



## **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 the 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. Detailed information on your mobility
3. Letter of Award
4. Letter of Acceptance
5. Letter for the Accommodation
6. Letter of Confirmation – this document (in the Slovene language) is used to apply for the residence permit at Upravna enota 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 any additional questions, do not hesitate to get in touch with 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 these instructions carefully. The following lines will tell you what to do with which document, which to send to whom and to which address. By strictly following the 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@cmepius.si](mailto:scholarships@cmepius.si))
- ➔ If everything is OK, **sign** the Letter of Acceptance **on both sides**. Then **send this document 3 weeks prior to your arrival at the latest**, to the CMEPIUS address:

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

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

### Step 2: REQUEREMENTS FOR A RESIDENCE PERMIT

**Citizens of the European Union** may enter the Republic of Slovenia without a visa or a residence permit, regardless of the purpose of their residence in the Republic of Slovenia (they only need a **valid identity card or passport, which must be valid until 6 months after the end of the exchange**). However, citizens of the EU have to report to the local authorities (at »Upravna enota«) **if your stay is longer than 90 days** with the 'Letter of Confirmation' in order to obtain a residence permit (it is enclosed with the Info package).

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

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

**The requirements for residence registration (if your stay is longer than 90 days) are:**

- Valid identity card or valid passport
- Health insurance covering all health risks in the host state (see next point for details)
- Sufficient financial resources for the period of residence (**Letter of Confirmation**).

The residence registration is valid during the time of studying or for one year if the study lasts longer; in this case it, can be renewed annually.

### Step 3: HEALTH INSURANCE

To acquire health insurance, **citizens of the European Union** should bring with them a **European Health Insurance Card – EHIC**. We also recommend having some commercial insurance like CORRIS.

### Step 4: ACCOMMODATION

Accommodation will be arranged for you in a student dormitory for the period of the awarded mobility grant and paid for by the Slovenian 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, which you will state in the letter of Acceptance (a maximum of 3 days before the start of the mobility). ***If you arrive before that date, you will not be able to enter the 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 cannot be provided in student dormitories.***

There are no single rooms at the dormitories.

#### A) Students staying in Ljubljana:

- ➔ **Before coming to Slovenia, read the instructions at <http://www.stud-dom-lj.si/en> and contact the dorm at [sprejemnapisarna@stud-dom-lj.si](mailto:sprejemnapisarna@stud-dom-lj.si)**
- ➔ You need to bring the 'Letter for the accommodation' and your passport
- ➔ **You can ONLY move in during 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 will get the keys and the accommodation contract. They will also register you with the police authorities.
- ➔ At the dormitories, you will also receive some documents. Please read them so that you know the rules and procedures at the dormitories (moving in and moving out).
- ➔ You will need to check in at the reception office on a working day during working hours. ***If your arrival is on a weekend OR outside working hours, you will need to arrange your own accommodation for that time.***
- ➔ You can find a map at <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, the office hours are from 12:00 to 14:00, except on October 1<sup>st</sup>.  
Check the moving out procedure during/before the holidays.

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

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

**E) Students visiting other institutions:**

For all information about 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 websites** or e-mail your mentor and/or relevant person if you have questions about the programme of your work. You will find details in the document entitled 'Detailed information on your mobility'. You do NOT need to send anything to your host institution, though you **MUST contact them and introduce yourself before your actual arrival in Slovenia.**

**For all student-related matters (student ID and discount coupons), contact the international office of your local student organisation and/or the international office at your host institution.**

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

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

1. After your arrival in Slovenia, go to your mentor and/or contact person at your host institution
2. The host institution contacts CMEPIUS and we will 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) have signed the contract, CMEPIUS transfers the funds to **your host institution**
5. With your copy of the 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 stated in the Package and Letter of Acceptance, you need to notify CMEPIUS about any change IMMEDIATELY (at the latest, 1 month before your arrival, by e-mail [scholarships@cmepius.si](mailto:scholarships@cmepius.si) or by phone +386 (0)1 620-94-59 (Petra). Failing to do so means that your accommodation and financing will no longer be guaranteed. Example: if something goes wrong and you are unable to come on the date your scholarship starts

and if you let us know about it, we can re-book the room. If you do not notify us about changes and you arrive later than planned, there will be no room waiting for you and CMEPIUS cannot guarantee accommodation.

### **UPDATES ON CORONAVIRUS IN SLOVENIA**

Before coming to Slovenia, you must check information about border crossing for citizens of your country. The most important and up to date information can be found here:

<https://www.gov.si/en/topics/coronavirus-disease-covid-19/border-crossing/>

<https://www.policija.si/eng/newsroom/news-archive/103470-crossing-the-state-border-during-the-coronavirus-epidemic>

**Any questions?**

You can write to CMEPIUS (scholarships@cmepius.si) at any time, but first check our website <https://studyinslovenia.si/study/exchange-programmes/> where you can find plenty of detailed information and many answers to your questions.

**More about studying in Slovenia** [www.studyinslovenia.si/](http://www.studyinslovenia.si/)

**ALL THE BEST WISHES**

