



## General Info Package for Grant Holders of the Ministry of the Republic of Slovenia for Education, Science and Sport

We are happy to inform you that your application for Scholarships programme has been successful and **you have been awarded a grant from the Ministry of Education, Science and Sport.**

Please find further information on how to proceed in the following enclosed documents.

1. Instructions and further details. **READ THEM CAREFULLY**
2. Information details of your mobility
3. Letter of Award
4. Letter of Acceptance
5. Letter for the Accommodation
6. Letter for the Health Insurance (only for students from countries with which **Slovenia has no bilateral agreement with**, in Slovene language)
7. Letter of Confirmation –the document (in Slovene language) is to apply for the residence permit/or visa at the nearest Slovenian Embassy
8. Application for the **temporary residence permit/visa** for studying in Slovenia

**The Mobility Grant Contract** will be sent to your host institution and you will receive it when you report to your mentor there.

In order to avoid any difficulties please read this document very carefully. If you have additional questions, do not hesitate to contact the relevant contact person (preferably via e-mail).

We wish you a pleasant and fruitful stay in Slovenia.

Best regards,

Petra Vilfan,  
Scholarships Coordinator

## INSTRUCTIONS FOR ALL THE ENCLOSED DOCUMENTATION AND FURTHER DETAILS ON YOUR STAY IN SLOVENIA

Dear grant holder

Please follow the instructions carefully. The following lines will tell you what to do with which document, whom to send what to which address. By strictly following instructions you can avoid many unnecessary complications.

So, what do you do after receiving the documentation from Slovenia?

### Step 1 (MOST IMPORTANT!!):

**Check the awarded number of months, dates of arrival and departure (from-until), host institution and your details (name and date of birth).**

- ➔ If there is a mistake, **immediately contact** CMEPIUS ([scholarships@cmeplus.si](mailto:scholarships@cmeplus.si))
- ➔ If everything is OK, **sign** the Letter of Acceptance **on both sides**. Then **send ONLY** this document immediately, **the latest 3 weeks prior to your arrival**, to the CMEPIUS address:

CMEPIUS – NCO SI  
Scholarships  
Ob železnici 30a  
SI – 1000 Ljubljana  
SLOVENIA

**If you decline the scholarship you have to inform us about your decision in written form (e.g. by e-mail) the latest 3 weeks prior to your arrival or as soon as possible!**

### Step 2: Requirements for residence permit or visa

**Citizens of non-EU member states** need **visa** or **temporary residence permit**, which has to be obtained before the entry to the Republic of Slovenia. **You have to pay a fee at the embassy for obtaining visa or temporary residence permit by yourself.**

You can decide for one these options. Here is a description of each one of them:

#### **VISA:**

**Students can ask for visa at the Slovenian embassy in your country. For more details please ask at the embassy. Visa is made at the embassy in approximately 2 weeks.**

The requirements for visa (what you need to have with you):

- Valid passport
- Health insurance which covers all health risks in the host state for the whole stay in Slovenia (see next point for details)
- Sufficient financial resources for the period of the residence (**Letter of Confirmation**).
- Evidence of no criminal history (**Certificate of no criminal record**) from their home country with **apostille, not older than 3 months**

**Temporary residence permit:**

The procedure can take up to two months, we advise you not to delay with the application for temporary residence permit.

The requirements for residence permit are (what you have to have with you):

- Valid passport
- Health insurance which covers all health risks in the host state (see next point for details)
- Sufficient financial resources for the period of the residence (**Letter of Confirmation**).
- Evidence of no criminal history (**Certificate of no criminal record**) from their home country with apostille, not older than 3 months

**Difference between residence permit and visa:**

- visa is made faster
- health insurance for visa is expensive

For additional information contact the relevant Embassy:

**students from Mexico:**

Embassy of the Republic of Slovenia  
2410 California Street, N.W.  
Washington, D.C. 20008  
USA  
Phone: (+) 1 202 386 66 10  
e-mail: [sloembassy.washington@gov.si](mailto:sloembassy.washington@gov.si)

**students from Russia:**

Embassy of the Republic of Slovenia  
Ul. Malaja Dmitrovka  
14/1 127006 Moscow  
Russia  
Phone: (+) 7 495 737 63 55  
e-mail: [sloembassy.moscow@gov.si](mailto:sloembassy.moscow@gov.si)

**students from Japan**

Embassy of the Republic of Slovenia  
14-12 Minamiaoyama 7-chome  
Minato-Ku  
Tokyo 107- 0062  
Japan  
Phone: (+) 81 3 54 68 62 75  
e-mail: [sloembassy.tokyo@gov.si](mailto:sloembassy.tokyo@gov.si)

