



Univerza v Mariboru

Študentski domovi  
VEČ KOT LE DOM

Maribor, February 2017

## 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**
- **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**
- **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
  - Personal photo 3,5 × 4,5 cm NOTE: THE PHOTO NEED TO BE RECENT & in correct size
- **Declaration of temporary residence:** Student dormitories will give you a contract
- Pay the tax – 11,76 € (you pay tax at office for foreigners).

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

**Please bring with you all documents that you need, to arrange your resident permit card at the Municipality of Maribor - Office for foreigners (Prešernova 6 Maribor). Resident permit card needs to be arranged within 3 days after arrival, otherwise we can no longer offer you accommodation in our dormitories.**

### IMPORTANT:

**AS SOON AS YOU GET THE RESIDENT PERMIT CARD, YOU HAVE TO BRING IT TO THE STUDENT OFFICE IN YOUR CAMPUS.**

## **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](#).

Students who come to Student Dormitories with visa type D do not have to go to the Municipality of Maribor, because Student Dormitories arrange everything for their accommodation, they just need to go to the Student office in their campus and have to bring with them:

- Copy of visa and the original as a proof
- Copy of passport (first page) and the original as a proof
- And all other papers written in a document CONFIRMATION OF ACCOMMODATION

### Address:

Municipality of Maribor (Mestna občina Maribor),

Office for Foreigners

Prešernova 6, 2000 Maribor

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