



## General Info Package for Grant holders of the Ministry of the Republic of Slovenia for Higher Education, Science and Technology, 2010/11

Dear XXXXXXXX XXXXXXXXXXXXX!

We are happy to inform you that your application in the framework of the XXXXXXXXX Scholarships programme has been successful and **you have been awarded a grant from the Ministry of the Republic of Slovenia for Higher Education, Science and Technology.**

Please find further information on how to proceed in the following enclosed documents.

1. Instructions and further details. **READ IT CAREFULLY!!!**
2. Information details of your mobility
3. Letter of Award
4. Letter of Acceptance
5. Letter for the accommodation
6. Letter for the Health Insurance (only for students from countries with which **Slovenia has no bilateral agreement with**, in Slovene language)
7. Letter of Confirmation -the document (in Slovene language) is to apply for the residence permit: **Non EU citizens** the nearest Slovenian Embassy; **EU citizens** at the Office for foreigners in Slovenia
8. Application for the **temporary residence permit** for studying in Slovenia (only for **non EU citizens**, in Slovene language)

**The Mobility Grant Contract** will be sent to your host institution and you will receive it at 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 the Republic of Slovenia.

Best regards,

Neža Pajnič,  
Head of Tertiary Education Unit



## INSTRUCTIONS FOR ALL THE ENCLOSED DOCUMENTATION AND FURTHER DETAILS ON YOUR STAY IN SLOVENIA

Dear grantholder

Please follow the instructions carefully. The following lines will tell you what to do with which document, whom to send what to which address. By strictly following 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 or +386 1 6209-459)
- If everything is OK, sign the Letter of Acceptance on both sides. Then send this document immediately (in no case later than 3 weeks prior to your arrival) to the CMEPIUS address:

CMEPIUS - NCO SI  
Scholarships  
Ob železnici 16  
SI - 1000 Ljubljana  
SLOVENIA

If you do not return signed document in time, we will assume that you do not accept the grant and your grant will be awarded to other applicants.

If you decline the scholarship you have to inform us about your decision in written form (e.g. by e-mail) as soon as possible!!!!

### Step 2: Requirements for residence permit

A) Citizens of the European Union may enter the Republic of Slovenia without a visa or a residence permit, regardless the purpose of their residence in the Republic of Slovenia (they only need a **valid identity card or passport**). But you have to report to local authorities (at »Upravna enota«) in **3 days after your arrival** with the 'Letter of confirmation' to obtain a visa and/or residence permit' (it is enclosed to this Info package).

The residence permit is not necessary for the first three months, but the student is obliged to register at the local police authorities after arrival. If you get a room in a student dormitories, registry office will register you after arrival at the dormitory. If you have your own accommodation you have to register yourself. If the time of residence in Slovenia is longer than three months the student has to apply for the valid residence permit by the local authorities upon arrival, so you apply for it AFTER you arrive to Slovenia.

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

- Valid identity card or valid passport
- Conformation of being accepted in a recognized educational institution (**Letter of award**)
- Health insurance which covers all health risks in the host state (see next point for details)
- Sufficient financial resources for the period of the residence (**Letter of Confirmation**).

The residence permit is valid during the time of studying or for one year if the studying lasts longer; in this case it can be renewed annually.

Please notice once you apply for residence permit you can leave our country, but you **CAN NOT enter it while you are in the procedure to obtain the permit**, so you have to acquire all the documents before you apply for the permit!!!

**B) Citizens of the other states (non-EU member states) need the temporary residence permit, which has to be obtained before their entry to the Republic of Slovenia.**

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

- Valid passport
- Conformation of being accepted in a recognized educational institution (**Letter of award**)
- Health insurance which covers all health risks in the host state (see next point for details)
- Sufficient financial resources for the period of the residence (**Letter of Confirmation**).
- Evidence of no criminal history (**certificate of no criminal record**) from their home country with apostille

**Apply for the temporary residence permit at the nearest Slovene Embassy immediately! The procedure can take up to two months so do not delay with the application for temporary residence. Submit to the Embassy only the documents mentioned above and NOTHING else!!**

The issuing is free of charge for grant holders of the Ministry of the RS for Higher Education, Science and Technology. You have to submit the Letter of Confirmation in Slovene language (enclosed), certificate of no criminal history and the Application for temporary residence permit for studying in Slovenia (form also enclosed here). For health insurance documentation, which you have to submit also, please read Step 3.

