



DEAR ERASMUS STUDENT,

Greetings from the University of Ljubljana where you will be spending a period of your study during the academic year 2007/08.

We hope you've already visited our web site: <http://www.uni-lj.si/English/SocratesErasmus.asp>, where you have found some useful information about the University and Ljubljana in general.

Hereby we are sending you some more information about academic calendar, residence permit, medical insurance, EILC, accommodation.

ACADEMIC CALENDAR

semester 1/winter semester:	from	01/10/2007	to	11/01/2008
final examinations:	from	14/01/2007	to	02/02/2008
semester 2/summer semester:	from	11/02/2008	to	30/05/2008
final examinations:	from	02/06/2008	to	28/06/2008

DEADLINES FOR ERASMUS EXCHANGE:

15 MAY 2007 – winter semester and full year

15 NOVEMBER 2007 – summer semester

The applications should be sent to:

Office of International Relations

Kongresni trg 12

SI-1000 Ljubljana

RESIDENCE PERMIT

From 1st May 2004 any citizen from a European Union state can enter the Republic of Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or a residence permit). This holds true no matter what the purpose of entry and stay in the Republic of Slovenia. For the first three months of stay in the Republic of Slovenia a person does not need a residence permit, however he is obliged to report to the Police.

In the event that the residence will exceed three months a residence permit is still obligatory. This can be obtained from the administrative office within the residential

district (for Ljubljana: **Office for passports and Aliens, Proletarska c.1**). The residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

A valid identity card or passport

Evidence of enrolment at an educational institution,

Health insurance covering all risks in the host member state,

Sufficient means for living (higher than the level under which the host country approves social aid to its citizens. According to the practice of the European Union's court a statement handed in writing and signed by the student as to his means is sufficient).

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

FIRST RESIDENCE PERMIT AND MEDICAL INSURANCE (NON EU CITIZENS)

At your nearest diplomatic or consular representative office (DCRO) of the Republic of Slovenia you have to submit an **application for First Residence Permit**.

You may submit your application in person, send it to the DCRO by registered mail, or a third person may submit it on your behalf with your authorization.

There is a consular fee of app. 76 EUR that you have to pay upon submitting the application.

With your application you have to enclose:

- a certified photocopy of a valid passport
- enrolment certificate (Confirmation of enrolment at University of Ljubljana)
- certificate of sufficient means of support during your stay in Slovenia (this shall mean regular income, such as scholarship, parent's income, personal income, pensions and not a single fund deposit in Republic of Slovenia or a credit card).
- health insurance certificate. This certificate should contain, in addition to stating that you have health insurance, a clear description of the scope of your rights and it should be already valid from the time of the application for the residence permit. If you have no health insurance in your home country, you may submit a certificate of commercial insurance of the insurance company that will cover your insurance in the Republic of Slovenia (contact ASSISTENCE CORIS, Ul. Bratov Babnik 10, 1000 Ljubljana, tel.: +386 1 519 20 20, fax: +386 1 519 16 98).
- confirmation of no criminal proceedings being instituted against the person in question: issued by a competent body in your home country.

All certificates, confirmations or appendices must be translated into the Slovene language and the translation certified by a notary.

Upon receiving notification that you may collect your permit, you will have to come in person with your passport to the DCRO where you submitted your application. The permit in a form of a label and a stamp will be added to your passport.

In case your application is denied, you have the right to appeal, which should be submitted within the prescribed time limit to the DCRO.

Within three days after your arrival in the Republic of Slovenia, you are required to report the place of your temporary residence at the Administration Unit (Office for Passports and Aliens, Proletarska cesta 1, Ljubljana) or to a police station.

MEDICAL INSURANCE

Foreign students coming from the EU member countries and the countries of the European economic region should have the E 128 form, E 111 form or E-card. The document type depends on the authorized insurance agency of the country of their origin. Namely, the students should contact the authorized insurance agency, where they have been insured, and ask for one of the above-mentioned forms.

If you have no health insurance in your home country, you can contact the insurance company that will cover your insurance in the Republic of Slovenia (ASSISTENCE CORIS, Ul. Bratov Babnik 10, 1000 Ljubljana, tel.: +386 1 519 20 20, fax: +386 1 519 16 98).

