fees etc.
 - **The Registry Office (Matričný úrad)** – register the residence of Slovak nationals, issues birth certificates, accepts the applications for marriages, etc.

RIGHTS AND DUTIES TOWARDS MUNICIPALITY (CITY/REGION)

Anyone who holds a temporary or permanent residence including foreigners on the territory of the city has the **right to participate in the municipality**.

Foreigners can participate in municipality meetings; address your suggestions or petitions to the mayor, the city parliament and advisory bodies of the municipality.

Only residents of a region/city/town with permanent residence have **municipality voting rights**.

Foreigners with permanent residence in Trnava have the right to vote and to be elected to the city/regional parliament, run for mayor/governor, and also vote in local/regional referendums.

On the other hand, every inhabitant has duties towards the city, such as the duty to help maintain order in the village.

Residents are obliged to pay **local taxes** levied and collected by the city; rates are regulated in accordance with local conditions.

Local taxes are: real estate tax, dog tax, tax on the use of public areas, accommodation tax, and local fee for municipal waste and minor construction waste.

The local tax belonging to the region (paid to the tax office) is the motor vehicle tax.

More information about the local taxes and fees of the city of Trnava:

<https://www.trnava.sk/sk/zivotne-situacie/typ/pre-verejnost/oblast/dane-a-poplatky>

Applying for Residence Permits

Types of Residence Permit

Third Country Nationals

There are three types of residence permits for third country nationals:

Temporary Residence

Foreigners may request temporary residence with the following reasons:

- Business
- Employment
- Study
- Special activities
- Research and development
- Family union
- Performing professional duties by civilian units of the armed forces
- Person with acknowledged status of a Slovak Living Abroad
- Person with acknowledged long-term residence in another Union Member State
- Blue Card

Permanent Residence

- permanent residence permit for 5 years,
- permanent residence permit for an unlimited period,
- long-term residence permit

Tolerated Residence

Tolerated residence is a specific type of residence which may be granted to a foreign national for a maximum of 180 days, if one of the following conditions applies:

- The foreigner is a minor child found in the territory of Slovakia;
- The foreigner is a victim of human trafficking and is at least 18 years old;
- If it is required due to respect for his/her personal and family life;
- The foreigner was illegally employed under particularly exploitative working conditions or to an illegally employed minor person;
- A result of international commitments of the SR.

Residence permit for EU citizens

EU citizens can stay in Slovakia longer than 3 months if he/ she:

- is employed/ self-employed/ will potentially find employment in Slovakia;
- is studying in Slovakia; or
- has sufficient financial means for himself/herself as well as for family members.

HOW TO APPLY

The application procedure, documents required and processing time for each type of residence permit differ from each other, but here is the general application procedure:

For the first legal residence permit, foreigner must apply at the Slovak embassy in their country of citizenship/residence. In some cases, such as renewal of the residency, change of residency purpose, if the foreigner resides in Slovakia legally based on the national visa or visa is not required in their case, they may request a residence permit personally at the Alien Police Department.

The required documents include:

- A filled-in application form
- 2 identical color photos (3 x 3.5 cm)
- Administrative fee (as required for the relevant type of residence)
- Valid passport
- Documents proving accommodation in Slovakia
- Documents proving the purpose of your residence
- Documents proving financial coverage
- Documents proving a clear criminal record

Foreign Police Department in Trnava:

Paulínska street 13, Trnava 917 01

Email: ocppz.trnava@minv.sk

Phone: +421-96110-6153, 6154, 6158, 6161, 6163, 6164

To avoid queues at the Foreign Police Department, we recommend booking the appointment online:

<https://portal.minv.sk/wps/wcm/connect/en/site/main/Individuals+-life-situations/Foreigners/Booking-system/>

For more info: www.minv.sk/?agenda-of-foreigners-affairs

FINANCES

Banks in Slovakia

There are many banks to choose from in Slovakia, depending on the type of account and services.

The list of all the banks operating in Slovakia:

https://subjekty.nbs.sk/?aa=select_categ&bb=4&cc=&qq=

General conditions for opening a bank account

An applicant should be above the age of 18, with the exception of student accounts where the age limit is reduced to 15.

Documentation required to open a bank account for individuals

Everyone can open bank accounts in Slovakia so long as they have the necessary documents required by each bank. Basic documents often required by banks include:

- a valid passport or National Identity Card (applicable only for EU residents);
- proof of residence; and
- proof of address.

Documentation required to open a bank account for businessmen

Legal entities need to have an extract from the business register and an ID (in case of companies), or trade license, concession license/application to assign a company ID (in the case of the self-employed), plus a minimum deposit.