For additional information contact the relevant Embassy:

<ul style="list-style-type: none"><li>• <b><u>Students from Bosna and Hercegovina:</u></b> Bentbaša 7, 7100 Sarajevo Bosnia in Hercegovina Tel: (+) 387 33 271 260 (+) 387 33 271 250 Fax: (+) 387 33 271 270 e-mail: <a href="mailto:vsa@gov.si">vsa@gov.si</a></li><li>• <b><u>students from Croatia:</u></b> Embassy of the Republic of Slovenia Alagovičeva 30, 10000 Zagreb, Croatia Phone: 00 385 1 6311000 Fax: 00 385 1 6177236 <a href="mailto:vzg@mzz-dkp.gov.si">vzg@mzz-dkp.gov.si</a></li></ul>	<ul style="list-style-type: none"><li>• <b><u>students from China:</u></b> Embassy of the Republic of Slovenia No. 57, Block F, Ya Qu Yuan, King's Garden Villas, 18 Xiao Yun Road, Chao Yang district 100600 Beijing, PR of CHINA Phone: 00 86 10 6 468 1154 Fax: 00 86 10 6 468 1040 <a href="mailto:vpe@mzz-dkp.gov.si">vpe@mzz-dkp.gov.si</a></li><li>• <b><u>students from Serbia</u></b> Embassy of the Republic of Slovenia Ulica Zmaj Jovina 33a 11000 BEOGRAD Srbija Tel: (+) 381 11 328 26 10 Fax: (+) 381 11 262 58 84</li></ul>
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<ul style="list-style-type: none"> <li>• <b><u>students from Montenegro:</u></b> Embassy of the Republic of Slovenia PC Čelebić Ulica 13. jula B.B. 81000 PODGORICA Montenegro Tel: (+) 381 81 208 020 Fax: (+) 381 81 237 095</li> <li>• <b><u>students from Russa</u></b> Embassy of the Republic of Slovenia Ul. Malaja Dmitrovka 14/1 127006 Moskva Russia Tel: (+) 7 495 737 63 55 Faks: (+) 7 495 694 15 68 e-mail: <a href="mailto:vmo@gov.si">vmo@gov.si</a></li> <li>• <b><u>students from Ukraine</u></b> Embassy of the Republic of Slovenia Bogdana Hmelnickega 48 4thfloor 01030 Kijev Ukraine tel: + 38 044 585 23 30/31 faks: + 38 044 585 23 43 e-mail: <a href="mailto:vki@gov.si">vki@gov.si</a></li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>students from Egypt</u></b> 21 Soliman Abaza St., 6 th Floor Mohandessin Cairo Arab Republic of Egypt Tel: (+) 20 2 3749 17 71 Faks: (+) 20 2 3749 71 41 Elektronska pošta: <a href="mailto:vka@gov.si">vka@gov.si</a> Nj. eksc. g. Borut Mahnič, veleposlanik</li> <li>• <b><u>students from Macedonia and Albania</u></b> Embassy of the Republic of Slovenia Vodnjanska 42 1000 SKOPJE Macedonia Tel: (+) 389 2 317 66 63 Fax: (+) 389 2 317 66 31 <a href="mailto:vsk@gov.si">vsk@gov.si</a></li> <li>• <b><u>students from Turkey:</u></b> Embassy of the Republic of Slovenia Kúpe Sokak 1/3 06700 Gaziosmanpaša Ankara Turkey Tel: (+) 90 312 405 6007 Faks: (+) 90 312 446 68 87 Elektronska pošta: <a href="mailto:van@gov.si">van@gov.si</a></li> </ul>
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The general information is available at  
[http://www.mzz.gov.si/en/representations\\_abroad\\_and\\_information\\_on\\_countries/](http://www.mzz.gov.si/en/representations_abroad_and_information_on_countries/)

PLEASE - refer to the nearest embassy as soon as possible for the procedures can last over two months!

### Step 3: HEALTH INSURANCE

- a) To acquire health insurance citizens of the European Union should bring with them a proof of social security: EU card or form E 111.
- b) Citizens of Croatia, Macedonia should present the following forms with the application for residence permit:
  - Croatia: form HR/SLO 3 or some other commercial health insurance
  - Macedonia: form RM/SI 3 some other commercial health insurance

c) For **citizens of the other states** (Serbia, Montenegro, Israel, Japan, China, Russia, ...) the elementary health insurance will be covered by the Ministry. Please find enclosed a letter (Letter for Health Insurance) **with which you have to visit the Agency for Health Insurance in the first week of your stay in Slovenia:**

- in Ljubljana: Mala ulica 3, find Mrs. Simona Perme
- in Maribor: Sodna ulica 15, room 313, Mrs. Podjavoršek
- in Koper: Martinčev trg 2, Mrs. Knez or Mrs. Potočnjak

**!!!!!! Important:** Citizens of these other countries also have to acquire a **commercial health insurance for Slovenia or EU** **for the time, from the submission for the temporary residence permit till the actual date of your arrival** which must be enclosed with papers for the residence permit you give to the embassy. Upon arrival to Slovenia students then visit the Agency of Health insurance. Only after their arrival, the health insurance is covered by the Ministry.

