

SLOVENIA – USA – Checklist for a Long Stay Visa (D)

Applicant's Name:	Place of Submission:	Reference No:
Passport Number:	Date of Submission:	
Date of Birth:	E-mail:	Phone No:
Purpose of travel: <ul style="list-style-type: none"> <input type="checkbox"/> Family reunification <input type="checkbox"/> Diplomatic mandate <input type="checkbox"/> Courses or other forms of education <input type="checkbox"/> Business <input type="checkbox"/> University professor, researcher <input type="checkbox"/> Artistic or cultural activities <input type="checkbox"/> Sport activities <input type="checkbox"/> Journalism <input type="checkbox"/> Religious and humanitarian service 	Profession: <ul style="list-style-type: none"> <input type="checkbox"/> Unemployed <input type="checkbox"/> Employed <input type="checkbox"/> Foreign mission or international organization staff <input type="checkbox"/> Business owner <input type="checkbox"/> Student <input type="checkbox"/> Professor, researcher <input type="checkbox"/> Artist, cultural worker <input type="checkbox"/> Professional sportsman, coach <input type="checkbox"/> Journalist <input type="checkbox"/> Priest, nun, monk 	
Biometric identifiers: Photograph taken: Live Scanned copy		
Visa fee: <ul style="list-style-type: none"> <input type="checkbox"/> 77,00 EUR (Payable in USD) <input type="checkbox"/> Gratis: <ul style="list-style-type: none"> • students - Turkish citizens and Fulbright scholarship holders; • holders of diplomatic and official passports (with mandate in Slovenia); • family members of EU citizens in case of family reunification. 		
All of the above visa fees are collected in USD. Fees are adjusted on monthly basis and available on-line: https://www.gov.si/assets/predstavnistva/Washington/dokumenti/konzulara/Visa-fees.docx		
 		
Service fee:	Courier fee:	Other fees:
Information to visa applicants: Please submit your application with the following original documents. Supporting documents must be translated to English or Slovenian. Diplomatic mission does not return any documents to the applicant apart from the passport and original court documents. During the application process Slovenian Embassy/Consulate may call the applicant for an interview and/or request additional documents. Processing time of the visa application may take up to 30 calendar days after all required documents have been submitted. <p style="text-align: center;">Applicant's signature: _____</p>		

No.	DOCUMENTS REQUIRED FOR ALL APPLICANTS	YES	NO
1	Original passport/travel document with a validity that exceeds the intended stay in Slovenia and Schengen area by at least three months. Passport must have been issued within the last ten years and have at least two blank pages + a copy of passport's personal details page.	<input type="checkbox"/>	<input type="checkbox"/>
2	Application form, fully completed, dated and signed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
3	One recent passport size photograph.	<input type="checkbox"/>	<input type="checkbox"/>
4	Travel medical insurance for the period of the validity of visa, valid in the entire Schengen area, with minimum coverage of 30.000 EUR, covering: emergency medical expenses, hospital treatment, repatriation for medical reasons, or repatriation of remains.	<input type="checkbox"/>	<input type="checkbox"/>
5	Evidence of sufficient means of subsistence (in case of minors, parent or legal guardian should submit the evidence): a. Bank account statements for the last six months. b. Proof of regular income (employer's certificate or salary slips for the last six months).	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
DOCUMENTS REQUIRED BASED ON A PURPOSE OF STAY			
8	Family reunification: a. Original marriage certificate or civil union certificate issued by the competent Slovenian authority. b. Birth certificate (for family reunification with a minor child). c. In case of integration of minor with non-biological parents, the consent of the biological parent or the decision of the Center for Social Work or court decision.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
9	Work/mandate at a diplomatic or consular representation or international organization in Slovenia: a. Note Verbale by the Ministry of Foreign Affairs of the sending state or international organization with information about the applicant's post and accompanying family members, if they are holders of diplomatic or official passports.	<input type="checkbox"/>	<input type="checkbox"/>
10	Education or training: a. Erasmus students: i. Certificate from receiving institution. ii. Certificate from sending institution. iii. Learning agreement (Erasmus+ form). b. Courses or other forms of education: i. Certificate of admission to study in Slovenia. ii. Confirmation of payment for the course, if payment is required.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Economic interest: a. Evidence of applicant's employment in Slovenia. b. Letter of approval by the Ministry of Economic Development and Technology of the Republic of Slovenia.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
12	Interest in the field of higher education: a. Certificate of admission to study or employment contract. b. Letter of approval by the Ministry of Education, Science and Sport of the Republic of Slovenia.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
13	Interest in the field of culture: a. Employment or collaboration contract. b. Letter of approval by the Ministry of Culture of the Republic of Slovenia.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

