

# Temporary residence permit for students

Student Office  
University of Nova Gorica





# Conditions of entry into Slovenia

(if visa is not needed)

- Citizens of the European Union and other nationals (non EU citizens) who do not need a visa or residence permit to enter the Republic of Slovenia, may enter Slovenia with a valid identity card or a valid passport.
- For the first three months after entry, they may reside in Slovenia without residence registration. However, for a longer stay, they are required to obtain a Residence registration card (EU citizens) or Temporary residence permit (others) at the local administrative unit before the expiry of the permitted three-month stay.
- They can also apply for a Temporary residence permit immediately after entering the Republic of Slovenia.

## Reporting presence



- Residence registration process or Temporary residence permit process is not the same as reporting presence.
- Until an individual has obtained Residence registration card (EU citizens) or Temporary residence permit (others), they are **required to report their presence and the address at which they will be staying to the nearest police station within three days of their entry into the country** and, upon leaving the country, report that they are no longer staying at that address, irrespective of the duration of their stay.
- They may report their presence in person or through the electronic guest reporting system of the police.

# Conditions of entry into Slovenia

(if visa is needed)

- Other nationals (non EU citizens) , who must have a visa to enter the Republic of Slovenia and who wish to enter the Republic of Slovenia and stay in its territory for study, must apply for Temporary residence permit at the Embassy of Republic of Slovenia.
- Holders of a short-stay visa (C type), a long-stay visa (D type) or a residence permit issued by a Schengen country may, during the visa/permit validity period, enter the Republic of Slovenia and stay in its territory, provided that the total length of their stay in Schengen countries does not exceed 90 days in any 180-day period, or until the expiry of the visa/permit, whichever is sooner.
- They can obtain a Temporary residence permit at the local administrative unit within the validity period from the previous sentence.



# What documents do you need?

1. Personal photo sized 35 x 45mm showing the real image of the applicant (made in color and fit for biometric documents);
2. Two fingerprints and your signature;
3. Certificate of enrolment;
4. Evidence of health insurance valid for EU;
5. Sufficient means of subsistence: A non-EU student has to prove in advance they have EUR 5,940,00 or 494,09 per month (minimum monthly income) before applying for a temporary residency permit. A student is able to prove to have enough means with the income of their parents (if the parents are legally obligated to support them during their studies), but the body processing their request will not check if the parents have the means to support the whole family, only if they have the minimum monthly income of EUR 494,09 to support the student. The fulfilment of the requirement for sufficient funds for subsistence may be presented in any other way, and the evidence will be assessed in a declaratory procedure);
6. Valid passport with validity extending beyond the planned period of residence in the Republic of Slovenia by at least 3 months (a copy must be certified by an administrative unit or Embassy of the Republic of Slovenia);
7. Police clearance certificate (no criminal record) not older than three months issued by the home country, properly legalized and translated into Slovenian language
8. Signature form



# Some important information

- Please note that embassies are entitled to request additional documentation during the Temporary Residence Permit procedure, even if such documents are not explicitly listed among the standard required documents (for example: English proficiency certificate).
- According to the stated directive the residence permit is granted for the period of studies (academic year lasts from October 1st until September 30th) or at the most for one year and can be extended in the event that the studies last for over a year.
- **Students must file the application for renewal of temporary residence permit at the local Municipally before the old one expires!!!**
- Please note that you will need new legalized Police clearance certificate every two years!!!
- **DO NOT TAKE SHORTCUTS! EVERY DOCUMENT LISTED BEFORE IS NEEDED IN THE PROCESS AND LACK OF IT WILL ONLY MAKE THE PROCESS LONGER!!!**



