



## General Info Package for Grant Holders of the Ministry of the Republic of Slovenia for Education, Science, and Sport

We are happy to inform you that your application for Scholarships programme has been successful and **you have been awarded a grant from the Ministry of Education, Science and Sport.**

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

1. Instructions and further details. **READ THEM CAREFULLY**
2. Information details of your mobility
3. Letter of Award
4. Letter of Acceptance
5. Letter for the Accommodation
6. Letter of Confirmation –the document (in Slovene language) is to apply for the residence permit at Upravna enota 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 Slovenia.

Best regards,

**Petra Vilfan,**  
Scholarships 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](mailto:scholarships@cmepius.si))
- If everything is OK, **sign** the Letter of Acceptance **on both sides**. Then **send this document at latest 3 weeks prior to your arrival**, to the CMEPIUS address:

CMEPIUS – NCO SI  
Scholarships  
Ob železnici 30a  
SI – 1000 Ljubljana  
SLOVENIA

**If you decline the scholarship, you have to inform us about your decision in written form (e.g. by e-mail) the latest 3 weeks prior to your arrival or as soon as possible!**

### Step 2: Requirements for residence permit

**Citizens of the European Union** may enter the Republic of Slovenia without a visa or a residence permit, regardless of the purpose of their residence in the Republic of Slovenia (they only need a **valid identity card or passport, that must be valid until 6 months after the end of the exchange**). However citizens of EU have to report to the local authorities (at »Upravna enota«) in **3 days after your arrival** with the 'Letter of Confirmation' to obtain residence permit (it is enclosed to Info package).

**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 arrange the registration **yourself**.

The requirements for residence permit are:

- Valid identity card or valid passport
- 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.

### Step 3: HEALTH INSURANCE

To acquire health insurance **citizens of the European Union** should bring with them **European Health Insurance Card - EHIC**

### 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 Slovenian 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 (maximum 3 days before mobility start). ***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.

#### A) Students staying in 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 (see below)**
- ➔ On the day of your arrival, you need to go directly to the reception office (address: Student Campus Rožna dolina, Svetčeva ulica 9, 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 in working hours. ***If your arrival is on weekend OR outside working hours 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:**
  - Monday, Tuesday, Thursday: 9:00-12:00 and 12:30-14:00
  - Wednesday: 9:00-12:00 and 12:30-16:00

Friday: 9:00 – 12:00

On the first working day of the month office hours are from 12:00 to 14:00, except on October 1<sup>st</sup>.

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

For all further information concerning your accommodation please contact Mrs. 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)  
Student dormitories Maribor, Gosposvetska cesta 83, 2000 Maribor

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

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

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

For all information concerning your accommodation please contact Mrs. Sabina Zelinscek – [Sabina.zelinscek@ung.si](mailto:Sabina.zelinscek@ung.si)

**E) Students visiting other institutions:**

For all information concerning your accommodation please contact your mentor or contact person at your host institution

**Step 5: DURING YOUR MOBILITY**

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 and/or international office at your host institution.**

**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 to Slovenia you go to your mentor and/or contact person at your host institution
2. Host institution contacts CMEPIUS and we send them your contract by e-mail
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. **Please have some money with you for the first month of your stay.**

**VERY IMPORTANT:** as written in the Package and Letter of Acceptance, you need 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 CMEPIUS can not guarantee you an accommodation.