HEALTHCARE AND MEDICAL SERVICES

Health Insurance

Each foreigner with residence in Slovakia is obliged to obtain health insurance; the foreign police can verify this when conducting an immigration control of stay. Health insurance can be obtained in Slovakia or abroad to cover health care expenses in Slovakia.

In Slovakia there is public and commercial health insurance.

Foreigners with permanent residence and foreigners who are employed or self-employed participate in public health insurance. The insurance fee is deducted from their wages or directly paid to the insurance company.

Public Health Insurance

According to the Health Insurance Act, only specific persons can obtain public health insurance:

- foreigners with permanent residence
- employed or self-employed foreigners with temporary residence
- persons granted asylum
- dependent child up to the age of 18 if one of his/her legal representatives has the public health insurance
- foreign students based on international treaty or as a foreign Slovak
- foreigners in detention or prison

Foreigners are obliged to **apply to the health insurance company** of their free selection **within eight days after the start** of their participation in public health insurance. **If they are employed**, the register obligation shall be fulfilled also by their employer.

Public health insurance companies in Slovakia:

Všeobecná zdravotná poisťovňa - <https://www.vszp.sk/>

Union poisťovňa - <https://www.union.sk/>

Dôvera zdravotná poisťovňa -<https://www.dovera.sk/>

The health insurance company shall issue and deliver the ID card of a policy holder. This card certifies to health care providers that the health care is covered by public health insurance.

In general, a person is insured in the country in which he/she is employed or self-employed, even if his/her residence or seat of the employer is in a different country.

European Union citizens can be insured in one country only. This is either the country where they work, receive a pension, or have permanent residency, according to the respective laws.

Individual (commercial) health insurance

Foreigners who cannot participate in public health insurance have to obtain individual health insurance. The policy holder is entitled to health care to the extent specified in the contract with the insurance company.

Within 30 days from collecting the residence document, a foreigner is obliged to submit to the immigration police a certificate that he/she is not suffering from a contagious disease/sickness endangering public health.

The certificate can be issued by specialised medical facility (there is not one in Trnava, although you can visit some in Bratislava).

The list of specialised medical facilities: <https://www.minv.sk/?vizova-info-typy-viz-1> (PDF document down on the page)

Health care

The health care is provided by registered providers in clinics or hospitals, public or private.

Everyone has **the obligation to be registered with a general practitioner**. Patients have the right to choose one, but there also a system according to the place and street where they live. The general practitioner can help them with common health problems, if necessary, they can **recommend to visit a specialist**. Physician visits and basic examinations are usually free of charge for the public health participant.

The doctor may **prescribe their patients certain medicines or medical devices** that they can pick up at the pharmacy or specialized medical store. In some cases, patients may need to pay a surcharge for some medicines, some medicines are non- prescription, and patients have to pay for them themselves.

The language barrier can be a problem; we recommend checking which language the provider of health care can speak or arrange for an interpreter.

The Department of Health Care of The Trnava Self-Governing Region has important competences in health care, e.g.:

- administers the register of the health care providers

List of the healthcare providers and pharmacies:

<https://www.trnava-vuc.sk/5415-sk/zdravotnictvo/>

- handles complaints about private healthcare facilities, in case of refusal to provide a health care a patient can contact it or send a request to handle it

For more information: Trnavský samosprávny kraj (The Trnava Self-governing Region), Starohájska 10, 917 01 Trnava, phone: +421 33 555 9111, email: info@trnava-vuc.sk

The preventive medical check - ups

Patients have the right for preventive medical check-ups from public health insurance:

- **a general practitioner** - every second year- a **dentist** - once a year, pregnant women two times during the pregnancy
- **gynaecologists** - women once a year after the age of 18; pregnant women, women with the positive cancer disease in family, older women can benefit from special care
- **urologist** - men every third year after the age of 50 (in case of a positive cancer disease in family after the age of 40)
- **gastroenterologist** - every person after the age of 50 every 10th year or sooner in positive cancer disease in family

Children´s health care

It is recommended to look for a doctor for children even before they are born. Doctors start caring for babies 48 hours after they leave the maternity ward of a hospital.

During a child's first year, they undergo 9 check-ups and the 10th after they are 1.5 years old. Children should then visit the pediatrician once every two years until they are 18.

Vaccination in Slovakia is mandatory. Currently, children have to be vaccinated against 10 diseases:

- ✓ Diphtheria
- ✓ Tetanus
- ✓ pertussis/ whooping cough
- ✓ polio
- ✓ hepatitis B
- ✓ measles
- ✓ invasive haemophilus influenza infections
- ✓ invasive pneumococcal diseases
- ✓ mumps
- ✓ rubella

Parents who refuse to vaccinate their children can be fined up to €331.