# What can go wrong?



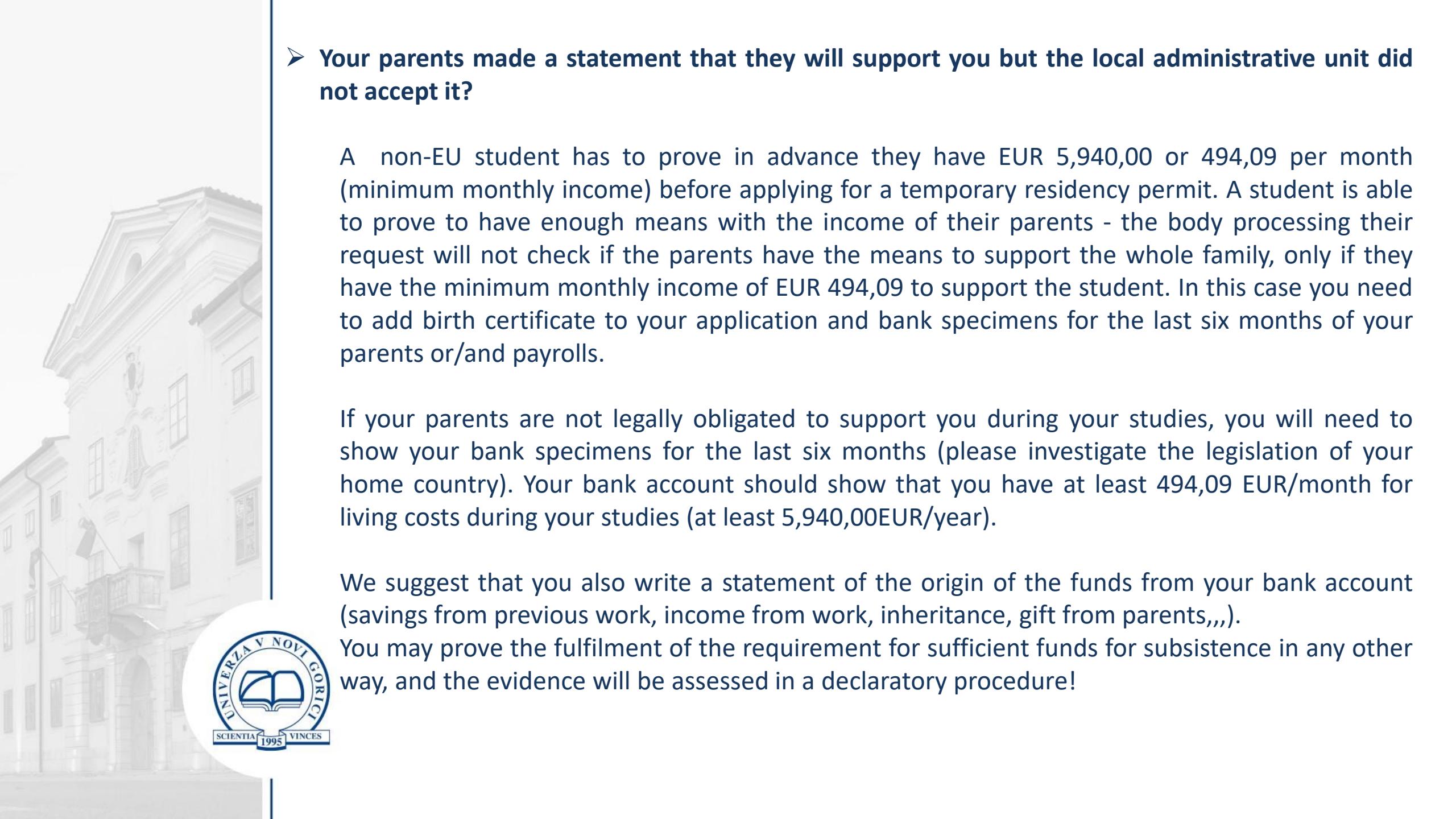
- **You went to the Embassy of Slovenia or local Municipality and you filed your application for Temporary residence permit. No one took your fingerprints and signature?**

Please be so kind and remind the officials that they should do that! (two fingerprints). Your signature is also important.  
If those two things will not be done, you will need to return to the Embassy!
- **You went to the Embassy of Slovenia or local administrative unit and filed your application for temporary residence permit. No one certified a true copy of your passport?**

Please be so kind and remind the officials that they should make a stamp TRUE COPY on a copy of your passport! Yes, you will pay for it, but it is needed in the process!  
( a copy must be certified by an administrative unit or Embassy of the Republic of Slovenia)
- **Your passport will expire in six months (soon)?**

The passport validity must be beyond the planned period of residence in the Republic of Slovenia by at least 3 months!
- **Your evidence of health insurance must be valid from the day you file the application until the end of September next year!**





- Your parents made a statement that they will support you but the local administrative unit did not accept it?

A non-EU student has to prove in advance they have EUR 5,940,00 or 494,09 per month (minimum monthly income) before applying for a temporary residency permit. A student is able to prove to have enough means with the income of their parents - the body processing their request will not check if the parents have the means to support the whole family, only if they have the minimum monthly income of EUR 494,09 to support the student. In this case you need to add birth certificate to your application and bank specimens for the last six months of your parents or/and payrolls.

If your parents are not legally obligated to support you during your studies, you will need to show your bank specimens for the last six months (please investigate the legislation of your home country). Your bank account should show that you have at least 494,09 EUR/month for living costs during your studies (at least 5,940,00EUR/year).

We suggest that you also write a statement of the origin of the funds from your bank account (savings from previous work, income from work, inheritance, gift from parents,„).).

You may prove the fulfilment of the requirement for sufficient funds for subsistence in any other way, and the evidence will be assessed in a declaratory procedure!





- You have police clearance certificate (no criminal record) issued to you six month ago. Can you use it in this process?

NO! The certificate must not be older more than three months at the time you file an application. Yes, maybe the officials at the Embassy of Republic of Slovenia will accept it, but it will be refused latter in the process.

Please remember that the Embassy only takes your documents and it is not responsible for checking them and giving you any feedback of its appropriateness and correctness!!!

The local administrative unit (upravna enota) in Slovenia is the body to make a decision on your Temporary residence permit!!