#### Step 4: ACCOMODATION

The accommodation will be arranged for you in student dormitory for the period of the awarded mobility grant and paid by the 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 that 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 then 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 fund are available when NCO fails to provide accommodation in student dormitories.**

There are no single rooms at the dormitories.

##### A) Students visiting the University of Ljubljana:

- ➔ You have to bring the 'Letter for accommodation', your passport and 2 photos
- ➔ On the day of your arrival, you have to go directly to the reception office (address: Student Campus Rožna dolina, Cesta 27. aprila 31, Ljubljana) where you will get the keys and the accommodation contract. They will also register you at the police authorities.
- ➔ At the dormitories you will also receive some documents, please read them so you will know rules and procedures at the dormitories!!!!!!
- ➔ You have to enter check in at the reception office on a working day before 2 p.m. **If your arrival is on weekend OR later then 2.p.m. you have to inform CMEPIUS (NCO-SI) with an e-mail at [scholarships@cmepius.si](mailto:scholarships@cmepius.si) at least 30 days in advance (condition in your Letter of acceptance you have to sign and send to CMEPIUS).** In such case, we notify the reception office and the keys to your room will be with the security guard at the same address and **you must report to the reception office NEXT MORNING!!!!!!**
- ➔ You can find a map on <http://www.stud-dom-lj.si/si/domovi/lokacije/>
- ➔ **Working hours of the reception office:**

Monday, Tuesday, Thursday and Friday: 08:30 - 11:30 and 12:30 - 14:00

Wednesday : 08:30 - 11:30 and 12:30 - 17:00

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

For all further information concerning your accommodation in Slovenia please contact Mrs. Sonja Šantl - [sonja.santl@uni-mb.si](mailto:sonja.santl@uni-mb.si)  
Student dormitories Maribor, Gosposvetska cesta 83, 2000 Maribor

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

For all further information concerning your accommodation please contact Petra Zidar ([petra.zidar@upr.si](mailto:petra.zidar@upr.si))

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

Contact your contact person at the University

**Step 5:**

Get to know your host institution and SLOVENIA PRIOR TO ARRIVAL-> **check the internet sites**, write an e-mail to your mentor and/or relevant person if you have questions about the programme of your work. You will find details in the document called 'Information details of your mobility'. You do NOT have to send anything to your host institution, however you **MUST contact them and introduce yourself before the actual arrival to Slovenia.**

**For all student related matters (student ID and discount coupons), contact international office of your local student organisation.**

**After arrival and checking in at student dormitory, report to your mentor or/and contact person.**

**VERY IMPORTANT:** as it is written in your contract and letter of acceptance, you have to notify CMEPIUS of any change IMMEDIATELY (at the latest 1 month before your arrival, through e-mail [scholarships@cmepius.si](mailto:scholarships@cmepius.si) or by phone +386 (0)1 620-94-59 (Petra)). Failing to do that your accommodation and financing is not guaranteed any longer. Example: if something goes wrong and you are unable to come on the date your scholarship starts but you let us know about that, 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 the NCO can not guarantee you an accommodation.

Any questions?

Write to CMEPIUS ([scholarships@cmepius.si](mailto:scholarships@cmepius.si)), any time.

**ALL THE BEST WISHES**

**Petra Vilfan,**  
Scholarship Coordinator



## INFORMATION DETAILS OF YOUR XXXXXXXXXX MOBILITY

Dear XXXXXXXX,

You have been awarded a scholarship of the Republic of Slovenia to study as a visiting student at one of the Slovenian higher education institutions.

→ You will be studying at:

→ Situated at:

XXXXXXXXXX, XXXXXXXXXX

→ Your mentor/coordinator is to be professor:

XXXXXXXXXXXXXXXXXXXXXXXXX e-mail: XXXXXXXXXXXXXXXXXXXXX

(if nobody is written, the mentor will be appointed upon your arrival)

→ Your contact person if any other at the host institution is:

XXXXXXXXXX e-mail: XXXXXXXXXXXXXXXXXXXXX

→ You can find more details on the Internet site of the host institution:

[www.uni-lj.si](http://www.uni-lj.si)  
[www.uni-mb.si](http://www.uni-mb.si)  
[www.upr.si](http://www.upr.si)  
[www.p-ng.si](http://www.p-ng.si)

If you have questions about the host institution, study programme or practical issues (apart from accommodation), contact the contact person stated above and visit mentioned Internet sites.

**National Holidays** in the Republic of Slovenia:

**January 1, 2: New Year February 8: Culture Day, Easter Monday, April 27: National Resistance Day (WW2), May 1, 2: International Labour Day, June 25: National Day, August 15: The Assumption, October 31: Reformation Day, November 1: All Saints' Day, December 25: Christmas, December 26: Independence Day**

**The academic calendar** in the Republic of Slovenia:

The academic year in Slovenia starts on the 1<sup>st</sup> of October till the 30<sup>th</sup> of September next year. For further details on winter/summer semester dates please contact your host institution.