Dental care

Dental care can be reimbursed by public health insurance only if the treatments have been carried out with standard materials.

If a patient is interested in dental health care using above-standard materials, he/she will pay the price difference between standard and above-standard materials.

Every publicly insured person has the right to a preventive dental check once a year.

The hospital in Trnava:

Fakultná nemocnica Trnava
A. Žarnova 11, 917 75 Trnava
Phone: + 421 (0)33 59 38 111
Email: fntt@fntt.sk
<http://www.fntt.sk/>



There is lot of specialized clinics in Trnava:

<http://www.fntt.sk/index.php/pracoviska/ambulancie>

Emergency health care

In case of a sudden worsening of health outside of working hours of regular providers, it's possible to visit a center of emergency health care providing services during weekends and holidays:

<https://www.trnava-vuc.sk/sk/ambulantna-pohotovostna-sluzba-v-ttsk/>
and pharmacies:

<https://www.trnava-vuc.sk/sk/lekarenska-pohotovost/>

FOR EMERGENCIES DIAL 112

- ✓ 24/7 Service
- ✓ English speaking operators available
- ✓ All emergency calls are free
- ✓ If a phone is without a SIM card, they can still track location

Complaint, mistreatment or law violations

Patients who are dissatisfied with medical treatment can submit a complaint to the Health Care Surveillance Authority. Forms can be found at <http://www.udzs-sk.sk/web/en/welcome-to-the-autority-web-site>.

Those dissatisfied with the behavior of medical employees should report to the management of the medical facility, the respective chambers, the regional authorities or the Ministry of Health.

EDUCATION

The school system in Slovakia is divided into pre-school education (3 - 6 years old), primary schools (6 - approx. 15/16 years old), secondary grammar schools (approx. 15 - 19 years old) and universities (approx. 18 - 26 years old). In Slovakia, schools are established by the state, private persons or churches.

The school year begins on September 1st and ends on August 31st. The school year is divided into two semesters. In primary and secondary grammar schools, pupils get school certificates. During the school year there are also **school holidays**, during the holidays the schools are usually closed (autumn, Christmas, half-year, spring, Eastern and summer holidays).

High quality primary, secondary, vocational schools and also universities can be found in the city of Trnava.

Pre-school education

Childcare facilities provide pre-school education to children below the age of 6, after which compulsory education starts.

As of 2021, pre-primary education is compulsory for 5 year-old-children. 6 year-old-children are obliged to attend primary school, preferably according to place of residence.

Primary education

There is a 10 year compulsory school attendance for children from age of 6 to 16 in Slovakia.

Enrollment to primary schools takes place between the 1st and 30th April. The child and a guardian must go to the school, where the child will be assessed by teachers.

However, if child comes to Slovakia during the school year, parents have to register them upon their arrival. Parents must enroll their child in a primary school if he/she will reach the age of 6 by 31st August of the ongoing year.

To the enrollment, parents are obliged to bring their ID, child's birth certificate, and disability certificate (if child is disabled). The application form can be found on each school's website or directly at the place of enrollment.

The list of kindergartens and primary schools established by municipality of Trnava:

<https://www.trnava.sk/sk/clanok/zakladne-skoly-zakladne-umelecke-skoly-a-cvc>

Secondary education

Many secondary grammar schools can be found in Trnava. Students can choose between general secondary education at secondary grammar schools and specialized secondary education at schools with enhanced coverage of certain subjects (e.g. vocational school, nursing school, business academy, music academy, industrial school, ...). Only a student with completed primary education can be admitted to a secondary grammar school. The deadline for submitting applications to secondary schools is in February or April, depending on the type of school.

The list of secondary schools in Trnava established by Trnava self-governing region:

<https://www.trnava.sk/sk/clanok/stredne-skoly>

The list of private and church schools and facilities in Trnava:

<https://www.trnava.sk/sk/clanok/sukromne-skoly-a-skolske-zariadenia>

<https://www.trnava.sk/sk/clanok/cirkevne-skoly-a-skolske-zariadenia>

More information about the primary education, will be provided by the **Department of Education of the Municipal Office in Trnava:**

<https://www.trnava.sk/sk/kontakty?s=&o=&type=Odbor-skolstva-mladeze-a-sportu>

The Trnava region establishes **70 secondary grammar schools, 2 language schools and 5 school facilities**. More information about the secondary education, will be provided by the **The Department of Education of the Trnava region**: <https://www.trnava-vuc.sk/sk/ponuka-sluzieb-na-ss/>

Art, dance, sports, language courses and leisure activities

The City of Trnava also establishes a primary art school and a centre of leisure activities:

<https://www.trnava.sk/sk/clanok/zakladne-umelecke-skoly-a-cvc>

There are various private institutions for children and adults, offering dance/sport/music/language courses:

<https://www.trnava.sk/sk/clanok/nestatne-vzdelavacie-zariadenia>

Universities and colleges

Institutions of higher education are divided into universities and colleges, divided into public, state, private and international institutions.

