



## **General Info Package for Grant Holders of the Ministry of Higher Education, Science and Innovation**

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 Higher Education, Science and Innovation.**

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 Health Insurance (only for students from countries with which **Slovenia has no bilateral agreement**, in the Slovene language)
6. Letter of Confirmation for residence permit or visa – this document (in the Slovene language) is to apply for the residence permit/or visa at the nearest Slovenian Embassy

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

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

**or scanned document at [petra.vilfan@cmepius.si](mailto:petra.vilfan@cmepius.si)**

**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 OR VISA

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

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

#### **VISA:**

**Students can ask for a visa at the Slovenian embassy in your country. For more details, please ask at the embassy. The visa is produced at the embassy in approximately 2 weeks.**

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

- Valid passport
- Health insurance covering all health risks in the host state for your entire stay in Slovenia (see next point for details)
- Sufficient financial resources for the period of residence (**Letter of Confirmation**).

**Temporary residence permit:**

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

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

- 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**).
- Evidence of no criminal history (**Certificate of no criminal record**) from your home country with **apostille, not older than 3 months**

**The difference between a residence permit and a visa:**

- a visa is produced faster
- health insurance for a 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 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 India**

Embassy of the 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)

**students from the PR of China:**

Embassy of the Republic of Slovenia  
LC 04-02, No.7 Liangmaqiao Beixiaojie Street, Chaoyang District  
Beijing 100600  
PR of CHINA  
Phone: 00 86 10 6 468 1154  
e-mail: [sloembassy.bijjing@gov.si](mailto:sloembassy.bijjing@gov.si)

**students from Turkey:**

Embassy of the Republic of Slovenia  
Küpe 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)

General information is available at

<https://www.gov.si/en/registries/countries/>

**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 register yourself.

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

**For visa:**

You need to have travelling health insurance for at least 30.000 EUR and valid for the duration of the visa. The insurance letter must state that the insurance is valid worldwide and/or in Slovenia and Schengen countries.

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

- in Ljubljana: Mala ulica 3
- in Maribor: Sodna ulica 15
- in Koper: Martinčev trg 2
- in Nova Gorica: Gradnikove brigade 1

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

**Students whose Health insurance will be paid by the Slovenian Ministry must obtain a Slovenian tax number.**

After obtaining it, you have to inform CMEPIUS at [petra.vilfan@cmeplus.si](mailto:petra.vilfan@cmeplus.si). We also recommend to have some commercial insurance like CORRIS.

International students require a **tax identification number** in order to open a bank account.

You may obtain a tax identification number from 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](mailto: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 places, you will need to go to the nearest tax office branch office.

**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 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 CANNOT MOVE INTO THE DORMITORIES IF YOU DO NOT HAVE A TEMPORARY RESIDENCE PERMIT OR VISA!**

**A) Students staying in Ljubljana:**

- ➔ **Before coming to Slovenia, read the instructions at <http://www.stud-dom-lj.si/en>**
- ➔ You need to bring your passport or ID card
- ➔ **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 <https://www.stud-dom-lj.si/en/locations-fees/dormitories-for-students/>

**➔ Working hours of the reception office:**

Monday - Friday: 9:00-12:00

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

For all further information about your accommodation, please contact Teja Kukovec [teja.kukovec@um.si](mailto:teja.kukovec@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 [international@upr.si](mailto:international@upr.si)

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

For all information about your accommodation, please contact Mrs. Jana Beguš – [jana.begus@ung.si](mailto:jana.begus@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 the actual arrival to Slovenia.**

**For all student-related matters (student ID and discount coupons), contact the 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 for your contract.**

**Please have some money with you for the first month of your stay.**

**VERY IMPORTANT:** as stated in your Letter of Acceptance, you need to notify CMEPIUS about any change IMMEDIATELY (at the latest, 1 month before your arrival, by e-mail [petra.vilfan@cmepius.si](mailto:petra.vilfan@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.

**Any questions?**

You can write to CMEPIUS ([petra.vilfan@cmepius.si](mailto:petra.vilfan@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**



📍 Rožna dolina, Svetčeva ulica 9, 1000 Ljubljana  
 ✉ studentski.domovi@stud-dom-lj.si  
 ☎ (01) 242 1000  
 🌐 www.stud-dom-lj.si

Dear Student!

Welcome to the Student Residence Hall, Ljubljana. Below, you will find some information regarding your accommodation, payment options, dormitory rules and extracurricular activities in our institute.

During your CEEPUS project in Ljubljana you are going to be accommodated in the Student Hall Ljubljana. CEEPUS is going to cover the costs of your accommodation. **All rooms are double bed** (you will have to share a room with a person of the same gender, dormitories are mixed, therefore kitchen and bathroom are shared among both female and male students).

