

Slovene language courses

Information and Applications:

Centre for Slovene as a second/foreign language
University of Ljubljana, Faculty of Arts
Kongresni trg 12 (www.centerslo.net)

Slovene as Foreign Language – Lectorat 1 –
to apply contact: Letoplus@uni-lj.si and in subject of
e-mail write Slovene for exchange students
at Faculty of Arts as the places are limited.

First residence permit (non EU citizens)

- If you are a third-country national from a country whose citizens are required to obtain a visa to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia or stay there for study purposes, you are required to obtain a visa C (tourist visa) or visa D (long term visa) at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia. For the same purposes, you can enter the Republic of Slovenia and stay there for a certain period of time (for no more than three months in a six-month period, starting on the date of the first entry) on the basis of your passport alone if you are a citizen of a country whose citizens are not required to obtain a visa to enter the Republic of Slovenia. Within the 90 day period or after the expiration of Visa D, you are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).
- If you have a **valid residence permit** issued by **another state that is party to the Schengen**

Agreement, you may enter the Republic of Slovenia on the basis of this permit and a valid travel document and stay there for no longer than three months in a six-month period, which includes the combined duration of your stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, you are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

Documents that you need:

- A valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months),
- Health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement,
- Statement of having enough money (app. 400 EUR),
- A police clearance certificate not older than three months from your country (if the country in question issues it), translated into Slovenian, and verified,
- Photo (biometrical) and you are also required to submit two of your fingerprints for their digital capture,
- Confirmation of enrolment at the higher education institution (Acceptance letter)

For more information, please consult the following web pages:

<http://www.infotujci.si>



DEAR INTERNATIONAL STUDENT

WELCOME TO LJUBLJANA!



The content of this document is designed to help you in your first days after your arrival in Ljubljana, and to provide you with some basic information. (If you have already been here for a while, you may still want to keep this document in case of emergency).

Students' dining services

Students can eat at a very reasonable price in almost any restaurant in town. How to join the system of subsidized student meals:

First, you need to log into the system by submitting the online pre-registration at www.studentska-prehrana.si. After the completion of the application, make a note of the application form number displayed on the upper part of the enrollment form. Without that number, the online application is irrelevant. Next step is to go to Pivovarniška 6 (Študentski Kampus) to complete the application process and activate the phone number. You need to bring with you:

- The number of the application form, which you get on the online pre-registration,
- A proof of student status (student ID card or the original certificate of registration)
- A valid ID
- A mobile phone, which you will use for the subsidies
- Social Security Number (EMŠO nr. - you can find it in the envelope provided by the home faculty)

Upon completion of registration you will receive an activation code for access to the Internet review of past consumption and current status of free subsidies on www.studentska-prehrana.si.

Private accommodation

Contact ROOMS@SOU-LJ.SI, or visit the International office of the University Student Organisation ŠOU (Pivovarniška ulica 6), office hours Mon–Thur, 12am–3pm.

University of Ljubljana is a partner of www.HousingAnywhere.com.

Sign-up to receive a University of Ljubljana VIP profile on HousingAnywhere.com:
<https://housinganywhere.com/Ljubljana--Slovenia/university-of-ljubljana/sign-up>.

Public transport in Ljubljana

STUDENT BUS PASS (the green URBANA card)

For 20 EUR per month, the student bus pass is a cost-effective way to travel around Ljubljana. It is available from 1st October on. You can get the monthly student bus, i. e. the green URBANA card, at Slovenska 56, Ljubljana (office hours 7am–7pm), and at the main bus station (office hours 6am–8pm). Bring the Certification of Enrollment (a special form that needs to be signed and stamped at the faculty). This bus pass is non-transferable.

VALUE BUS PASS (the yellow URBANA card)

If you don't intend to ride buses regularly, you can get the transferable yellow Urbana value card. Top it up according to your needs (one ride costs 1.30 EUR).

The BICIKELJ city bike service
More information and registration at <http://en.bicikelj.si/>

Health

In case of health problems or any queries, you are advised to contact ZDRAVSTVENI DOM ZA ŠTUDENTE (Health Center for Students), Aškerčeva 4, 1000 Ljubljana

To receive health services, you need a European Health Insurance Card or an insurance policy.

Residence permit

- If you are staying in private accommodation, report your temporary address to the nearest police station within a week (<http://www.policija.si/index.php/policijske-uprave/pu-ljubljana/policijske-enote>);
- In 3 month time, apply for the temporary (first) residence permit at Upravna enota, Urad za tujce, Tobačna 5, (office hours Mon–Thur 8am–6pm, Fri 8am–2pm).
- If you are staying in student dormitories, apply for the temporary (first) residence permit within 3 days at Upravna enota, Urad za tujce, Tobačna ul. 5 (office hours Mon – Thur 8am–6pm, Fri 8am–2pm).

Documents that you need:

- A valid identity card or passport – copy,
- Acceptance letter – original,
- Health insurance – European Health Insurance Card – copy,
- Statement of having enough money (you can get it in our office),
- Photo (biometrical)