Ministry of the RS for Higher  
Education, Science and  
Technology  
OR  
Scheme of Mobility grants on the  
basis of Bilateral Agreements  
between the Republic of Slovenia  
and Other Countries



## LETTER OF AWARD

### XXXXXXXXXX MOBILITY GRANT PROGRAMME

The Ministry of the Republic of Slovenia for Higher Education, Science and  
Technology herewith awards

**X month/s Mobility Grant  
at ,**

**within the framework of the XXXXXXXXX Mobility Grant Programme  
(reference country OR network no: XXXXXXXX - XXXXXXXXX)**

**TO:**

**XXXXXXXXXXXXXXXXXXXX**

in the period

**from XXXXX until XXXXX**

Signature:

Date and Place:

**Neža Pajnič,**  
Head of Tertiary Education Unit

27 August 2010, Ljubljana

Obligations within the framework of XXXXXXXXXX Mobility Grant Programme include

1. using the grant awarded only according to XXXXXXXXXX programme objectives and
2. in case of CEEPUS Mobility Grant:
  - Entering mobility report via the CEEPUS II software within 14 days of grantholder's return.
  - Submitting a Letter of Confirmation specifying the duration of stay signed by the network by coordinator/partner at the host institution to the NCO of home country
3. In case of BILATERAL mobility grant:
  - Sending a filled out mobility report, received at the host institution upon arrival to the host NCO address within 14 days after the end of the mobility period.
  - Submitting a Letter of Confirmation specifying the duration of stay signed by the mentor at the host institution to the NCO of grantholder's home country within 14 days of the return.

I accept that I have to arrange myself for visa and similar requirements where applicable.

The minimum duration of grant is **THREE MONTHS**. In exceptional cases it can be less than 3 months but only upon previous written approval by the host NCO.

Only full scholarship months may be paid to a student. Periods of time shorter than allowed minimum stay will not be paid. If a scholarship has been granted to a student for only one (1) month, the stay in a host country may not be less than 21 days to be accounted for a full month. If the scholarship has been awarded for more than 1 month, the stay in a host country may not be less than 16 days of the last month to be accounted for a full month.

**If minimum requirements are not respected, the grant may not be paid or it has to be returned!**

The period of stay may not be interrupted unless:

1. there is a national holiday in the host country OR
2. The grantholder has to pass an exam for the last NOT CURRENT term at his/hers home institution and he/she have a **written permission** of the network coordinator at the host institution to do that.

If you do not return signed documents in time, we will assume you do not accept the grant and your grant will be awarded to other applicants. If you decline the scholarship you have to inform CMEPIUS about your decision in written form by e-mail [scholarships@cmepius.si](mailto:scholarships@cmepius.si) at least 30 days before arrival.

The grantholder confirms that he/she is NOT receiving any other international mobility grant for the same mobility as the XXXXXXXXXX grant (i.e. Erasmus grant for the same mobility is NOT permitted).

Signing the Letter of Acceptance the student confirms that the above data is correct to the best of his/her knowledge and agrees to notify the responsible NCO of any changes as soon as they occur.



Ministry of the RS for Higher  
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Scheme of Mobility grants on the  
basis of Bilateral Agreements  
between the Republic of Slovenia  
and Other Countries

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## LETTER OF ACCEPTANCE

XXXXXXXXXX MOBILITY GRANT

(Sign and send back to CMEPIUS!!!)

The student / professor

XXXXXXXXXXXXXXXXXXXX

Signed herewith I declare to accept the  
awarded Mobility Grant

of X month/s  
from the Ministry of the Republic of Slovenia for Higher  
Education, Science and Technology

in the period from XXXXX until XXXXX  
at ,

within the framework of the XXXXXXXXXXXX Mobility Grant Programme (reference  
country OR network no: XXXXXXXX, XXXXXXXXXXXX) and I **understand and accept the  
conditions and obligations of the grant holder** (sign also the back side of this  
document!).

The exact date of arrival to Slovenia will be: \_\_\_\_\_  
(It is obligatory to fill this in!!)

Student Signature:

Date: \_\_\_\_\_

XXXXXXXXXXXXXXXXXXXX

Place: \_\_\_\_\_

## CONDITIONS AND OBLIGATIONS OF A GRANT HOLDER

My obligations within the framework of XXXXXXXXXX Mobility Grant Programme include

1. using the grant awarded only according to XXXXXXXXXX programme objectives and
2. in case of CEEPUS Mobility Grant:
  - Entering mobility report via the CEEPUS II software within 14 days of grantholder's return.
  - Submitting a Letter of Confirmation specifying the duration of stay signed by the network by coordinator/partner at the host institution to the NCO of home country
3. In case of BILATERAL mobility grant:
  - Sending a filled out mobility report, received at the host institution upon arrival to the host NCO address within 14 days after the end of the mobility period.
  - Submitting a Letter of Confirmation specifying the duration of stay signed by the mentor at the host institution to the NCO of grantholder's home country within 14 days of the return.

