



FILLO ZOF SKA



Univerza v Ljubljani
Filozofska fakulteta



RESIDENCE PERMIT/VISA

It is necessary to submit an application for a residence permit within 90 days of your arrival in Slovenia. The residence permit is issued at the Administration Unit (AU) (Slo. *Upravna enota*) located at Tobačna ulica 5 – Department for foreigners (Slo. *Oddelek za tujce*) <https://goo.gl/maps/BC5T6nnUTHf5jHVp8>.

To begin the process, you need to book an appointment at the AU either by phone at 01 306 32 60 or by submitting an application on its website <https://uen.ortus-inc.si/iskanje>.

Which documents do you need to submit?

1. A signed copy of the application form *Dovoljenje za začasno prebivanje zaradi študija*, which you can find online or obtain from the waiting room at the AU.
2. A valid passport and a copy of the page in your valid passport with a border entry stamp for Slovenia (or entry stamp to the Schengen Area).
3. Personal photo for biometric documents (with a white background, 35x45mm).

4. Proof of enrolment (the document you received from your faculty) – CERTIFICATE OF REGISTRATION.
5. Proof of valid health insurance in Slovenia.
6. Certificate of criminal record from your home country. It must not be older than three months and must be translated into Slovene. This document is valid for 3 years.
7. Proof of sufficient financial means – a statement from your parents/legal guardians confirming that they will financially support you (at least 465.34 EUR per month for the entire academic year). This statement must also be translated into Slovene.
8. *Costs:*
 - Fee for issuing the residence permit/visa: 50.00 EUR.
 - Application fee: 4.50 EUR.
 - Fee for printing the card: 15.47 EUR is paid when your residence permit/visa is issued.

HEALTH INSURANCE

Since Slovenia and other countries have an agreement regarding student health insurance, all you need is a health insurance form from your country, which you can obtain from the Health Insurance Fund. To acquire

this document, you must submit proof of enrolment or a certificate of registration.

Bosnia and Herzegovina	BIH/SI 3 form
Montenegro	MNE/SI 03 form
Serbia	SRB/SI 03 form
Macedonia	RM/SI 3 form

- To have valid health insurance in Slovenia, you must personally submit your health insurance document/form at the Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) located at Mala ulica 3 (on the left on the second floor). The process can be completed in approximately 10 minutes.
- Afterward, you will receive a document titled *Potrdilo o pravici do zdravstvenih storitev za tujo zavarovano osebo*, which includes an ID number (*ZZZZ številka*) that serves as a substitute for the Slovenian insurance card. This document is one of the required submissions to the AU.
- If you experience any health issues, the Student Health Centre is a valuable resource. It is important to note that you will not have a personal family doctor, but any doctor at the Centre can provide you with the care needed. Simply find a doctor and contact them to schedule an appointment. Some services are free, while others typically require a copayment of 3 to 10 EUR per visit. Each doctor can prescribe medication, and you can collect it from the nearest pharmacy.

Web site: <https://www.zdstudenti.si/en/>.



STUDENT MEAL SYSTEM - ŠTUDENSKI BONI

As a student, you can benefit from a system of subsidized student meals, which allows you to enjoy reduced prices at almost every restaurant in Ljubljana. The subsidy for each meal is 3.86 EUR, and you only need to pay the difference (e.g., if the meal price at Abi Falafel restaurant is 9 EUR, you pay 5.14 EUR).

- You can use the subsidized meals twice a day, between 7:00 a.m. and 10:00 p.m. However, please note that there must be a minimum 4-hour interval between the first and second use of the meal subsidy (e.g., if you have a meal at 1:00 p.m., your next meal can be at 5:00 p.m.).

How to obtain subsidized meals:

1. Complete an online application by visiting this link: <https://www.studentska-prehrana.si/sl/Account/Register>.
2. Upon filling out the online form, you will receive an application number. Within 90 days, it is necessary to visit the *Študentski Kampus* point located at Pivovarniška ulica 6 (suggestion: do this as soon as possible to avoid the inconvenience of not being able to enjoy meals at reduced prices).
3. At *Študentski Kampus*, you will need to submit your ID and certificate of registration.
4. To register successfully, make sure to have your smartphone with you for identification purposes (suggestion:

consider purchasing a SIM card from providers like Telekom, A1, Telemach, or T-2 as soon as possible.).

Additionally, you have the option to download the *Študentska prebrana* app (from the Apple App Store or Google Play). This app enables you to check your meal subsidy balance, search for restaurants near your location, and view their menus.