ACCOMMODATION - IMPORTANT

University of Ljubljana does not provide accommodation. However, there are some options that you can use to find your own accommodation:

1. Temporary accommodation

Below are the addresses of some cheaper hostels in Ljubljana, where you can book a room for the first week/month of your stay in Ljubljana and during that time you will be able to look for private accommodation by yourself.

HOSTEL CELICA
Metelkova 8
1000 Ljubljana
Tel.: +386 1 43018 90
E-mail: info@souhostel.com
www.souhostel.com

HOTEL/HOSTEL PARK (student part)
Tabor 9
1000 Ljubljana
Tel.: +386 1 3002 508
Fax: +386 1 4330 546
E-mail: hotel.park@siol.net

Youth Hostel Ljubljana (BIT Center)
Litijaska 57
1000 Ljubljana
Tel.: +386 1 548 00 55
Fax: +386 1 548 00 56
Web site: www.yh-ljubljana.com
E-mail: hotel@bit-center.net

Prenočišča Bežigrad
Podmilščakova 51
1000 Ljubljana
Tel.: +386 1 231 15 59
Fax: +386 1 433 84 21
Web site: www.prenocisca-bezigrad.com

Check out also this web site:

<http://www.travellerspoint.com/hostels-bcity.cfm?City=Ljubljana&Country=Slovenia>

2. Private accommodation

The Student Organization of the University of Ljubljana will **help you find** private accommodation after your arrival to Ljubljana. Complete the Housing Request Form (<http://www.uni-lj.si/English/SocratesErasmus.asp>) and send it to: intern.office@uni-lj.si or to the fax number: **+386 1 2418 593**.

After receiving your request, we will contact you by e-mail and explain further procedure.

3. Student Dormitories

Erasmus students can apply for a bed in student dormitories. They are given to students on "first come first get" basis. The first arrived housing requests will be considered (date of the submitting of the Housing Request Form). The rooms in the dormitories are double, with bathroom and shared kitchen. The access to internet is available only in some of the dormitories.

The Housing Request Form (see our web site!) should be sent to the e-mail address: intern.office@uni-lj.si or to our fax number: 00386 1 2418 593 by **15 May** (first semester) or **15 November** (second semester). The forms can be sent even earlier.

EILC – ERASMUS INTENSIVE LANGUAGE COURSE

To overcome the first language difficulties you will be offered an intensive Slovene language preparation course, which will be free of charge. Every year two EILC courses are organized.

The first course will be organized **from 3 September 2007 until 27 September 2007. THE DEADLINE IS 31 MAY!**

The second course will be organized **from 14 January 2008 until 7 February 2008. THE DEADLINE IS 31 OCTOBER!**

All the information about the course and the application form can be found on web site:

http://europa.eu.int/comm/education/programmes/socrates/erasmus/eilc/index_en.html

The application form should be sent directly to: Tel: +386 1 241 8648
Ms Jana Zemljarič Fax: +386 1 241 8644
Univerza v Ljubljani E-mail: jana.zemljarič@ff.uni-lj.si
Kongresni trg 12
SI-1000 Ljubljana

You will get 3 ECTS for a successfully completed course.

During the winter and summer semester you will be given the opportunity to continue to study Slovenian at a very reasonable price. Information on that will be given at a later stage.

AFTER YOUR ARRIVAL

After your arrival you should visit the **Office of International Relations of the University, Kongresni trg 12, office hours: 8.30 a.m. – 11.30 a.m.**, where you will get student card and further instructions.

STUDENT ORGANIZATION

International office of the Student Organization of the University of Ljubljana (SOU of Ljubljana), Kersnikova 4, will help you with more practical information regarding meal coupons, city bus card, sports, social program, trips. Their office is open every working day from 12.00 (12 a.m.) till 15.00 (3 p.m.). You can find out more about it on the web site: <http://www.sou-lj.si/mp/recepcija-eng.html>

We look forward to welcoming you in Ljubljana!

**Office of International Relations
University of Ljubljana
Kongresni trg 12
SI-1000 Ljubljana**

**Tel.: 00386 1 2418 592
Fax: 00386 1 2418 593
E-mail: intern.office@uni-lj.si
Contact person: Helena Deršek Štuhec**