I accept that I have to arrange myself for visa and similar requirements where applicable.

The minimum duration of grant is **THREE MONTHS**. In exceptional cases it can be less than 3 months but only upon previous written approval by the host NCO.

Only full scholarship months may be paid to a student (227,00 € monthly - undergraduate, 250,00 € monthly - postgraduate) . Periods of time shorter than allowed minimum stay will not be paid. If a scholarship has been granted to a student for only one (1) month, the stay in a host country may not be less than 21 days to be accounted for a full month. If the scholarship has been awarded for more than 1 month, the stay in a host country may not be less than 16 days of the last month to be accounted for a full month.

**If minimum requirements are not respected, the grant may not be paid or it has to be returned!**

I may not interrupt my period of stay unless:

1. there is a local holiday in the host country OR
2. I have to pass an exam for the last NOT CURRENT term at my home institution and I have a written permission of my network coordinator at the host institution to do that.

If this document is not received in time, we will assume you do not accept the grant and your grant will be awarded to other applicants. If you decline the scholarship you have to inform CMEPIUS about your decision in written form by e-mail [scholarships@cmepius.si](mailto:scholarships@cmepius.si) at least 30 days before arrival.

I confirm that I am NOT receiving any other international mobility grant for the same mobility as the XXXXXXXXXX grant (i.e. Erasmus grant for the same mobility is NOT permitted).

Signing the Letter of Acceptance the student confirms that the above data is correct to the best of his/her knowledge and agrees to notify the responsible NCO of any changes as soon as they occur.

Signature

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**ŠTUDENSKI DOMOVI**  
**SPREJEMNA PISARNA**

Ljubljana: Cesta 27. aprila 31, reception office ([www.stud-dom-lj.si/](http://www.stud-dom-lj.si/))

Maribor: contact Sonja Šantl ([sonja.santl@uni-mb.si](mailto:sonja.santl@uni-mb.si))

Koper: contact Petra Zidar ([petra.zidar@upr.si](mailto:petra.zidar@upr.si)) ([www.sd.upr.si/html/index.html](http://www.sd.upr.si/html/index.html))

Datum: 27.08.2010

Ref.število: XXXXX - XXXXXXXXXXX

**Zadeva: Namestitev štipendista RS v okviru rezervacij Ministrstva za visoko šolstvo, znanost in tehnologijo za meddržavni program XXXXXXXXX v študijskem letu 2010/11- spol: , št. ležišč: 1**

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka XXXXXXXX XXXXXXXXXXXXX, rojen/a iz države XXXXXXXXXXXX (št. potnega lista/Passport Number: \_\_\_\_\_), štipendist MVZT okviru meddržavnega programa XXXXXXXXX in bo v obdobju

od XXXXX do XXXXX

opravljal/a študijske obveznosti na instituciji gostiteljici , , XXXXXXXX,XXXXXXXXXX.

Prosimo, da štipendistu/ki XXXXXXXXXXXX XXXXXXXX za omenjeno obdobje zagotovite nastanitev v Študentskih domovih Univerze v Ljubljani/v Študentskih domovih Univerze v Mariboru/v Študentskih domovih Univerze na Primorskem in v okviru rezervacij za štipendiste MVZT.

Plačnik namestitve je CMEPIUS.

Kontaktna oseba v primeru nejasnosti: Petra Vilfan, 01- 6209-459 ali [scholarships@cmepius.si](mailto:scholarships@cmepius.si)

S spoštovanjem,

Neža Pajnič,  
Vodja sektorja terciarnega izobraževanja





VELEPOSLANIŠTVO REPUBLIKE SLOVENIJE  
EMBASSY OF THE REPUBLIC OF SLOVENIA

Datum (Date): 27/08/10  
Referenčna št. (Ref. No): XXXXX - XXXXXXXXX

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka XXXXXXX XXXXXXXXXXXX, rojen/a , iz države XXXXXXXXXXXX, (št. potnega lista/Pass No. \_\_\_\_\_), zaprosil/a za štipendijo Ministrstva RS za visoko šolstvo, znanost in tehnologijo. Štipendija mu/ji je bila odobrena.

Na instituciji gostiteljici , , XXXXXXXX,XXXXXXXXX bo opravljal/a študijske obveznosti v času

od XXXXX do XXXXX

in bo v tem obdobju štipendist Republike Slovenije, Ministrstva RS za visoko šolstvo, znanost in tehnologijo (MVZT).