ACCOMMODATION

- a) Student Counsel Institute, Free Room Rental Agency m2 – info@svetovalnica.com, www.mkvadrat.si.
- b) Exchange students – International exchange students can receive general information about student life in Ljubljana and help with finding private accommodation by emailing rooms@sou-lj.si or findmeroom@gmail.com.
- c) The University of Ljubljana is a partner of www.HousingAnywhere.com, the international student-to-student housing platform.
- d) Websites:
 - www.nepremicnine.net
 - www.bolha.com/oddaja-sobe
 - www.airbnb.com
 - www.mojcimer.si
- e) Facebook groups:
 - www.facebook.com/groups/195726830526565
 - www.facebook.com/groups/497174780740226
 - www.facebook.com/groups/179363618908304

LOCAL TRANSPORTATION (LPP)

How to obtain a card?

1. Visit the LPP (*Ljubljanski potniški promet*) point located at Slovenska cesta 56. It is open every day from 8:00 a.m. to 3:30 p.m.
2. Required documents: LPP document provided by your faculty and certificate of registration.
3. A fee of 20 EUR per month is payable. Alternatively, you can choose to pay 160 EUR for the entire year.
4. Each month, you can top up your card at the LPP, Post Office, Mercator, or the machines located at the bus stations.

TAX NUMBER

You will need a tax identification number to open a bank account (for working through a student job centre, or receiving a scholarship from a Slovene institution), and this is also a requirement for opening a bank account.

How do you obtain a tax number?

1. Visit the Financial Office (FURS) at Davčna ulica 1.
2. Complete the application form DR-02 ([dr_02.i.en.pdf](#) ([durs.si](#))).
3. Bring your ID and passport.
4. Provide your certificate of registration.
5. There is no fee for obtaining a tax identification number, and the process takes approximately 15 minutes.

BANK ACCOUNT

Opening a bank account is possible in every bank in Slovenia, such as SKB, NLB, Gorenjska Banka, Addiko bank, UniCredit Bank, LON d.d., NKBM, Intesa Sanpaolo bank, and Delavska hranilnica, among others.

Which documents do you need?

1. Certificate of registration.
2. Tax number.
3. Visa/temporary residence permit.
4. Certificate of temporary residence (showing your address in Slovenia).

** *Note:* After 6 months in Slovenia, you can become a resident of the Republic of Slovenia and avoid double taxation (i.e., paying tax in both your home country and Slovenia).



STUDENT WORK

During your studies in Slovenia, and while holding a valid student status, you have the opportunity to work part-time or on a temporary basis. There are numerous job opportunities available for students in Slovenia, allowing them to find suitable employment.

To find a job, you can utilize the services provided by Student Services (SS). Various SS offices throughout Slovenia offer a list of available student jobs and assist with payment processes. Examples of such services include e-Študentski Servis, Mjob, Agado, Adecco, and others. Additionally, you can also search for a job independently, you simply need to register with one of the SS offices.

Here's how to proceed:

1. Visit your preferred SS office and bring your ID.
2. Provide evidence of your student status, such as your certificate of registration.
3. Present your personal registration number (EMŠO).
4. Provide your Slovene tax number.
5. Have your Slovene personal transaction account number ready.
6. Submit a signed statement of (non-) residence.
7. Once you have enrolled in the system, the SS agency will provide you with a referral form (*napotnica*), which you need to give to your employer.



SLOVENE LANGUAGE

There are various ways to learn the Slovene language, and as a student you have access to numerous benefits and free courses. Here are a couple of options:

Year Plus (Leto Plus) <https://www.uni-lj.si/study/year-plus/>:

- Designed for international students in their 1st year at the University of Ljubljana.
- This course is free of charge.
- It consists of three lessons per week, along with additional activities.
- If certain requirements are met, it is possible to extend your student status.
- The application period for enrolment usually takes place from September until the early days of October, or until all vacancies are filled.
- Please note that this programme is not suitable for those who are required to have a B2 level of Slovene language proficiency during the application process.
- The number of places available is limited.

Slonline – Slovene Learning Online

<https://www.slonline.si/>:

- Slonline is an accessible online course for foreigners who wish to learn Slovene.
- Developed by the Centre for Slovene as a Second and Foreign Language in collaboration with the company DigiEd.
- The course is available in eight languages: German, English, Spanish, French, Croatian, Italian, Russian, and Slovene.
- It offers a simple, fun, and effective way to learn Slovene at your own pace.

These resources provide excellent opportunities for learning the Slovene language. Take advantage of these options and enjoy your language-learning journey.

DIGITAL IDENTITY

Every student at the University of Ljubljana receives a digital identity called the UL-ID. Student digital identities are a part of the Slovenian digital identity federation, ArnesAAI. The standard form of a UL-ID username comprises two letters and four digits followed by @student.uni-lj.si (e.g., **ab1234@student.uni-lj.si**).

