

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

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)
- ➔ If everything is OK, **sign** the Letter of Acceptance **on both sides**. Then **send** 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**

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: HEALTH INSURANCE

To acquire health insurance, **citizens of the European Union** should bring with them **European Health Insurance Card** – EHIC; citizens of non-EU countries need to arrange health insurance for Slovenia or the EU.

We also recommend having some commercial insurance like CORRIS.

Step 3: 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 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
- 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
- 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 1st.

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

For all further information about your accommodation, please contact Bojana Ogrizek-Rogan bojana.ogrizek-rogan@um.si
Student dormitories Maribor, Gosposvetska cesta 83, 2000 Maribor

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

For all further information about your accommodation, please contact Mrs. Petra Zidar (petra.zidar@upr.si)

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

For all further information about your accommodation, please contact Mrs. Sabina Zelinscek – Sabina.zelinscek@ung.si

E) **Students visiting other institutions:**

For all further information about your accommodation, please contact your mentor or contact person at your host institution

Step 4: 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 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 you 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. **Some institutions decide on a collective contract. You should ask at the host institution what to do in that case.**

VERY IMPORTANT: as stated in your Contract and Letter of Acceptance, you need to notify CMEPIUS about any change IMMEDIATELY (1 month before your arrival at the latest, through e-mail 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/

ALL THE BEST WISHES

NOTES:

A series of 25 horizontal dashed lines spanning the width of the page, intended for writing or drawing.