Imenovani/a ima v navedenem obdobju zagotovljeno mesečno štipendijo XXXXXXXXXXXX , ki je vezana na znesek minimalnega dohodka. Tenutno znaša 226,80 EUR; v kolikor se ta znesek zviša, se bo temu primerno zvišal tudi znesek štipendije. Študent/ka ima za navedeno obdobje tudi rezervirano ter plačano namestitev v Študentskih domovih. Osnovno zdravstveno varstvo je zagotovljeno na osnovi sklenjene konvencije, o čemer si mora potrdilo zagotoviti štipendist sam. Štipendistom iz držav, s katerimi Republika Slovenija nima sklenjene konvencije, stroške osnovnega zdravstvenega varstva za čas izmenjave krije štipenditor.

Prosimo Vas za izdajo brezplačnega dovoljenja za začasno prebivanje v Republiki Sloveniji za čas štipendiranja v skladu z navodili Konzularnega oddelka Ministrstva za zunanje zadeve.

S spoštovanjem,

Neža Pajnič,  
Vodja sektorja terciarnega izobraževanja





UPRAVNA ENOTA

ODDELEK ZA POTNE LISTINE IN TUJCE

Datum (Date): 27/08/10

Referenčna št. (Ref. No): XXXXX - XXXXXXXXX

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka XXXXXXX XXXXXXXXXXXX, rojen/a , iz države XXXXXXXXXXXX, (št. osebnega dokumenta/Passport Nr. \_\_\_\_\_), zaprosil/a za štipendijo Ministrstva RS za visoko šolstvo, znanost in tehnologijo. Štipendija mu/ji je bila odobrena.

Na instituciji gostiteljici , , XXXXXXXX,XXXXXXXXX bo opravljal/a študijske obveznosti v času

od XXXXX do XXXXX

in bo v tem obdobju štipendist Republike Slovenije, Ministrstva za visoko šolstvo, znanost in tehnologijo (MVZT).

Imenovani/a ima v navedenem obdobju zagotovljeno mesečno štipendijo XXXXXXXXXXXX , ki je vezana na znesek minimalnega dohodka. Tenutno znaša 226,80 EUR; v kolikor se ta znesek zviša, se bo temu primerno zvišal tudi znesek štipendije. Študent/ka ima za navedeno obdobje tudi rezervirano ter plačano namestitev v študentskih domovih. Osnovno zdravstveno varstvo je zagotovljeno na osnovi sklenjene konvencije, o čemer si mora potrdilo zagotoviti štipendist sam. Štipendistom iz držav, s katerimi Republika Slovenija nima sklenjene konvencije, stroške osnovnega zdravstvenega varstva za čas izmenjave krije štipenditor.

Prosim Vas za izdajo dovoljenja za začasno prebivanje na osnovi študija v Republiki Sloveniji za čas štipendiranja.

S spoštovanjem,

Neža Pajnič,  
Vodja sektorja terciarnega izobraževanja

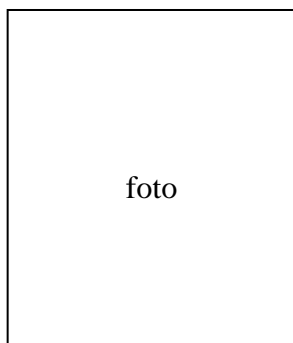


**REPUBLIKA SLOVENIJA**  
**REPUBLIC OF SLOVENIA**

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(organ, pristojen za sprejem prošnje)

**PROŠNJA ZA IZDAJO OZIROMA PODALJŠANJE DOVOLJENJA ZA ZAČASNO  
PREBIVANJE ZARADI ŠTUDIJA (33. člen zakona o tujcih)<sup>1</sup> (ustrezno obkrožiti)**

**APPLICATION FOR A TEMPORARY RESIDENCE PERMIT FOR STUDYING IN SLOVENIA  
OR EXTENSION OR RENEWAL OF IT (Article 33 of the Aliens Law)<sup>2</sup> (to circle adequately)**



Official use only

<b>Sprejeto dne</b>	
<b>Št. vloge</b>	<b>Taksa</b>
	<input type="checkbox"/> <b>plačana</b>
	<input type="checkbox"/> <b>neplačana</b>

