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- 📍 Rožna dolina, Svetčeva ulica 9, 1000 Ljubljana
- ✉️ [studentski.domovi@stud-dom-lj.si](mailto:studentski.domovi@stud-dom-lj.si)
- 📞 (01) 242 1000
- 🌐 [www.stud-dom-lj.si](http://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:

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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)**



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#### **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/>