14	Sport activities: a. Contract with sports club (training, coaching, employment). b. Confirmation of the competent sports organization from the applicant's country of origin stating that the applicant is a professional athlete or sports coach.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
15	Reporter/Correspondent: a. Written confirmation of applicant's assignment in Slovenia by media company in the applicant's country of origin. b. Valid press card. c. Confirmation of accreditation in Slovenia issued by the Ministry of Culture of the Republic of Slovenia.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
16	Religious and humanitarian service: a. Confirmation of applicant's assignment in Slovenia by the religious institution or humanitarian organization in the applicant's country of origin stating date of arrival, length of stay and type of activity in Slovenia. b. Accreditation of religious entity by the Ministry of Culture of the Republic of Slovenia - Office for Religious Communities.	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLICANT

Invitation letter by the inviting company or institution in the form of the Letter of Guarantee certified by the Administrative Unit or Notary Office. Other:	<input type="checkbox"/>	<input type="checkbox"/>
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Remarks by visa officer (External service provider or Embassy/Consulate):

Visa officer's signature: _____ **Applicant's signature:** _____

In case not all supporting documents have been submitted:

I hereby confirm that supporting document(s) No. _____ has/have not been submitted. I am requested to complete my application within five working days. I am aware that my failure to complete the application might influence the Embassy's/Consulate's decision. I am aware that the processing time will take longer accordingly.

Applicant's signature: _____

Missing supporting documents submitted on _____.

Visa officer's signature: _____

Information on the processing of personal data

1. The competent authority in charge of the personal data processed in visa or residence permit application procedures is the Ministry of Foreign Affairs of the Republic of Slovenia, address: Prešernova 25, 1000 Ljubljana, Slovenia, T: +386 1 478 2000, E: gp.mzz@gov.si.
2. Data Protection Officer at the Ministry of Foreign Affairs of the Republic of Slovenia may be contacted at E: dpo.mzz@gov.si.
3. VFS Global processes the personal data on behalf of the Ministry of Foreign Affairs of the Republic of Slovenia and is bound by contractual clauses (Commission Decision 2010/87/EU) to provide the same standard of personal data protection as the Ministry of Foreign Affairs of the Republic of Slovenia under the General Data Protection Regulation (Regulation (EU) 679/2016).
4. Personal data is processed for the purpose of visa applications in administrative procedures conducted by the Embassy of the Republic of Slovenia in Washington, D.C. (for visa applications submitted in Washington, D.C., New York, NY, San Francisco, CA, Houston, TX, and Miami, FL) or by the Consulate General of the Republic of Slovenia in Cleveland, OH (for visa applications submitted in Cleveland, OH, and Chicago, IL).
Your personal data, including your photograph, where applicable, are mandatory for the application to be processed and/or decided on. If you decide not to submit the requested personal data your application may be deemed inadmissible or denied.
5. The legal basis for the processing of personal data is set by Foreigners Act, Official Journal of the Republic of Slovenia Nr. 1/18 and 9/18.
6. Upon applying for a long term visa your data will be entered and stored in a national visa information system of the Republic of Slovenia for five years after the expiry of the visa or, in case the visa was not issued, for five years after the finality of this decision.
7. Applicants have the right to request from the Ministry of Foreign Affairs of the Republic of Slovenia access to and rectification or erasure of personal data or restriction on processing concerning the data subject or to object to processing as well as the right to data portability, pursuant Articles 15 through 20 of the General Data Protection Regulation.
8. Applicants have the right to file a complaint concerning the processing of personal data with the Information Commissioner of the Republic of Slovenia, address: Dunajska cesta 22, 1000 Ljubljana, Slovenia.
9. The information above does not apply to personal data processed by VFS Global on the payment of consular and service fees nor to personal data processed by VFS Global in relation to additional commercial services.

Additional information on data protection is available at:

<https://www.ip-rs.si/en/>



Request for Information on Data in the Schengen Information System (SIS):

<https://e-uprava.gov.si/si/podrocja/vloge/vloga.html?id=1115>