1. EMŠO, če je določena /Social security number, if applicable:
2. Priimek in ime /Surname and name: <b>XXXXXXXXXXXX XXXXXXXX</b>
3. Priimek pred sklenitvijo zakonske zveze /Maiden name:
4. Spol /Sex:
5. Državljanstvo /Citizenship: <b>XXXXXXX</b>
6. Rojstni datum (dan, mesec, leto) /Date of birth (date, month, year):
7. Rojstni kraj (država, kraj) /Place of birth (state, city):
8. Zakonski stan /Marital status:
9. Poklic /Profession:
10. Zadnje stalno oziroma začasno prebivališče v tujini ali Republiki Sloveniji (država, kraj, ulica in hišna številka) /Last permanent or temporary address abroad or in the Republic of Slovenia (state, city, house number, street):
11. Nameravani kraj prebivanja v Republiki Sloveniji oziroma sedanje začasno prebivališče v Republiki Sloveniji (naselje, ulica in hišna številka) /Address in Slovenia where the applicant is planning to live or present temporary address in the Republic of Slovenia (state, city, street, house number):

<sup>1</sup> Rubrika 12 se izpolni v primeru vloge za izdajo prvega dovoljenja za začasno prebivanje, rubrika 13 pa v primeru vloge za podaljšanje oziroma za izdajo nadaljnega dovoljenja za začasno prebivanje.

<sup>2</sup> The rubric 12 has to be filled in case of an application for the first temporary residence permit and the rubric 13 in case of an application for extension or renewal of the temporary residence permit.

<p>Študentski domovi v Ljubljani, Cesta 27. aprila 31, 1000 Ljubljana <b>ALI</b>          Študentski domovi v Mariboru, Gosposvetska 83, 2000 Maribor <b>ALI</b>          Dijaški dom Koper, Cankarjeva 5, 6000 Koper <b>ALI</b>          Študentski dom v Novi Gorici, Kostanjeviška cesta 16, Pristava, 5000 Nova Gorica</p>	
<p>12. Naslov na katerega naj se prosilcu vročajo pošiljke (država, kraj, ulica in hišna številka) /Postal address for the mail regarding application for a temporary residence permit (state, city, street, house number):</p>	
<p>13. Datum vstopa na območje Republike Slovenije /Date of entry to the Republic of Slovenia:</p>	
<p>14. Razlog in namen prebivanja v Republiki Sloveniji /The reason and purpose of stay in the Republic of Slovenia;  <b>PROGRAM 'XXXXXXXXXX' štipendij MVZT – študij</b></p>	
<p>15. Način zagotovitve (viri) sredstev za preživljanje /The means of financial support during stay in the Republic of Slovenia;  <b>ŠTIPENDIJA REPUBLIKE SLOVENIJE, MVZT, OD XXXXX DO XXXXX</b></p>	
<p>16. Dokazilo o zagotovljenem (primernem) stanovanju /Proof of accommodation (appropriate) in the Republic of Slovenia:          Študentski domovi v Ljubljani, Cesta 27. aprila 31, 1000 Ljubljana <b>ALI</b> Študentski domovi v Mariboru, Gosposvetska 83, 2000 Maribor <b>ALI</b> Dijaški dom Koper, Cankarjeva 5, 6000 Koper – <b>rezervirano in plačano preko MVZT</b></p>	
<p>17. Dokazilo o zdravstvenem zavarovanju /Proof of health insurance:</p>	
<p>18. Vrsta in številka potnega lista oziroma druge listine, datum in kraj izdaje ter njeno veljavnost /Type and number of passport or of other document, date and place of issue and validity:</p>	
<p>19. Datum vložitve prošnje /Date of application:</p>	<p>20. Podpis prosilca /Applicant's signature:</p>

Izpolni uradna oseba/Official use only

Številka izdane tiskovine oziroma odločbe:	Datum izdaje:
Dovoljenje velja od:                      do:	Opombe:
Prošnjo sprejel:	Prošnjo rešil:

## **PRILOGE / required ENCLOSURES :**

⇒ overjena fotokopija veljavnega potnega lista/ certified copy of the passport;

- ⇒ dokazilo o sprejemu na študij, izobraževanje, specializacijo, strokovno izpopolnjevanje, ki ga izda izobraževalna ustanova, na katero je tujec sprejet kot študent, oziroma potrdilo pristojnega državnega organa, ki je pristojen za izvajanje mednarodnega ali bilateralnega sporazuma ali je dajalec štipendije, oziroma potrdilo, ki ga izda od države pooblaščen organizacija, ki je odgovorna za izvajanje določenega programa/ confirmation of a place acceptance by the School or University \*
- ⇒ dokazilo o zadostnih sredstvih za preživljanje /proof of means of financial support\*
- ⇒ dokazilo o zdravstvenem zavarovanju/a proof of health insurance (→ follow the Information note for health insurance – Annex E!!)
- ⇒ dokazilo o nekaznovanju/ evidence of no criminal history

- **enclose the Letter of Confirmation from CMEPIUS**
- **enclose proof of health insurance (commercial insurance for time during the procedure for non EU citizens)**
- **enclose a certificate of no criminal history (no criminal history) and its official translation into Slovene language (Please check with consulate officials if you need apostille on the certificate! Citizens of Serbia and Montenegro as well as Romania and Bosnia and Herzegovina need an internationally valid apostille stamp issued by the court on the impunity certificate.)**

Vsi dokumenti morajo biti originalni in prevedeni v slovenski jezik pri sodnem tolmaču. Če se dokument predloži kot kopija, mora biti overjena. Overjene fotokopije potnega lista ni potrebno prevajati. Ob vložitvi prošnje je potrebno plačati konzularno takso. Postopek izdaje dovoljenja traja nekaj tednov. Dovoljenje si mora prosilec pridobiti pred vstopom v Republiko Slovenijo. V času obravnave prošnje ni mogoče pridobiti turističnega vizuma.

