

## 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](http://www.uni-lj.si)

[www.uni-mb.si](http://www.uni-mb.si)

[www.upr.si](http://www.upr.si)

[www.ung.si](http://www.ung.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 **1<sup>st</sup> of October** and lasts until the **30<sup>th</sup> of September** next year. For further details on winter/summer semester dates please contact your host institution.





Ministry of Education, Science  
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 and Sport  
herewith awards

**0 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 30.07.2015 to 30.07.2015**

Signature:

Date and Place:

**Mag. Marja Medved,**  
Head of Mobility Sector

30 July 2015, Ljubljana

## Conditions and Obligations of a grant holder

Obligations within the framework of xxxxx Mobility Grant Programme include

1. In case of CEEPUS Mobility Grant:
  - Entering mobility report via the CEEPUS III software within 14 days of grant holder's return.
  - Submitting a Letter of Confirmation to CMEPIUS within 14 days after the end of exchange
  
3. In case of BILATERAL mobility grant:
  - Mobility report, received by e-mail from 14 days after the end of the mobility period.
  - Submitting a Letter of Confirmation to CMEPIUS within 14 days after the end of exchange

Students have to arrange visa and similar requirements by them self.

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/her 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](mailto: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 or CEEPUS (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. ***CMEPIUS has a responsibility for students only in Republic of Slovenia.***



Ministry of Education, Science  
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## 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 and Sport

in the period from **30.07.2015** until **30.07.2015**  
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:

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

XXXXX XXXXX

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

## Conditions and Obligations of a grant holder

Obligations within the framework of xxxxx Mobility Grant Programme include

1. In case of CEEPUS Mobility Grant:
  - Entering mobility report via the CEEPUS III software within 14 days of grant holder's return.
  - Submitting a Letter of Confirmation to CMEPIUS within 14 days after the end of exchange
  
2. In case of BILATERAL mobility grant:
  - Mobility report, received by e-mail from 14 days after the end of the mobility period.
  - Submitting a Letter of Confirmation to CMEPIUS within 14 days after the end of exchange

I accept that I have to arrange visa and similar requirements by my self.

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/her 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](mailto: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 or CEEPUS grant (i.e. Erasmus grant for the same mobility is NOT permitted) ) and is or will not be enrolled at any Slovenian high institution during the exchange.

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. Signing the Letter of Acceptance the professor's allows CMEPIUS to use his/her personal data for procedures related to this exchange. *CMEPIUS has a responsibility for students only in Republic of Slovenia.*

Signature

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**LETTER FOR THE ACCOMMODATION**



**ŠTUDENTSKI 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)) or Bojana Ogrizek Rogan ([bojana.ogrizek-rogan@um.si](mailto:bojana.ogrizek-rogan@um.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: 30.07.2015

Številka zadeve: xxxxx - xxxxx

**Zadeva: Namestitev štipendista v okviru rezervacij Ministrstva za izobraževanje, znanost in šport za program xxxxx v študijskem letu 2015/16- spol: xxxxx, št. ležišč: 1**

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka xxxxx xxxxx, rojen/a 30.07.2015 iz države xxxxx (št. potnega lista/Passport Number: \_\_\_\_\_), štipendist/ka MIZŠ v okviru meddržavnega programa xxxxx in bo v obdobju

**od 30.07.2015 do 30.07.2015**

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 MIZŠ.

Plačnik namestitve je CMEPIUS.

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

S spoštovanjem,

**mag. Marja Medved**  
Vodja sektorja za mobilnost





**LETTER OF CONFIRMATION TO OBTAIN VISA AND/OR RESIDENCE PERMIT**

**VELEPOSLANIŠTVO REPUBLIKE SLOVENIJE**  
**EMBASSY OF THE REPUBLIC OF SLOVENIA**



Datum (Date): 10 July 2014  
Številka zadeve: xxxxx - xxxxx

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka **xxxxx xxxxx**, rojen/a **30.07.2015**, iz države **xxxxx**, (št. potnega lista/Pass No. \_\_\_\_\_), zaprosil/a za štipendijo Ministrstva za izobraževanje, znanost in šport. Štipendija mu/ji je bila **odobrena**.