Admission requirements for international students are generally the same as for Slovak nationals. However, international students may be required to attend preparatory courses, such as Slovak language courses, if they fail to meet the admission requirements for the particular institution. Individual universities may also organize courses of Slovak language.

Tuition fees

For Slovak and international students, studies in the Slovak language at state and public universities are free of charge. However, according to the law regarding universities, students have to pay for studies held in languages other than Slovak. The price lists are published on the websites of universities.

There are three universities in Trnava:

- **Trnava University in Trnava**<https://www.truni.sk/en> with [Faculty of Philosophy and Arts](#), [Faculty of Education](#), [Faculty of Health Sciences and Social Work](#), [Faculty of Law](#), [Faculty of Theology](#)
- **Slovak University of Technology in Bratislava** with [Faculty of materials science and technology in Trnava](#)
- **University of Ss. Cyril and Methodius in Trnava**
<https://www.ucm.sk/en/>

More info about the higher education in Slovakia:

<https://www.minedu.sk/study-in-slovakia/>

<https://www.portalvs.sk/en/>

Slovak language acquisition institutions

Learning Slovak is essential to fully integrate into the local culture and lifestyle. There are a lot of private language schools and training centers with a variety of courses in Trnava, but only two of them offer Slovak language courses:

- **Language Siesta - jazyková škola**, Hviezdoslavova 14, 0948 844 044
www.languagesiesta.sk, info@languagesiesta.sk
- **Jazyková škola ZARAZ – Trnava**, Andreja Žarnova 11/C, 0910 956 566,
<https://zaraz.sk/pobocky/trnava/>, danielasoradova@zaraz.sk

The popular option are also the free lessons of Slovak language organised by [IOM](#).

Free online Slovak language courses can be found [here](#).

Academic recognition of foreign diplomas

Academic recognition of diplomas or validation of educational documents means **recognition of the achieved level of education in order to be admitted to a further course of study**. The process of academic recognition differs depending on the achieved level of education as well as on the existence of a bilateral agreement between Slovakia and another state.

We can distinguish:

- recognition of Primary and Secondary Education for the Continuation of Studies
- recognition of Partial Education from Primary or Secondary Schools
- recognition of Completed Education from Primary or Secondary schools
- recognition of Higher Education for the Continuation of Studies
- recognition of Partial or Incomplete Higher Education
- recognition of Higher Education Level Based on International Agreements
- recognition of Diplomas for the Continuation of Studies

For detailed procedure of recognition and more info please check:

<https://www.minedu.sk/academic-recognition-of-diplomas/>

Useful contacts:

- **The Department of the Education of the District office in Trnava**, Vajanského 2, Trnava, https://www.minv.sk/?odbor_skolstva_tt
- **Ministry of Education, Science, Research and Sport of the Slovak Republic, Centre for Recognition of Diplomas**, Stromová street 1, 813 30 Bratislava, Slovak Republic, <https://www.minedu.sk/office-hours-and-contacts/>

Work regulations

For non-EU Citizens

An employer may only employ a third-country national who fulfills one of the following:

- is a holder of the EU Blue Card,
- has been granted temporary residence for employment purposes upon confirmation of the possibility of filling a vacancy,
- has been granted a work permit and temporary residence for employment purposes,
- has been granted a work permit and temporary residence for the purpose of family reunion,
- has been granted a work permit and temporary residence as a third-country national who has the status of a long-term resident in a member state of the European Union, unless stipulated otherwise by a special regulation, or
- does not require confirmation of the possibility of filling a vacancy that corresponds to a highly qualified employment, confirmation of the possibility of filling a vacancy or a work permit, such as a refugee or permanent residence <https://www.mic.iom.sk/en/work/who-does-not-need-a-work-permit-or-confirmation/250-who-does-not-need-a-work-permit-or-confirmation.html>

The employer is obliged to notify the local Office of Labour, Social Affairs and Family within 7 working days from the start/end of employment of a foreigner by submitting an "Information Card".

Temporary residence for the purpose of employment (single permit)

A third-country national who intends to be employed in the Slovak Republic must submit an application for a single permit at the Foreign Police Department.

A single permit authorizes a third-country national to reside in the territory of the Slovak Republic for the purpose of employment. When issuing a single permit, the police department will request from the relevant Labor Office confirmation of the possibility of filling a vacancy.

Conditions for issuing a confirmation of the possibility of filling a vacancy by a foreigner with consent or opposition to it are defined by the Act on Employment Services.