All the documents have to be original and translated into Slovene language by a sworn translator. **If any of the documents submitted is a copy, it has to be certified as well. Translation of certified copies of passports is not required.** At the time of filing the application, the consular fee has to be paid. **(no fee under exchange programme with Slovenia, see confirmation letter).** Permit to stay has to be acquired before entering the Republic of Slovenia. During this proceeding, obtaining a tourist visa is not possible.

**Veleposlaništvo Republike Slovenije**  
Cseppki ut. 68 1025 Budapest II.  
**HUNGARY AND BULGARIA**  
Tel: 00 36 1 438 56 00  
Fax: 00 36 1 325 9187  
E-MAIL: [VBP@mzz-dkp.sigov.si](mailto:VBP@mzz-dkp.sigov.si)

**Veleposlaništvo Republike Slovenije**  
Nibelungengasse 13 A-1010 Dunaj - Wien  
**AUSTRIA**  
Tel: 00 43 1 586 13 09  
Fax: 00 43 1 586 12 65  
Elektronska pošta: [VDU@mzz-dkp.sigov.si](mailto:VDU@mzz-dkp.sigov.si)

**Veleposlaništvo Republike Slovenije**  
Pod Hradbami 15 160 41 Praha 6  
**CZECH REPUBLIC**  
Tel: 00 420 2 33 08 12 11  
Fax: 00 420 2 24 31 41 06  
Elektronska pošta: [VPR@mzz-dkp.sigov.si](mailto:VPR@mzz-dkp.sigov.si)

**Veleposlaništvo Republike Slovenije**  
Savska Cesta 41/IX 10000 Zagreb  
**CROATIA**  
Tel: 00 385 1 63 11 000  
Fax: 00 385 1 61 77 236  
Elektronska pošta: [VZG@mzz-dkp.sigov.si](mailto:VZG@mzz-dkp.sigov.si)

**Veleposlaništvo Republike Slovenije**  
Staroscinska 1/23-24 02-516 Warszawa  
**POLAND AND ROMANIA**  
Tel: 00 48 22 8 49 82 82  
Fax: 00 48 22 848 40 90  
Elektronska pošta: [VVR@mzz-dkp.sigov.si](mailto:VVR@mzz-dkp.sigov.si)

**Veleposlaništvo Republike Slovenije**  
Moyzesova 4 813 15 Bratislava  
**SLOVAKIA**  
Tel: 00 421 2 52 45 00 05 tajništvo  
Fax: 00 421 2 52 45 00 09



ZAVOD ZA ZDRAVSTVENO VARSTVO

in Ljubljana: Mala ulica 3, find Mrs. Simona Perme  
in Maribor: Sodna ulica 15, room 313, Mrs. Podjavoršek  
in Koper: Martinčev trg 2, Mrs. Knez or Mrs. Potočnjak

Datum: 27.08.2010

Ref. številka: XXXXX - XXXXXXXXX

**Zadeva:** Osnovno zdravstveno zavarovanje tujih državljanov - študentov Republike Slovenije v študijskem letu 2010/11

Spoštovani!

Potrjujemo, da je Center RS za mobilnost in evropske programe izobraževanja in usposabljanja (CMEPIUS), plačnik osnovnega zdravstvenega zavarovanja za študenta štipendista Ministrstva RS za visoko šolstvo, znanost in tehnologijo :

študent: XXXXXXXXXXXX XXXXXXXX

rojstni datum:

država stalnega bivališča: XXXXXXXXXXXX

za obdobje: od XXXXX do XXXXX, to je X mesec/ev

V tem obdobju bo študent/ka kot študent RS v okviru meddržavnega programa (XXXXXXXXX) opravljal študijske obveznosti na instituciji gostiteljici .

Plačnik računa je:

Center RS za mobilnost in evropske programe izobraževanja in usposabljanja - CMEPIUS, Ob železnici 16, SI - 1000 Ljubljana, davčna številka: 33171629, ki ga zastopa direktorica Maja Mihelič Debeljak.

S spoštovanjem,

Neža Pajnič,  
Vodja sektorja terciarnega izobraževanja