### RECEPTION OFFICE:

All procedures (moving in, moving out, temporary residence registration etc.) are carried out by the reception office, where we will also answer all the questions that may arise during your stay.

The **address** of the reception office is: Sprejemna pisarna (Uprava), Svetčeva ulica 9, 1000 Ljubljana.

The reception office is open only during **office hours** and only on working days, so please make sure you plan your schedule accordingly.

Office hours:

**Week days:** 9 am – 12am

### INTERNET:

An internet connection is available in all the dorms, and is included in the price (Wi-Fi or cable internet). → you received an email with a zipped package of documents which you open with your date of birth (DD.MM.YYYY) and then browse through - there are more documents than just the contract.

### SHEETS - CHANGING AND CLEANING:

Sheets and blankets are provided in the dormitory (they are changed every 2 weeks by the housekeepers). **You need to bring your own towels, toilet requisites and some kitchen devices (pots, cups, utensils), or buy them here.**

**The rooms and shared areas in the apartments (kitchen, bathroom) are cleaned by the students. The cleaning service only takes care of common areas (corridors, TV rooms).**

Every dorm also has a washing machine where you can do your laundry.

## **DORMITORY RULES:**

Every resident must read and obey the dormitory rules. They are published on the residence halls website:

<https://www.stud-dom-lj.si/en/about-us/organisation-policies-and-reports/internal-acts/>

**Please read them carefully!!!**

## **VISITORS:**

Each resident has the right to accept visitors.

A resident may accept a visitor in his/her room if the co-resident agrees with it, while the resident is responsible for the visitor's behaviour and possible damage caused.

An overnight visitor is a person who stays in the room between 12 pm and 6 am.

Each resident may have one overnight visitor at a time. The visitor cannot stay overnight if there is no resident in the room. The resident can have overnight visitors for a total of 36 nights in a calendar year, which means up to 3 times during one month. Twice a year, overnight visitors are allowed to stay up to 5 days in one month.

**A foreign visitor must be reported to the reception office during office hours, and must provide personal documentation (ID card, passport). This procedure is necessary because the reception office has to report the visitor to the police. Tourist tax will be included in the next month's bill of the resident (3,13 EUR per night per guest). To report your overnight visitor, you will also need your room-mate's written consent.**

## **MOVING OUT:**

At the end of your stay, you must leave the room and settle all the formalities on the last day of the expiration of the contract, at the latest. To check out you need to follow the checkout procedure written below:

**You can do your check out by the following steps:**

- 1. CLEAN THE ROOM/APARTMENT (kitchen, bathroom)**
- 2. RETURN BORROWED ITEMS (leave the dormitorys bedding on the bed - when leaving lock the dor of the room and apartment)**
- 3. FIND HOUSE MANAGERS POST BOX AND DROP KEYS AND »CHECK OUT RECORD«\***  
(\*zapisnik... document/form with your photo on it (if you can not find it, wright your full name, dormitory/room number on peace of paper instead); house managers post box should be be next to the entrence in to the dormitory).



**4. INFORM:**

\* HOUSE MANAGER on phone from 7am to 2 pm\*\*

\* RECEPTION OFFICE on e-mail: [sprejemnapisarna@stud-dom-lj.si](mailto:sprejemnapisarna@stud-dom-lj.si)

**HOUSE MANAGERS CONTACT (you will receive it when you will move in):**

\*\*If you would like to do your check out out of office hours, do not call the house manager after 2 pm. In such a case inform house manager by phone, next working day (mon – fri, from 7 am to 2 pm):

The room will be checked by the house manager. **If the room/apartment is not cleaned or there is any damage, we will charge it to you.**

**PARTIES AND PETS:**

Parties are not permitted in the dorms or outdoor premises. Organizing a party and causing damage can lead to eviction from the dorm.

Pets (dogs, cats, others...) are not allowed.

Smoking is not allowed!

**ROOM CHANGE:**

The Resident shall be obliged to move into another room or dormitory in the cases and in the manner specified in Article 17 of the Dormitory Rules: <https://www.stud-dom-lj.si/en/about-us/organisation-policies-and-reports/internal-acts/>

**All questions related to staying in the dorm can be addressed to the reception office (Rožna dolina) or to the e-mail address: [sprejemnapisarna@stud-dom-lj.si](mailto:sprejemnapisarna@stud-dom-lj.si).**

More contacts:

<https://www.stud-dom-lj.si/en/about-us/organisation-policies-and-reports/contacts-and-office-hours/>