If the job is on the shortage occupations list, the competent Labour Office will issue a confirmation of filling a vacancy without taking into account the situation on the labour market. The shortage occupations list can be found on the website of [The Office of Labour, Social Affairs and Family](#).

In some cases, foreigners may be able to be employed without a work permit, confirmation on the possibility to fill in a vacancy, or confirmation on the possibility to fill in a vacancy which corresponds to a highly qualified employment. List of the criteria is available here: <https://www.mic.iom.sk/en/work/who-does-not-need-a-work-permit-or-confirmation.html>

EU Citizens

EU Citizens do not need work permit to work in Slovakia.

Illegal employment is a crime conducted by employer.
Illegal work of third country national can be punished by
administration expulsion from Slovak Republic and ban of entry for some
years.

Job – seeking

The Offices of Labour, Social Affairs and Family administer the **Register of unemployed persons** and help to the registered person to find a job and through some labour market provision support their employment. Only EU citizens and their family members, persons with long – term permanent residence, persons granted asylum or subsidiary protection can benefit from this system.

[The Office of Labour, Social Affairs and Family Trnava](#),
JánaBottu 4, 917 01 Trnava,
033/2440 999, tt@upsvr.gov.sk

Everybody, not only the persons listed above, can find a job through [ISTP - Internetový sprievodca trhom práce](#) (Internet labour market guide) established by these offices.

For those looking for a job in Slovakia: <https://www.profesia.sk/>, <https://www.job.sk/>, <https://www.eures.sk/>, etc.

Recognition of foreign diplomas

In order to practice some specialized professions, everyone need to have relevant education. If a person has obtained their education abroad, they need to have it recognized in SR.

For more information, please check:

<https://www.minedu.sk/recognition-of-foreign-diplomas/>

Additional education or retraining courses

For those wishing to increase their qualification or even change the course of career, there is a possibility to enroll themselves in a retraining course.

<https://www.vavakademy.sk/>, <https://www.kurzy.sk/>,
<https://trnava.vajak.sk/>etc.

For more information, please check:

[Ministry of Employment, Social affairs and Family](#)

[Offices of Labour, Social Affairs and Family](#)

[National Labour Inspectorate](#)

[Information Centre for Combating Trafficking in Human Beings and for Crime Prevention](#)

Useful contacts

National Helpline for reporting abuse of social security system, illegal work, etc.: **0800 191 222**

National Helpline for Victims of Human Trafficking **0800 000 818**

More information on employment contracts, minimum wage, working time or on process of recognition of your qualification:

<https://www.mic.iom.sk/en/download/info-cards/itemlist/category/73-temporary-residence.html>

Starting a business

If a foreigner intends to do business in Slovakia, it is essential to be granted a residence which allows to conduct business. If they hold a temporary residence for the purpose of studies or a temporary residence for the purpose of family reunion, they are allowed to conduct business.

Foreigners are allowed to do business in Slovakia without being granted a temporary residence for the purpose of business as well, in case they acquired a temporary residence as a third country national with acknowledged status of a Slovak Living Abroad or a temporary residence as a third country national with acknowledged long-term residence in another European Union Member State.

If a foreigner does not hold any residence in Slovakia, they must apply for a temporary residence for the purpose of business after obtaining a trade license.

More information:

Trade licensing - <https://www.minv.sk/?trade-licencing>

Trade Licensing Office in Trnava is Department of the District Office in Trnava - Kollárova 8, 0908808600

The Trade Register of SR - <http://www.zrsr.sk/default.aspx?LANG=en>

The Business Register of SR - <http://www.orsr.sk/Default.asp?lan=en>

Support start-ups, entrepreneurs and small businesses in Slovakia:

1. Slovak Business Agency - one of the crucial and oldest non-profit organizations for the support of small and medium-sized enterprises on a local, national or regional level-<http://www.sbagency.sk/>

2. Crowdberry - <http://www.sbagency.sk/>

TRANSPORTATION

Public transportation

Public transportation in Slovakia includes buses, trains, trolleybuses, tramways and taxi services. You can also travel by car.

More information about the public transport in the City Trnava:

<https://www.vitajtevtrnave.sk/en/article/public-transport>

<https://imhd.sk/tt/schedules-timetables>

The regular suburban and urban bus service in Trnava region is provided by ARRIVA Slovakia: <https://arriva.sk/trnava/>

The main train providers in Slovakia is

Railways of the Slovak Republic (ZSSK): <https://www.zssk.sk/en/>

More information on routes and timetables of regional, coach and train connections: <https://cp.hnonline.sk/vlakbusmhd/spojenie/>

Driving by car – some useful information

A **driving license** issued in a State of the Convention other than a State of the European Economic Area held is invalid unless its holder request its replacement **till 60 days after 185 days of his/her permanent or temporary residence in Slovakia**. More information: <https://www.minv.sk/?vodicky-preukaz-vydany-v-cudzine>

In case of travelling by car, it is important to keep in mind that every city has its **own parking policy**. It is necessary to park in a suitable parking place and to have a valid parking ticket when necessary.

