



General Info Package for Grant Holders of the Ministry of the Republic of Slovenia for Education, Science, Culture and Sport, 2012/13

Dear xxxxx xxxxx!

We are happy to inform you that your application in the framework of the xxxxx Scholarships programme has been successful and you have been awarded a grant from the Ministry of Education, Science, Culture and Sport

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: at the nearest Slovenian Embassy
8. Application for the **temporary residence permit** for studying in Slovenia

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 the Republic of Slovenia.

Best regards,

Petra Vilfan,
Scholarship Coordinator

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

Dear grant holder

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)
- If everything is OK, sign the Letter of Acceptance on both sides. Then send this document immediately ,the latest 3 weeks prior to your arrival, to the CMEPIUS address:

CMEPIUS - NCO SI
Scholarships
Ob železnici 30a
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

Citizens of non-EU member states need the temporary residence permit, which has to be obtained before the entry to the Republic of Slovenia.

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

- Valid passport
- Confirmation 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 permit. 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.

For additional information contact the relevant Embassy:

<p><u>Students from Mexico:</u> 2410 California Street, N.W. Washington, D.C. 20008 Združene države Amerike Tel: (+) 1 202 386 66 10 Fax: (+) 1 202 386 66 33 e-mail: vwa@gov.si</p> <p><u>students from Kosovo:</u> Embassy of the Republic of Slovenia Anton Ceta 6 10000 Priština Kosovo T: (+) 381 38 246 255 F: (+) 381 38 246 256 e-mail: mpi@gov.si</p> <p><u>students from Russia:</u> 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: vmo@gov.si</p>	<p><u>students from PR of China:</u> 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 e-mail: vpe@mzz-dkp.gov.si</p> <p><u>students from Turkey:</u> Embassy of the Republic of Slovenia Kúpe Sokak 1/3 06700 Gaziosmanpaşa Ankara Turkey Tel: (+) 90 312 405 6007 Faks: (+) 90 312 446 68 87 e-mail: van@gov.si</p> <p><u>students from Israel:</u> Top Tower 50 Dizengoff Street, 19th Floor POB 23245 Tel Aviv 61231 Izrael T: (+) 972 3 629 35 63 F: (+) 972 3 528 22 14 E: vta@gov.si</p>
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The general information is available at

http://www.mzz.gov.si/en/representations_abroad/

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.

Step 3: HEALTH INSURANCE

For **citizens of non EU states** (Montenegro, Israel, Japan, China, Russia, ...) the basic 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
- in Nova Gorica: Gradnikove brigade 1, Mrs. Ksenija Pikula

!!!!!! Important: You also have to acquire a commercial health insurance for Slovenia or EU **for the time from the submission for the temporary residence permit until 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: ACCOMMODATION

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 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 can not be provided in student dormitories.

There are no single rooms at the dormitories.

YOU CAN NOT MOVE IN THE DORMITORIES IF YOU DO NOT HAVE TEMPORARY RESIDENCE PERMIT!

A) Students visiting the University of Ljubljana:

- ➔ You need to bring the 'Letter for accommodation', your passport and 2 photos
- ➔ You can move in **ONLY** in the time of working hours
- ➔ On the day of your arrival, you need to go directly to the reception office (address: Student Campus Rožna dolina, Cesta 27. aprila 31, Ljubljana) where you 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 check in at the reception office on a working day before 2 p.m. **If your arrival is on weekend OR later than 2.p.m. you need to arrange your own accommodation for that time.**
- ➔ You can find a map on <http://www.stud-dom-lj.si/si/domovi/lokacije/>
- ➔ **Working hours of the reception office:**

weekdays: 08:30 - 11:30 and 12:30 - 13:00

B) Students visiting the University of Maribor:

For all further information concerning your accommodation please contact Mrs. Sonja Šantl
- 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)

D) Students visiting the University of Nova Gorica:

Contact your contact person or mentor 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 and ask them to contact CMEPIUS for your contract.

HOW TO GET THE SCHOLRASHIP FUNDS:

1. After your arrival you go to your mentor and/or contact person
2. They contact CMEPIUS and we send them your contract
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) sign the contract, CMEPIUS transfers the funds to **your host institution**
5. With your copy of signed contract you can get the funds
6. Ask your mentor or contact person, where you can collect the funds
7. It usually takes 2 weeks to get a scholarship funds

VERY IMPORTANT: as written in your Contract and Letter of Acceptance, you need notify CMEPIUS of any change **IMMEDIATELY** (at the latest 1 month before your arrival, through e-mail 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 CMEPIUS can not guarantee you an accommodation.

