

# SHORT PROCEDURE FOR FOREIGN STUDENTS

## VISA

**Type of visa:** VISA C (short-stay visa).

**Duration:** untill 90 days.

**Where to get it:** at a diplomatic mission or consular post of the Republic of Slovenia.

**When to get it:** a visa application should be lodged at least 15 calendar days before the intended visit, but not earlier than three months before the start of the intended visit.

**How to get it:** The applicants should submit the application in person at a diplomatic mission or consular post or through an external service provider. Upon submitting the application, the applicants should give all ten fingerprints.

### **Documents to obtain visa:**

- a relevant visa application form and required documentation (on the web site [http://www.mzz.gov.si/en/entry\\_and\\_residence/for\\_visa\\_applicants/short\\_stay\\_visas/](http://www.mzz.gov.si/en/entry_and_residence/for_visa_applicants/short_stay_visas/)),
- a guarantee letter, authenticated at the nearest administrative unit.

**Where to obtain visa application forms:** at all diplomatic missions and consular posts of the Republic of Slovenia where visa applications may be submitted. The application form is free of charge.

**What kind of travel insurance do I need:** Upon submission of the application, the applicant must present such proof of insurance to cover the intended visit(s) with the minimum coverage of 30.000 EUR (the insurance can be made at Assistance Coris d.o.o. – [coris@coris.si](mailto:coris@coris.si); [https://www.coris.si/si/860/Zavarovanja\\_za\\_tujce.aspx](https://www.coris.si/si/860/Zavarovanja_za_tujce.aspx)). The insurance must be valid throughout the territory of the Schengen Member States.

**What are a third-country national's obligations after arriving in Slovenia:** the entry visa holder (type C) must register their residence with the relevant police station within 3 days. Holders residing in a hotel, camp or any other similar facility are exempt from doing so, as the registration office is obliged to do it on their behalf.

**How much it costs:** cca. 60,00 EUR (citizens of Albania, Bosnia and Herzegovina, Montenegro, Georgia, FYR Macedonia, Moldova, Russian federation, Serbia and Ukraine have cheaper procedure: only 35,00 EUR).

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## RESIDENCE PERMIT

**When to get it:** within the 90 day period

**Where to get it:** at the relevant administrative unit.

**How to get it:** with your application you have to enclose:

- A valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
- Confirmation of enrolment at the higher education institution;
- Health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement. This certificate should contain, in addition to stating that you have health insurance, a clear description of the scope of your rights and it should be already valid from the time of the application for the residence permit or at least two weeks before the departure;
- Sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (297,53 EUR/per month); parent's statement;
- A police clearance certificate of not older than three months from your country (if the country in question issues it), translated into Slovenian, and verified;
- An authentic photograph of yourself (3,5 x 4,5 cm).

All certificates, confirmations or appendices must be translated into the Slovene language and the translation certified by a notary.

The permit in a form of a card will be handed to you.

**Validation:** registration of temporary residence is **valid for 1 year**. After 1 year it has to be renewed, at the latest, in **8 days after the expiry of previous one**.

**The condition for the issuing of the permit:** evidence of admission to the study, education, specialisation or advanced professional training, issued by the educational institution to which the foreigner has been admitted as a student, or a certificate by a competent state body responsible for the implementation of an international or bilateral agreement or which is the grant-awarding body, or a certificate issued by a state-authorized organisation in charge of the implementation of a particular programme.

## APPLICATION FOR ENROLMENT

**How to submit:** on the portal eVŠ (<https://portal.evs.gov.si/prijava/?locale=en>).

**Call for enrolment:** february 2018.

**Deadline for the application:** from \_\_\_\_\_ untill \_\_\_\_\_ .

Application for enrolment to study will also be treated as the application for recognition of foreign education if the candidate will state in the application form that he finished his previous education outside of Slovenia and does not yet have a Decision on recognition of foreign education.

## PROCEDURE FOR RECOGNITION OF FOREIGN EDUCATION FOR THE PURPOSE OF FURTHER EDUCATION AT THE UNIVERSITY OF MARIBOR

According to law, candidates, holders of foreign qualifications (certificates obtained outside of the Republic of Slovenia), who wish to study at the University of Maribor, must obtain the Decision on recognition of foreign education for the purpose of further education at the University of Maribor.

**Decision on recognition of foreign education** for the purpose of further education at the University of Maribor **is a mandatory document** for the candidate's enrolment application to be complete.

Candidates are recommended to begin the process of recognition in a timely manner. The deadline for issuing a decision on the recognition under the Act on the Recognition and Assessment of Education (Official Gazette of the Republic of Slovenia, No. 87/2011, Official Gazette of the Republic of Slovenia, No. 97/2011 - corr. and Official Gazette of the Republic of Slovenia, No. 109/2012) **is two months from the receipt of a complete application.**

For the Decision on recognition of foreign education, candidates will additionally have to send the following documents:

- the original final certificate/diploma paper proving completed preliminary education; secondary school exit certificate/diploma, bachelor's degree, master's degree, etc. Certificates issued in specific countries (you can get information regarding the legalization at [priznavanjeizobrazevanja@um.si](mailto:priznavanjeizobrazevanja@um.si)) have to be LEGALIZED on the basis of:
  - a.) the 1961 Hague Convention - with apostille affixed
  - b.) the Authentication of Documents in International Circulation Act (The certificate must be legalised on the basis of local law in their country first, the last stamp from their country is from Ministry of Foreign Affairs; after that they need to legalise this certificate at one of the Embassies of the Republic of Slovenia, which is accredited for their country or at the Ministry of Foreign Affairs of the Republic of Slovenia).
- Translation into Slovenian or English by a court appointed translator of the final certificate/diploma paper proving completed preliminary education (translation is not necessary for documents in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script);
- Photocopies of the transcripts, yearly report cards, diploma supplement etc.;
- Translation into Slovenian or English by a court appointed translator of the transcripts, yearly report cards, diploma supplement etc. (translation is not necessary for documents in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script);
- A short chronological description of the entire education prepared and signed by the candidate himself.

### **MORE INFORMATION AVAILABLE:**

E-mail: [priznavanjeizobrazevanja@um.si](mailto:priznavanjeizobrazevanja@um.si), [recognition@um.si](mailto:recognition@um.si)

Tel.: +386 2 23 55 263

Office hours: every workday from 9:00 to 11:00 and 13:00 to 14:00

On the basis of the Decision on recognition of foreign education issued by the University of Maribor, the faculty will send the invitation for the enrollment to the candidate.

The candidate will have to enroll in person.