- **You have got your Police clearance certificate (not older than 3 month). In which cases do you need to legalize it?**

Countries for which no legalization is required: Austria, Bulgaria, Bosnia and Herzegovina, Cyprus (for documents issued by public higher education institutions and universities), Czech republic, France, Greece, Croatia, Hungary, North Macedonia, Romania, Serbia.

If your Police clearance certificate is from other country than mention above, it needs to be legalized.

In all cases it needs to be translated into Slovenian language via official court translator.

- **There is no Embassy of Republic of Slovenia in your country?**

You need to go to the nearest Embassy of Republic of Slovenia. A list is here:  
<https://www.gov.si/en/representations/#e8319>

Before you take a trip, please make an appointment and make sure that the Embassy is competent for your country and that you have all necessary documents with you!

You can also ask here about the competent Embassy: [konzularne-zadeve.mzz@gov.si](mailto:konzularne-zadeve.mzz@gov.si)





- You have got your Police clearance certificate (not too old) and you need to legalize it. How can you do that?

If your country is a part of the 1961 Hague Convention, you must arrange Apostille on your document.

If not, you need to legalize this document at your country, at the Embassy of your country in EU (please contact your Ministry of foreign affairs which Embassy of your country in EU is appropriate and for more information), and finally at the Embassy of Republic of Slovenia which is responsible for your country.

Please inform yourself about the procedure and contact all participants in advance. You will need to send a document via registered or fast mail therefore find the competent persons and their addresses as fast as you can.

You will also need a translation of this document to the Slovenian language. If you do not have an opportunity to translate a document in your country, please add the document without translation and we can help you with it latter. You need to contact the Student Office for more information.





- **You need to translate Police clearance certificate but you can not find a court translator for Slovenian language in your country?**

Please submit the document without translation (legalized) and add also a Power of Attorney for a representative from the Student Office. The representative from the Student Office will be able to withdraw the document from local administrative unit and send it for translation to the nearest translation company. You will need to cover the translation costs directly to this company.

For the Power of Attorney document please contact the Student Office!

- **You have filled your application and other documents over a month ago at the Embassy of Republic of Slovenia and you have not got your Temporary residence permit yet?**

The administrative unit has 2-month period to finish your request. Please note that the documents are sent by registered post from the Embassy to Slovenia therefore it can take more than one month for documents to arrive to the local administrative unit.





- **You are in the Republic of Slovenia for two years now and you forgot to file an application for renewal Temporary residence permit?**

If your Temporary residence permit expired yesterday and you did not file an application for renewal of Temporary residence permit, your staying in the Republic of Slovenia is illegal. You need to go back home and start the process of getting the Temporary residence permit all over again!

- **You are in the Republic of Slovenia for two years now and you filed an application for renewal of Temporary residence permit. Last year you did not need a new police clearance certificate. What about this year?**

YES. You need a new police clearance certificate every two years of your staying in the Republic of Slovenia. Since the process of legalization can be long, start it already in August!





# What happens if you do not follow an administrative demands?

- Your Temporary residence permit will be rejected.
- It will take a long time to get a Temporary residence permit. Instead of 2 months, you will wait for permit for 6 months or more!!
- You will have extra costs before you get a Temporary residence permit.
- You will not be able to join your classmates at the classroom at the beginning of the academic year.
- You might need to leave the country and re-enter.
- You will not be able to open a bank account until you get residence documents.



# Registration of residence

- When an individual is issued with a temporary residence permit in Slovenia, they must register their temporary residence within eight days of entering the country or of being served such a document or of the date of taking up temporary residence.
- They must register their residence with the administrative unit of their residence.
- In order to register a temporary or permanent residence, an individual is required to submit a valid identification document with a photograph and evidence of their right to reside at the address they are registering, that is proof of ownership, a lease or sublet contract or the written consent of the owner or co-owners of the residence or of the manager of the accommodation facility, without the requirement for the owner's consent to be certified.
- In lot of cases the manager of the Student home or an owner will register your Temporary residence permit. As soon as you move into a facility, please **remind them that you need a document from the local administrative unit about registration of your Temporary residence permit.**
- In Slovene language is: **Potrdilo upravne enote o prijavi začasnega prebivališča.**



# More information:

<https://www.gov.si/en/topics/entry-and-residence/>

<https://infotujci.si/en/third-country-nationals/application-forms-for-third-country-nationals/>

<https://www.ung.si/en/education/student-guide/living-permits-for-foreigners/>

[studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si)

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# From application to study

1. Apply for study on-line
2. Add necessary documents by the deadline
3. Wait for an acceptance note
4. Wait for invitation for enrolment
5. Enroll by the deadline (send application form and cover tuition fee if necessary)
6. Apply for Temporary residence permit (at local administrative unit in Slovenia if you can enter without visa OR at the Embassy of Republic of Slovenia if you can not enter without visa)
7. Search for accomodation
8. Start your studies!

Welcome and good luck!