Any questions?

Write to CMEPIUS (scholarships@cmepius.si), any time, but first check our web site <http://www.cmepius.si/en/higher-education.aspx> where you can find many detailed information and many answers to your questions.

ALL THE BEST WISHES

INFORMATION DETAILS OF YOUR XXXXX MOBILITY

Dear xxxxx,

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:

xxxxx, xxxxx

→ Situated at:

xxxxx, xxxxx

→ Your mentor/coordinator is professor:

xxxxx e-mail: xxxxx

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

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

xxxxx e-mail: xxxxx

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

www.uni-lj.si

www.uni-mb.si

www.upr.si

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: 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 **1st of October** and lasts until the **30th of September** next year. For further details on winter/summer semester dates please contact your host institution.



Ministry of Education, Science,
Culture and Sport
OR Scheme of Mobility Grants on the
basis of Bilateral Agreements
between the Republic of Slovenia
and Other Countries



LETTER OF AWARD

XXXXX MOBILITY GRANT PROGRAMME

Ministry of Education, Science, Culture and Sport
herewith awards

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

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

TO:

XXXXX XXXXX

for the period

from 22.02.2013 to 22.02.2013

Signature:

Date and Place:

Mag. Marja Medved,
Head of Tertiary Education Unit

22 February 2013, Ljubljana

Conditions and Obligations of a grant holder

Obligations within the framework of xxxxx Mobility Grant Programme include

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

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 or two months, the stay in a host country may not be less than 21 days to be counted for a full month. If the scholarship has been awarded for 3 months or more, the stay in a host country may not be less than 16 days of the last month to be counted for a full month.

If minimum requirements are not respected, the grant may not be paid or it is 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 grant holder has to pass an exam for the last NOT CURRENT term at his/hers home institution and he/she has a **written permission** of the network coordinator/mentor 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 at least 30 days before arrival.

The grant holder confirms that he/she is NOT receiving any other international mobility grant for the same mobility as the xxxxx 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 national agency (CMEPIUS) of any changes as soon as they occur.



Ministry of Education, Science,
Culture and Sport
OR Scheme of Mobility Grants on the
basis of Bilateral Agreements
between the Republic of Slovenia
and Other Countries



LETTER OF ACCEPTANCE

XXXXX MOBILITY GRANT

(Sign and send back to CMEPIUS!!!)

The student / professor

XXXXX XXXXX

Signed herewith I declare to accept the
awarded Mobility Grant

of 0 month/s

from the Ministry of Education, Science, Culture and Sport

in the period from 22.02.2013 until 22.02.2013

at xxxxx, xxxxx

within the framework of the xxxxx Mobility Grant Programme (reference country
OR network no.: xxxxx, xxxxx) 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: _____
(obligatory field)

Student Signature:

XXXXX XXXXX

Date: _____

Place: _____

Conditions and Obligations of a grant holder

Obligations within the framework of xxxxx Mobility Grant Programme include

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

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 or two months, the stay in a host country may not be less than 21 days to be counted for a full month. If the scholarship has been awarded for 3 months or more, the stay in a host country may not be less than 16 days of the last month to be counted for a full month.

If minimum requirements are not respected, the grant may not be paid or it is 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 grant holder has to pass an exam for the last NOT CURRENT term at his/hers home institution and he/she has a **written permission** of the network coordinator/mentor 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 at least 30 days before arrival.

The grant holder confirms that he/she is NOT receiving any other international mobility grant for the same mobility as the xxxxx 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 national agency (CMEPIUS) of any changes as soon as they occur.

Signature



**ŠTUDENSKI DOMOVI
SPREJEMNA PISARNA**

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

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

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

Datum: 22.02.2013

Številka zadeve: xxxxx - xxxxx

Zadeva: Namestitev štipendista v okviru rezervacij Ministrstva za izobraževanje, znanost, kulturo in šport za meddržavni program xxxxx v študijskem letu 2012/13- spol: xxxxx, št. ležišč: 1

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka xxxxx xxxxx, rojen/a 22.02.2013 iz države xxxxx (št. potnega lista/Passport Number: _____), štipendist/ka MIZKŠ v okviru meddržavnega programa xxxxx in bo v obdobju

od 22.02.2013 do 22.02.2013

opravljal/a študijske obveznosti na instituciji gostiteljici xxxxx, xxxxx, xxxxx,xxxxx.