More information about the parking policy in City Trnava [here](#)

More info about the **electronic vignette for motorways and electronic tool** [here](#)

FAMILY LIFE

Getting married

Marriage between a Slovak citizen and a foreigner or between two foreigners is possible in Slovakia, so long as all the necessary documents are provided. Foreigners who enter into marriage with Slovak citizens can be granted permanent residence for the purpose of family unification.

The documents required from foreigners, whether they are marrying a Slovak citizen or a foreigner, include:

- Birth certificate
 - Proof of legal capacity to enter into a marriage - issued by the foreigner's home country
 - Proof of legal stay in Slovakia
 - Proof of citizenship (i. e. a valid passport)
 - Proof of marital status
 - Death certificate of a deceased spouse – if the foreigner is widowed
 - Divorce decree – if the foreigner is divorced
 - Proof of identity (i. e. ID or passport)
-
1. Documents submitted by a foreigner must be translated by an official translator; the translated documents must then be signed by the certified translator and include a round seal.
 2. An interpreter must be hired to interpret the whole marriage ceremony into the foreigner's language if one/both spouses are not speaking Slovak.
 3. Proof of marital status must not be older than 6 months.

Couples may choose between a civil marriage ceremony at the Registry Office or a religious wedding ceremony in a church.

For a civil marriage, the wedding vows are given to each other in front of a mayor or a councilor in the presence of a Registry Officer. It should take place at the responsible Registry Office, according to the place of permanent residence of one of the spouses unless otherwise approved by the locally competent Registry Office.

For a religious wedding, the religious body will then send the marriage certificate to the locally competent Registry Office within 3 days following the wedding. Then there is no need of a civil wedding.

Administrative fees

- Marriage between a Slovak citizens and a foreigner: 66 EUR
- Marriage between foreign nationals: 165.50 EUR
- Marriage where neither of the spouses has permanent residence in the Slovak Republic: 199 EUR
- Permission to conclude a marriage at a place other than the competent Registry Office: 33 EUR
- Authentication of documents issued by eligible foreign authorities for use in the Slovak Republic: 20 EUR
- Authentication of documents issued by the Slovak authorities for use in a foreign country: 20 EUR

More information is available [here](#).

Getting divorced

In the Slovak Republic, marriage can be dissolved only by a court.

A marriage can be dissolved by a court if the relationship between the spouses is seriously damaged and has permanently broken down, so that the marriage can no longer serve its purpose and the spouses cannot be expected to resume marital cohabitation.

The court establishes the causes of the serious breakdown of the relationship between the spouses and takes them into account in its decision on the divorce. The court always takes the interests of minor children into account in its divorce decision.

If residing in Trnava, foreigners should file for divorce at the **District Court of Trnava** (Okresný súd Trnava)

Address: Hlavná 49, 917 83 Trnava

tel: +421 33/882 15 11

If minor children have residence in another district, the divorce will be handled in the district of children's residence.

Child born In Slovakia as a foreigner

Parents have to apply for residence permit from the Alien Police Department for their child within 90 days from his/her birth. The type of residence permit granted depends on the type of residence permit that the parents have.

Together with the application parents must submit:

- a valid travel document of child/ valid travel document of parents in which child is recorded
- the newborn's birth certificate
- two color photos (3 x 3.5 cm)
- document on provision of the child's accommodation

- document on financial coverage of the child's residence
- administrative fee of €4.50 for issuing an ID

A child gains citizenship of the Slovak Republic automatically if at least one of the parents is a citizen of the Slovak Republic.

For **social benefits for family with children see the part *State social support***.

Useful contact in case of some family problems, problems with behaviour of children, family crisis etc.:

- [The Social Department of the Municipal office in Trnava](#)
- [The Office of Labour, Social Affairs and Family, Social and legal protection of children](#) in Trnava,
- [The Commissioner for children](#) +421 (0) 950 439 342
- National line for reporting neglect of childcare 0800 191 222
- Non-stop child help line 116 111
- Non-stop line for women experiencing domestic violence 0800 212 212

SOCIAL SECURITY SYSTEM

Social insurance serves to protect people in various situations (such as motherhood or the temporary inability to work due to illness). The obligation to contribute to social insurance is a legal obligation.