You need to obtain the UL-ID at the ID portal website <https://id.uni-lj.si/>.

With the digital identity, you can access the wireless network at the University of Ljubljana faculties and other participating institutions within the Eduroam system. You can also access VIS, student email, calendar, and document-sharing.

VIS – STUDENT INFORMATION SYSTEM

The VIS website (<https://vis.ff.uni-lj.si/english/>) offers a tool for maintaining students' records of passed exams and simplifies the procedures for exam registration.

To access the tool, you need to log in using your username and password, such as ab1234@student.uni-lj.si.

1. Student's records:

My student records

Passed courses

Course	ECTS	Year of study	Course type	Weight	Estimation date	Grade	Grade (practice)
+ German from Diachronic Perspective	3	1	obligatory course	1	21.03.2019	excellent (10)	
Ancient Comedy	3	1	obligatory course	1	2.06.2019	satisfactory (6)	

Unperformed courses

Course	Year of study	Course type	ECTS	Weight
Contemporary General History	1	obligatory course	5	1
Introduction to Art History	1	obligatory course	5	1
Studies of human adaptability	1	obligatory course	0	1
The Art System and Exhibiting Contemporary Art	1	obligatory course	5	1

Average grade of passed exams and practices is 8
Average grade of passed practices is 0
Average grade of passed exams is 0
Calculation: The average score = (Sum (Weight * Score)) / (Sum (Weight))
Number of passed exams 1. year: 2 / 6
Number of passed exams 2. year: 0 / 0
Number of passed exams 3. year: 0 / 0
Total number of credit points 1. year: 6 / 21
Total number of credit points 2. year: 0 / 0
Total number of credit points 3. year: 0 / 0

There are two tables:

- The upper table displays passed exams.
- The lower table shows other courses that have not been passed yet.

2. Registering for an exam:

- Click on the EXAMS menu and select the course you wish to register for. Then click the Submit button to view the registration dates.

Exam registration

Course: Studies of human adaptability.

	Exam date	Time	Special condition	Lecture room	Notes	Lecturer	The preparer	Application deadline
REGISTER >	29.09.2021	09:30	full-time study	Fonolaboratorij 12	Lifelong exam, be also prepared for anytime later.	Nataša Pirih Svetina		24.09.2021
OP2	20.12.2021	11:00	full-time study	Koncertna dvorana UL		Petra Teslić		15.12.2021

OP2: Exam registration starts 22 days before the exam.

- For courses available for registration, there is a REGISTER button shown in the first column. If there is no button, it means that the time conditions for registration have not been met yet, and registration is not possible at the moment.
- Instead of a registration button, you may see the remark OP2, which indicates that you must wait until at least 22 days before the exam date to register.
- After you click the registration button, you will receive a message confirming successful registration.

** Note: Please pay **attention** to the registration window. The earliest you can register for an **exam is 22 days before the exam date**. The registration window closes **5 days before the exam**, so you cannot register within **4 days of the exam**.

3. **Withdrawing from the exam:**

- If you have already registered for an exam but feel unprepared, you have the option to unregister.
- The latest deadline for withdrawal is 12 noon the day before the exam. You can thus withdraw your registration in the morning of the day before the exam, but not in the afternoon. For example, for an exam scheduled for November 29, the last day to unregister is November 28, and it must be done by 12 noon (as indicated in the right column under “Application deadline”).



MY DATA

NOTICES

EXAMS

Exam registration

Withdraw from exam

View registrations

Exam results

Withdraw from exam registration

Standard registrations:

Course	Exam date	Registration date	Attend No.	Lecturer	Application deadline
Studies of human adaptability	29.09.2021	9.09.2021	1	Natala Perh Svetina	28.09.2021 do 12:00

WITHDRAW >



SOCIAL AND PSYCHOLOGICAL SUPPORT

The Faculty of Arts has its own Psychological Counseling office located within the premises of the faculty. The counseling service is free for students of the Faculty of Arts.

If you require any form of assistance, please get in touch with Asist. Polona Jančar at psiholoska.svetovalnica@ff.uni-lj.si.

You can also follow the office on Instagram, [@psiholoska_svetovalnica_ff](https://www.instagram.com/psiholoska_svetovalnica_ff).

More information can be found at: <https://www.ff.uni-lj.si/en/node/196818>.

Psychosocial counseling is also available for all University of Ljubljana students, provided in the Slovene language. For counseling in English, please contact Anja Gruden at anja.gruden@pef.uni-lj.si.

For counseling in Bosnian, Croatian, Montenegrin, or Serbian, please contact Tomaž Vec at tomaz.vec@pef.uni-lj.si.