Prosimo, da štipendistu/ki xxxxx xxxxx za omenjeno obdobje zagotovite nastanitev v Študentskih domovih Univerze v Ljubljani/v Študentskih domovih Univerze v Mariboru/v Študentskih domovih Univerze na Primorskem/Študentskih domovih Univerze v Novi Gorici v okviru rezervacij za štipendiste MIZKŠ.

Plačnik namestitve je CMEPIUS.

Kontaktna oseba v primeru nejasnosti: Petra Vilfan, 01- 6209-459 ali scholarships@cmepius.si

S spoštovanjem,

mag. Marja Medved,
Vodja sektorja terciarnega izobraževanja



VELEPOSLANIŠTVO REPUBLIKE SLOVENIJE
EMBASSY OF THE REPUBLIC OF SLOVENIA

Datum (Date): 22/02/13
Številka zadeve: xxxxx - xxxxx

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka xxxxx xxxxx, rojen/a 22.02.2013, iz države xxxxx, (št. potnega lista/Pass No. _____), zaprosil/a za štipendijo Ministrstva RS za izobraževanje, znanost, kulturo in šport. Štipendija mu/ji je bila **odobrena**.

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

od 22.02.2013 do 22.02.2013

in bo v tem obdobju štipendist/ka Republike Slovenije, Ministrstva za izobraževanje, znanost, kulturo in šport.

Imenovani/a ima v navedenem obdobju **zagotovljeno mesečno štipendijo xxxxx€**, ki je vezana na znesek **minimalnega dohodka**. Trenutno znaša 260 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/ka sam/a. **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,

mag. Marja Medved,
Vodja sektorja terciarnega izobraževanja



UPRAVNA ENOTA

ODDELEK ZA POTNE LISTINE IN TUJCE

Datum (Date): 22/02/13

Številka zadeve: xxxxx - xxxxx

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka xxxxx xxxxx, rojen/a 22.02.2013, iz države xxxxx, (št. osebnega dokumenta/Passport Nr. _____), zaprosil/a za štipendijo Ministrstva za izobraževanje, znanost, kulturo in šport. Štipendija mu/ji je bila odobrena.

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

od 22.02.2013 do 22.02.2013

in bo v tem obdobju štipendist/ka Republike Slovenije, Ministrstva za izobraževanje, znanost, kulturo in šport (MIZKŠ)

Imenovani/a ima v navedenem obdobju zagotovljeno mesečno štipendijo xxxxx€ , ki je vezana na znesek minimalnega dohodka. Trenutno znaša 260 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/ka sam/a. Štipendistom iz držav, s katerimi Republika Slovenija nima sklenjene konvencije, stroške osnovnega zdravstvenega varstva za čas izmenjave krije štipenditor.

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

S spoštovanjem,

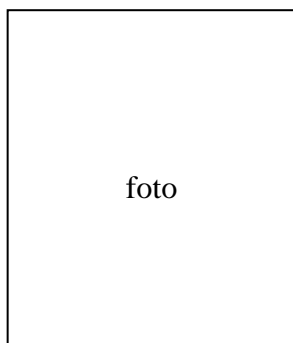
mag. Marja Medved,
Vodja sektorja terciarnega izobraževanja

REPUBLIKA SLOVENIJA
REPUBLIC OF SLOVENIA

(organ, pristojen za sprejem prošnje)

PROŠNJA ZA IZDAJO OZIROMA PODALJŠANJE DOVOLJENJA ZA ZAČASNO PREBIVANJE ZARADI ŠTUDIJA (44. člen zakona o tujcih)¹ (ustrezno obkrožiti)

APPLICATION FOR A TEMPORARY RESIDENCE PERMIT FOR STUDYING IN SLOVENIA OR EXTENSION OR RENEWAL OF IT (Article 44 of the Aliens Law)² (to circle adequately)



Official use only

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

1. EMŠO, če je določena /Social security number, if applicable:
2. Priimek in ime /Surname and name: XXXXX XXXXX
3. Priimek pred sklenitvijo zakonske zveze /Maiden name:
4. Spol /Sex: XXXXX
5. Državljanstvo /Citizenship: XXXXX
6. Rojstni datum (dan, mesec, leto) /Date of birth (date, month, year): 22.02.2013
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):

¹ 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 in v primeru, ko ima tujec v drugi članici EU dovoljenje za prebivanje zaradi študija. Rubrika 16 se izpolni v primeru, ko ima tujec v drugi državi članici EU dovoljenje za prebivanje zaradi študije. Rubrika 14 se izpolni v primeru, če ima tujec v Republiki Sloveniji izdan vizum za dolgoročno prebivanje oziroma, če je tujec nekdanji imetnik modre karte EU izdane v Republiki Sloveniji.