**students from Kosovo**

Embassy of the Republic of Slovenia  
Str. Anton Ceta 6  
10000 Priština  
Kosovo  
Phone: (+) 381 38 246 255  
E: [sloembassy.pristina@gov.si](mailto:sloembassy.pristina@gov.si)  
Web: [www.pristina.embassy.si](http://www.pristina.embassy.si)

**students from PR of China:**

Embassy of the Republic of Slovenia  
No. 57, Block F, Ya Qu Yuan, King's Garden Villas, 18  
Xiao Yun Road, Chao Yang district  
100600 Beijing  
PR of CHINA  
Phone: 00 86 10 6 468 1154  
e-mail: [sloembassy.bijing@gov.si](mailto:sloembassy.bijing@gov.si)

**students from Turkey:**

Embassy of the Republic of Slovenia  
Kúpe Sokak 1/3  
06700 Gaziosmanpaşa  
Ankara  
Turkey  
Phone: (+) 90 312 405 6007  
e-mail: [sloembassy.ankara@gov.si](mailto:sloembassy.ankara@gov.si)

**students from Israel:**

Embassy of the Republic of Slovenia  
Top Tower 50 Dizengoff Street, 19th Floor  
POB 23245  
Tel Aviv 61231  
Israel  
Phone: (+) 972 3 629 35 63  
E: [sloembassy.telaviv@gov.si](mailto:sloembassy.telaviv@gov.si)

**Students from Albania**

Embassy of the Republic of Slovenia  
EGT Tower, P.11/1 kati i 3  
Rr. "Abdyl Frasheri"  
Tirane  
Albania  
Phone : (+) 355 4 2274 858  
E: [sloembassy.tirana@gov.si](mailto:sloembassy.tirana@gov.si)  
Web: [www.tirana.embassy.si](http://www.tirana.embassy.si)

### **Students from India**

Embassy of Republic of Slovenia

A - 5/4, Vasant Vihar

New Delhi 110 057, India

T: + 91 11 41662891,2

visa department:

T: + 91 11 41662893

F: + 91 11 41662895

E: [sloembassy.newdelhi@gov.si](mailto:sloembassy.newdelhi@gov.si)

The general information is available at

[www.mzz.gov.si/en/representations\\_abroad/](http://www.mzz.gov.si/en/representations_abroad/)

### **The student is obliged to register at the local police authorities after arrival:**

- If you get a room in a student dormitories, registry office will register you after arrival at the dormitory
- If you have your own accommodation you have to register yourself.

### **Step 3: HEALTH INSURANCE**

#### **For visa:**

You have to have travelling health insurance made for at least 30. 000 eur and valid for the time of validity of the visa. The insurance letter must state that the insurance is valid worldwide and/or in Slovenia and Schengen countries.

#### **Temporary residence permit:**

Compulsory health insurance will be covered by the Ministry, if Slovenia has no bilateral agreement with. Please find enclosed a letter (Letter for Health Insurance) **with which you have to visit the Agency for Health Insurance in the first week of your stay in Slovenia:**

- in Ljubljana: Mala ulica 3, Mr. Gregor Perc
- in Maribor: Sodna ulica 15, room 313, Mrs. Podjavoršek
- in Koper: Martinčev trg 2, Mrs. Knez or Mrs. Potočnjak
- in Nova Gorica: Gradnikove brigade 1, Mrs. Ksenija Pikula

**Important:** You have to acquire health insurance for Slovenia or EU **for the time from the submission of the temporary residence permit** which must be enclosed with papers for the residence permit you give to the embassy.

**Students whose Health insurance will be paid by Slovenian Ministry must obtain a Slovenian tax number.** After obtaining it you have to inform CMEPIUS at [petra.vilfan@cmepius.si](mailto:petra.vilfan@cmepius.si).

International students require **tax identification number** to open a bank account (to work via a student job centre, **health insurance**, etc.).

International students may obtain a tax identification number at the tax office.

## Contact details:

Ljubljana Tax Office, Section for Foreign Citizens  
 (Davčni urad Ljubljana, Odsek za tujce)  
 Davčna ulica 1, 1001 Ljubljana  
 Phone: +386 1 369 30 00  
 Email: gp.durs@gov.si

[www.fu.gov.si/en/taxes\\_and\\_other\\_duties/work\\_with\\_us/entry\\_into\\_the\\_tax\\_register\\_and\\_tax\\_number](http://www.fu.gov.si/en/taxes_and_other_duties/work_with_us/entry_into_the_tax_register_and_tax_number)

## Office hours:

Mondays and Tuesdays: 8 a.m. - 12 noon and  
 1 p.m. - 3 p.m.  
 Wednesdays: 8 a.m. - 12 noon and 1 p.m. - 6 p.m.  
 Fridays: 8 a.m. - 1 p.m.