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

**od 30.07.2015 do 30.07.2015**

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

Imenovani/a ima v navedenem obdobju **zagotovljeno mesečno štipendijo 0€**, ki je vezana na znesek **minimalnega dohodka**. 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 MIZŠ.**

S spoštovanjem,

**mag. Marja Medved**  
Vodja sektorja za mobilnost





UPRAVNA ENOTA

ODDELEK ZA POTNE LISTINE IN TUJCE

Datum (Date): 30/07/15

Številka zadeve: xxxxx - xxxxx

Spoštovani!

S tem dopisom potrjujemo, da je študent/ka xxxxx xxxxx, rojen/a 30.07.2015, iz države xxxxx, (št. osebnega dokumenta/Passport Nr. \_\_\_\_\_), zaprosil/a za štipendijo Ministrstva za izobraževanje, znanost in šport. Štipendija mu/ji je bila odobrena.

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

od 30.07.2015 do 30.07.2015

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

Imenovani/a ima v navedenem obdobju zagotovljeno mesečno štipendijo 0€ , ki je vezana na znesek minimalnega dohodka. 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 MIZŠ.

S spoštovanjem,

**mag. Marja Medved**

Vodja sektorja za mobilnost

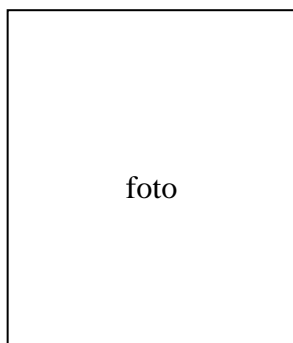


**REPUBLIKA SLOVENIJA**  
**REPUBLIC OF SLOVENIA**

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(organ, pristojen za sprejem prošnje)

**PROŠNJA ZA IZDAJO OZIROMA PODALJŠANJE DOVOLJENJA ZA ZAČASNO PREBIVANJE ZARADI ŠTUDIJA (44. 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 44 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>XXXXX XXXXX</b>
3. Priimek pred sklenitvijo zakonske zveze /Maiden name:
4. Spol /Sex: <b>XXXXX</b>
5. Državljanstvo /Citizenship: <b>XXXXX</b>
6. Rojstni datum (dan, mesec, leto) /Date of birth (date, month, year): <b>30.07.2015</b>
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):

<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 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.

<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.

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): <b>Študentski domovi v Ljubljani, Cesta 27. aprila 31, 1000 Ljubljana ALI</b> <b>Študentski domovi v Mariboru, Gosposvetska 83, 2000 Maribor ALI</b> <b>Dijaški dom Koper, Cankarjeva 5, 6000 Koper ALI</b> <b>Študentski dom v Novi Gorici, Kostanjeviška cesta 16, Pristava, 5000 Nova Gorica</b>	
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; <b>PROGRAM 'xxxxx' štipendij MIZŠ – študij</b>	
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; <b>ŠTIPENDIJA REPUBLIKE SLOVENIJE, MIZŠ, OD 30.07.2015 DO 30.07.2015</b>	
17. Dokazilo o zagotovljenem (primernem) stanovanju /Proof of accomodation (appropriate) in the Republic of Slovenia: <b>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 MIZŠ</b>	
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).** Residence 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 Mr. Gregor Pirc  
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: 30.07.2015

Številka zadeve: xxxxx - xxxxx

**Zadeva: Osnovno zdravstveno zavarovanje tujih državljanov - študentov Republike Slovenije v študijskem letu 2015/16**

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 in šport :

študent: xxxxx xxxxx

rojstni datum: 30.07.2015

država stalnega bivališča: xxxxx

za obdobje: od datuma prijave na zavod pa do 30.07.2015 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 30a, SI - 1000 Ljubljana, davčna številka: 33171629, ki ga zastopa direktorica dr. Alenka Flander.

S spoštovanjem,

**mag. Marja Medved**

Vodja sektorja za mobilnost