Only those who have participated in the social insurance scheme are entitled to benefit from the scheme. The Social Insurance Company is responsible for social insurance in Slovakia.

Employed and self-employed foreigners are obliged to pay social insurance in the same way as citizens of Slovakia.

Employees are registered to the social insurance company by the employer, who pays the insurance from the employee's wage.

While employees are registered to the Social Insurance Company by their employers, self-employed persons have to register themselves. In some cases, it's the state who pays for the social insurance.

More information: www.socpoist.sk/?lang=en
email: info.english@socpoist.sk

State social support

State social support is a scheme of social aid, mainly for families with children, under the auspices of the Offices of Labor, Social Affairs and Family, the Social Insurance Company and the Tax Offices.

Under this scheme, the government supports families and individuals in concrete situations, such as childbirth or death of a close person. The Social

Insurance Company provides pensioners with the 13th pension and the tax authorities provide a tax bonus for working parents.

More information:

<https://www.employment.gov.sk/en/family-social-assistance/>

<https://www.socpoist.sk/old-age-pension-/51389s>

<https://www.financnasprava.sk/en/homepage>

Social aid

Social aid is a scheme of help for the most vulnerable persons, such as pensioners, families with children, persons with disabilities or persons facing crisis life situations (domestic violence, loss of accommodation etc.).

Social aid is provided as a

- **cash benefits** (by the Offices of Labour, Social Affairs and Family, including municipalities)
- **social services** (by different providers, including municipalities).

This system represents particularly help in material need, compensation of severe disability and social services.

Foreigners are also entitled to social aid, however, they should be aware of their residence obligations (financial self-sufficiency or accommodation) to avoid possible cancellation of the residence in Slovakia. We recommend to consult each individual situation at the Foreign Police Department.

Material need

Material need is a situation where the income of household members does not reach the subsistence level. In such case, foreigners can also **apply for a help in material need at the Office of Labour, Social Affairs and Family**. Municipalities (cities and villages) can provide a one-off financial aid to cover expenses of the household members as well.

More info: www.employment.gov.sk/en/family-social-assistance/material-need-assistance

Compensation of severe disability

Office of Labour, Social Affairs and Family helps people with severe disabilities by providing them with monetary and non-monetary allowances. Only few types of residence can lead to benefit from this help.

For more info:

www.employment.gov.sk/en/family-social-assistance/severe-disability/

Social services

In case of an adverse social situation (retirement age, severe disability, placing child in a nursery home) or a crisis situation (domestic violence, loss of accommodation, drug addiction, social exclusion etc.) foreigners can benefit from a wide range of social services as well.

Social services are provided by the municipalities (cities or regions) or by other institutions or non-profit organizations.

Social services and financial support provided by City Trnava

The City Trnava provides via its office and organisations social counselling and other forms of social services. The City Trnava establishes facilities including retirement homes, care homes, shelters etc. and also provides [financial support](#) in some social and crises situations.

In a case of need of some social services, everyone can contact The [Social department](#) of the Municipal Office in Trnava.

The City Trnava also cooperates with other providers of social services, charity organisations, non - governmental organizations and medical facilities.

More information: [The Guide of social services in Trnava](#) or <https://socialnesluzby.trnava.sk/>.

The complete list of **providers of social services in Trnava region** is available [here](#) and more information can be found at [The Social Department of Trnava region](#).

HOUSING

Having accommodation is an essential prerequisite to have residence in Slovakia.

Foreigners can arrange your accommodation in a facility (hostel, hotel, guest house) or they can have private accommodation.

The document confirming the provision of accommodation shall be:

a statutory declaration of the foreigner on ownership of the real estate; a lease contract concluded; a confirmation of the accommodation facility on the provision of accommodation; or a statutory declaration of the natural person or legal entity on provision of accommodation to the foreigner in Slovakia.

Third country nationals are **obliged to report the address** of the residence to the Unit of Foreign Police **within 3 working days of the date of entry** to the territory of Slovakia, **EU citizens** and their family members **within 10 working days**, more info: <https://www.minv.sk/?reporting-residence>

Foreigners have to inform the Unit of Foreign Police about any changes of the address on ID within 5 working days.

Helpful websites offering short/long-term accommodation or rent:

<https://www.vitajtevtrnave.sk/en/accommodation>

<https://www.booking.com/index.sk.html>

<https://www.real-estate-slovakia.com/>

<https://www.flatio.com/i/apartments-for-rent-slovakia>

<https://reality.bazar.sk/byty/prenajom/>

Housing in adverse social situation

In case of an adverse social situation, there is a possibility to apply for a **social help at The Social Department of the Municipal office in Trnava**, which can provide social counselling or provide some type of housing, e.g. crises housing for families with children, shelters, social housing, housing for disabled people, retirement home etc.