For Maribor, Nova Gorica or other, you have to go at nearest tax office branch office.

**Step 4: ACCOMMODATION**

The accommodation will be arranged for you in student dormitory for the period of the awarded mobility grant and paid by the Slovene Ministry. The organisation of the accommodation depends on the University you are visiting (see below). The room will be available from the date of your arrival that you will write on the letter of Acceptance. ***If you arrive before that date, you will not be able to enter student dormitory. If you arrive later than agreed without prior notification, the room will be rented to other students.***

***There are no additional funds available if you decline already reserved student dormitory accommodation. Additional funds are available when accommodation can not be provided in student dormitories.***

There are no single rooms at the dormitories.

**YOU CAN NOT MOVE IN THE DORMITORIES IF YOU DO NOT HAVE TEMPORARY RESIDENCE PERMIT OR VISA!**A) **Students staying in Ljubljana:**

- ➔ You need to bring the 'Letter for accommodation', your passport
- ➔ **You can move in ONLY in the time of working hours (see below)**
- ➔ On the day of your arrival, you need to go directly to the reception office (address: Student Campus Rožna dolina, Svetčeva ulica 9, Ljubljana) where you get the keys and the accommodation contract. They will also register you at the police authorities.
- ➔ At the dormitories you will also receive some documents, please read them so you will know rules and procedures at the dormitories (moving in procedure and moving out procedure).
- ➔ You have to check in at the reception office on a working day in working hours. ***If your arrival is on weekend OR outside working hours you need to arrange your own accommodation for that time.***
- ➔ You can find a map on <http://www.stud-dom-lj.si/si/domovi/lokacije/>
- ➔ **Working hours of the reception office:**

Monday, Tuesday, Thursday: 9:00-12:00 and 12:30-14:00

Wednesday: 9:00-12:00 and 12:30-16:00

Friday: 9:00 – 12:00

On the first working day of the month office hours are from 12:00 to 14:00, except on October 1<sup>st</sup>.  
Check about moving out procedure during/before holidays.

**B) Students visiting the University of Maribor:**

For all further information concerning your accommodation please contact Mrs. Sonja Šantl - [sonja.santl@uni-mb.si](mailto:sonja.santl@uni-mb.si) or Bojana Ogrizek-Rogan [bojana.ogrizek-rogan@um.si](mailto:bojana.ogrizek-rogan@um.si)  
Student dormitories Maribor, Gosposvetska cesta 83, 2000 Maribor

**C) Students visiting the University of Primorska:**

For all information concerning your accommodation please contact Mrs. Petra Zidar ([petra.zidar@upr.si](mailto:petra.zidar@upr.si))

**D) Students visiting the University of Nova Gorica:**

For all information concerning your accommodation please contact Mrs. Sabina Zelinscek – [Sabina.zelinscek@ung.si](mailto:Sabina.zelinscek@ung.si)

**E) Students visiting other institutions:**

For all information concerning your accommodation please contact your mentor or contact person at your host institution

## **Step 5: DURING YOUR MOBILITY**

Get to know your host institution and SLOVENIA PRIOR TO ARRIVAL-> **check the internet sites**, write an e-mail to your mentor and/or relevant person if you have questions about the programme of your work. You will find details in the document called 'Information details of your mobility'. You do NOT have to send anything to your host institution, however you **MUST contact them and introduce yourself before the actual arrival to Slovenia.**

**For all student related matters (student ID and discount coupons), contact international office of your local student organisation.**

**After arrival and checking in at student dormitory, report to your mentor or/and contact person and ask them to contact CMEPIUS for your contract.**

### **HOW TO GET THE SCHOLRASHIP FUNDS:**

1. After your arrival to Slovenia you go to your mentor and/or contact person at your host institution
2. Host institution contacts CMEPIUS and **we send them your contract by e-mail**
3. You sign the contract **(READ BEFORE YOU SIGN!)**
4. When all 3 parties (you, the dean of your host institution and the director of CMEPIUS) sign the contract, CMEPIUS transfers the funds to **your host institution**
5. With your copy of signed contract you can get the funds
6. Ask your mentor or contact person, where you can collect the funds
7. **Please have some money with you for the first month of your stay.**

VERY IMPORTANT: as written in your Contract and Letter of Acceptance, you need to notify CMEPIUS of any change IMMEDIATELY (at the latest 1 month before your arrival, through e-mail [scholarships@cmepius.si](mailto:scholarships@cmepius.si) or by



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