² 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.

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): Študentski domovi v Ljubljani, Cesta 27. aprila 31, 1000 Ljubljana ALI Študentski domovi v Mariboru, Gosposvetska 83, 2000 Maribor ALI Dijaški dom Koper, Cankarjeva 5, 6000 Koper ALI Študentski dom v Novi Gorici, Kostanjeviška cesta 16, Pristava, 5000 Nova Gorica	
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):	
13. Datum vstopa na območje Republike Slovenije /Date of entry to the Republic of Slovenia:	
14. Imetnik vizuma za dolgoročno prebivanje / holder of longterm visa Nekdanji imetnik modre karte/ former holder of Blue card (ustrezno obkroži / circle adequately)	DA (YES) – NE(NO) DA (YES) – NE(NO)
15. Razlog in namen prebivanja v Republiki Sloveniji /The reason and purpose of stay in the Republic of Slovenia; PROGRAM 'xxxxx' štipendij MIZKŠ – študij	
16. Država članica EU, v kateri je bilo izdano dovoljenje za prebivanje zaradi študija in veljavnost dovoljenja (do) / EU state where residence permit for studying was issued and time of validity (date of expiration):	
16. Način zagotovitve (viri) sredstev za preživljanje /The means of financial support during stay in the Republic of Slovenia; ŠTIPENDIJA REPUBLIKE SLOVENIJE, MIZKŠ, OD 22.02.2013 DO 22.02.2013	
17. Dokazilo o zagotovljenem (primernem) stanovanju /Proof of accomodation (appropriate) in the Republic of Slovenia: Študentski domovi v Ljubljani, Cesta 27. aprila 31, 1000 Ljubljana ALI Študentski domovi v Mariboru, Gosposvedska 83 , 2000 Maribor ALI Dijaški dom Koper, Cankarjeva 5, 6000 Koper – rezervirano in plačano preko MIZKŠ	
18. Dokazilo o zdravstvenem zavarovanju /Proof of health insurance:	
19. 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:	
20. Datum vložitve prošnje /Date of application:	21. Podpis prosilca /Applicant's signature:

Izpolni uradna oseba/Official use only

Številka izdane tiskovine oziroma odločbe:	Datum izdaje:
Dovoljenje velja od: do:	Opombe:
Prošnjo sprejel:	Prošnjo rešil:
Podatek o roki in prstu, s katere je bil zajet prstni odtis: LEVA: kazalec, sredinec, prstanec, palec	DESNA: kazalec, sredinec, prstanec, palec
Nezmožnost zajema prstnih odtisov	TRAJNA ZAČASNA

PRILOGE / required ENCLOSURES :

⇒ **overjena fotokopija veljavnega potnega lista/ certified copy of the passport (passport must be valid 6 months from the ending date of the exchange);**

⇒ 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!!)

*** enclose the Letter of Confirmation from CMEPIUS**

- **enclose proof of health insurance (commercial insurance for time during the procedure for non EU citizens)**

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 Letter of Confirmation)**. Permit to stay has to be acquired before entering the Republic of Slovenia. During this proceeding, obtaining a tourist visa is not possible.



LETTER FOR HEALTH INSURANCE

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
in Nova Gorica: Gradnikove brigade 1, Mrs. Ksenija Pikula

Datum: 22.02.2013

Številka zadeve: xxxxx - xxxxx

Zadeva: Osnovno zdravstveno zavarovanje tujih državljanov - študentov Republike Slovenije v študijskem letu 2012/13

Spoštovani!

Potrujemo, da je Center RS za mobilnost in evropske programe izobraževanja in usposabljanja (CMEPIUS), plačnik osnovnega zdravstvenega zavarovanja za študenta štipendista Ministrstva za izobraževanje, znanost, kulturo in šport :

študent: xxxxx xxxxx

rojstni datum: 22.02.2013

država stalnega bivališča: xxxxx

za obdobje: od datuma prijave na zavod pa do 22.02.2013 in največ 0 mesec/ev

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

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 dr. Alenka Flander.

S spoštovanjem,

mag. Marja Medved,

Vodja sektorja terciarnega izobraževanja