CULTURE AND RELIGION

Information about **the history, natural beauty, culture events, social and sport activities in City Trnava and its surrounding** can be found here:

<https://www.vitajtevtrnave.sk/en/article/city-of-trnava>

Recently, an area of contemporary culture - [The Courtyard \(Nádvorie\)](#) - was established in Trnava.

The City Trnava was [European City of Sport in 2020](#).

Participation – improving the life of the city

There is the possibility of implementing ideas for **improving the life of the city** through the [participatory budget](#) and [grants](#) from the Municipality Office in Trnava.

Religion

The Slovak Constitution guarantees religious freedom, the largest religion in Slovakia are the Roman Catholics, the second largest group are non-religious, then Lutherans, Greek Catholics, Protestant Reformers etc. There are **13 official registered churches and religious society in Slovakia**:

<http://www.mksr.sk/posobnost-ministerstva/cirkvi-a-nabozenske-spolocnosti-/registrovane-cirkvi-a-nabozenske-spolocnosti-f9.html>



USEFUL CONTACTS

Important phone contacts

Emergency number (Police, Firemen, Ambulance):	112
Fireman service:	150, 112
Ambulance:	155, 112
Police:	158, 112
Municipal police:	159

Important institutions

The Office of Labour, Social Affairs and Family

provides services concerning employment, evidence of unemployment persons, state social support, social and legal protection of children, etc.

Jána Bottu 4, 91701, Trnava, 033/2440 999, tt@upsvr.gov.sk

Website: https://www.upsvr.gov.sk/tt.html?page_id=240852

SOCIAL INSURANCE COMPANY

provides social insurance and concerning services

Ul. V. Clementisa 24/A, Trnava, 02 3247 4084, trnava@socpoist.sk

Website: <https://www.socpoist.sk/?lang=en>,

<https://www.socpoist.sk/kontakty--xly/48023s?kraj=13>

info.english@socpoist.sk , +421 906 171 934

CENTRE FOR LEGAL AID

Centre provides comprehensive legal aid to persons who, due to lack of means are unable to use paid legal services

Office in Trnava, Pekárska 11, e-mail: info.tt@centrumpravnejpomoci.sk

Tel: 0650 105 100

Website: <https://www.centrumpravnejpomoci.sk/sekcia/31-about-us>

PUBLIC DEFENDER OF RIGHTS

Provides help in case you deem your fundamental rights and freedoms were violated in conflict with legal order or principles of a democratic and legal state in acting, decision-making, or inactivity of a public administration body.

Direct e-mail to file a motion: podnet@vop.gov.sk

Address: Grösslingova 35, 811 09 Bratislava

Website: www.vop.gov.sk/langEnglish

Organizations providing services to foreigners in need of assistance:

IOM MIGRATION INFORMATION CENTRE

legal advice, social counselling, Slovak language classes etc.

Website: <https://www.iom.sk/en/>

Address: Grösslingová 35, 811 09 Bratislava/Poštová 1, 040 01 Košice

Tel: +421 2 5263 0023

HUMAN RIGHTS LEAGUE (HRL)

legal counselling for asylum seekers, community events on integration

Website: <https://www.hrl.sk/en>

Address: Račianska 80, 831 02 Bratislava/Hlavná 68, 040 01 Košice

Tel: +421 2 5341 0182

MAREENA

Community activities for foreigners, volunteers

Website: <https://mareena.sk/>

Address: Lazaretská 32, 811 09 Bratislava/operates also in Košice

Tel: +421 948 113 947

Foreign Police Department in Trnava

Paulínska 13, Trnava 917 01

Email: ocppz.trnava@minv.sk

+421-96110-6153, 6154, 6158, 6161, 6163, 6164

Tax Office in Trnava

Hlboká8/1

dutt-tt.kontakt@financnasprava.sk

General Health Insurance Company (Všeobecná zdravotná poisťovňa)

Halenárska 7434/22

Trnava

<https://www.vszp.sk/kontaktne-miesta/trnavsky-kraj/trnava.html>

Union Health Insurance Company

Hlavná 2, Trnava

<https://www.union.sk/app/kontakt/up/23999/Trnava-Hlavna-2.html>

Dôvera Health Insurance Company

Paulínska 7588/15A, Trnava

<https://www.dovera.sk/pobocky/158-trnava>

This brochure was prepared by civic associations, Human Rights League and Marginal, as well as by the city of Trnava within the framework of the project KapaCITY – support of migrants on the local level.

Project is co-funded by the European Union and the Asylum, Migration and Integration Fund, Internal Security Fund.



**HUĀN
RIGHTS
LEAGUE**
LIGA ZA LUDSKĚ PRĀVA

