



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 of Confirmation – this document (in the Slovene language) is used to apply for the residence permit at the nearest Slovenian Embassy

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 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@cmeplius.si)
- If everything is OK, **sign** the Letter of Acceptance **on both sides**. Then **send this document (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@cmeplius.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: REQUIREMENTS FOR A RESIDENCE PERMIT

Students of Bosnia and Herzegovina, Northern Macedonia, Montenegro and Serbia may enter the Republic of Slovenia without a visa or residence permit (they only need a **valid (biometrical) passport, which must be valid until 6 months after the end of the exchange**). However, **students** 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 requirements for the residence permit are (what you have to have with you):

- Valid passport (Serbia, Bosnia and Herzegovina - biometric 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 their home country with **apostille, not older than 3 months**
- **cca. 80€**

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 will need to register yourself.

Step 3: HEALTH INSURANCE

The Ministry does not pay for health insurance since there is a protocol between Slovenia and these countries. Students should present the following forms with the application for residence permit:

- **Northern Macedonia:** form RM/SI 3 or some other commercial health insurance
- **Bosnia and Herzegovina:** form BIH/SI 3 or some other commercial health insurance
- **Serbia:** form SRB/SI 3 or some other commercial health insurance
- **Montenegro:** form MNE/SI 3 or some other commercial health insurance

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. **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>**
- ➔ 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 will 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, Student dormitories Maribor, Gospovska cesta 83, 2000 Maribor

C) Students visiting the University of Primorska:

For all information about your accommodation, please contact (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

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.

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 Contract and 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@cmeplius.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@cmeplius.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/

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 entrance 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

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.

More contacts:

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