



Študentski domovi
VEČ KOT LE DOM

VISA AND RESIDENCE PERMIT

INSTRUCTION FOR STUDENTS, EU CITIZENS

As a student at the University of Maribor, you are obliged to apply for a valid residence permit in the Republic of Slovenia at the Municipality of Maribor. If your application is ok, you will receive a residence permit for the purpose of studying in Slovenia. You will do the permission for residence when you arrive to Maribor.

Your full application MUST HAVE:

- Application form – Form 1 in attached files.
- Copy of valid Identity card or Passport and the original as the proof
- Copy of your Acceptance letter and the original (as a proof that you are enrolled in a recognized educational institution)
- Copy of your European health insurance card (and the original as the proof) or other health insurance policy, but it has to be translated into Slovene or English language
- Declaration of finances – FORM 2 in attached files
- Confirmation of your EMŠO number - you will receive that at the registration at your faculty
- Personal photo of 3,5 x 4,5 - a proper photo on a photo paper, no copies or printed photos
- Declaration of temporary residence:
 - if you stay in a private accommodation: confirmation from your private accommodation – Signed contract or Declaration of owner (Izjava lastnika – FORM 4) print it out from our website or you can get it in our office - the owner of the accommodation/flat, where you are staying, should fill it in and sign it - as an alternative to that you can also bring a copy of your lease contract;
 - if you stay in the Student dormitories, the dorms will take care of that
 - Personal photo 3,5 x 4,5 cm NOTE: THE PHOTO NEED TO BE RECENT & in correct size
- Pay the tax – 9,51 € (you pay tax at office for foreigners).

Erasmus student, who are EU citizens have to go to the Foreigners office (Partizanska cesta 47, 2000 Maribor) within 3 day after their arrival to Student Dormitories, to arrange their resident permit card. It is very important, that they bring the resident permit card to the student office in their campus, after receiving it.

The cost of the card is 2,21 €.

INSTRUCTION FOR STUDENTS FROM NON EU COUNTRIES

Students from non EU countries need to arrange permission for residence before arriving to Slovenia. Student needs to apply for it at Slovenian embassy in the certain country or at the embassy which is authorized for receiving application for permission for residence for Slovenia.

You can find the list of embassies [here](#).

Within three days of arriving in Maribor, you need to confirm your residence permit at the Municipality of Maribor, Office for Foreigners - see the address below. You have to bring:

- Copy of your residence permit/visa and the original as a proof
- Copy of your passport (first page) and the original as a proof
- Declaration of temporary residence:
 - If you stay in a private accommodation: confirmation from your private accommodation – Signed contract or Declaration of owner (Izjava lastnika) – print it out from our website or you can get it in our office - the owner of the accommodation/flat, where you are staying, should fill it in and sign it - as an alternative to that you can also bring a copy of your lease contract;
 - If you stay in the Student dormitories, they will take care of that.

You will be able to do this procedure with a help of mentors/buddies.

Students, who come with visa type D, do not have to go to the Municipality of Maribor (Office for Foreigners); they just give a copy of their visa to the employees in student office in their campus.

Address:

Municipality of Maribor (Mestna občina Maribor),
Office for Foreigners (room 11)
Partizanska 47, 2000 Maribor,
tel: 00386 (0)2/2201-000.

If you have any further questions, don't hesitate to contact your mentor or ESN Maribor info@esn-mb.org.

Official hours:

Monday and Tuesday from 8 am to 3 pm
Wednesday from 8 am to 12:00 and from 1pm to 6 pm
Friday from 8 am and 1 pm

For further information and documents you can look at: <http://www.um.si/en/international/erasmus/Pages/Visa-and-residence-permit.aspx>