

Information to visa applicants:

Supporting documents in other than English and Slovenian need to be translated and presented in the following order. Originals must be presented at the Visa Application Center but applicants should submit only a photocopy of the residence permit (Green Card) with the application. 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 in justified cases call the applicant for an interview and request additional documents (Article 21(8) of the Visa Code).

According to the Article 23 of the Visa Code the **processing time of the visa application may take up to 15 calendar days** after all required documents have been submitted.

Applicant's signature: _____

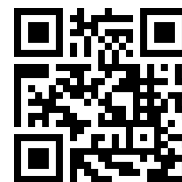
No.	DOCUMENTS REQUIRED FOR ALL APPLICANTS	YES	NO
1	Original passport/travel document with a validity that exceeds the intended stay in Schengen area by at least three months. Passport must have been issued within the last ten years and have at least two blank pages. A copy of passport's personal details page(s) and previous Schengen visas including entry/exit stamps.	<input type="checkbox"/>	<input type="checkbox"/>
2	Application form duly completed, dated and signed by the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
3	One recent photograph.	<input type="checkbox"/>	<input type="checkbox"/>
4	Travel medical insurance covering the entire duration of the trip valid in the entire Schengen area. The minimum coverage of 30.000 EUR, covering: emergency medical expenses, hospital treatment, repatriation for medical reasons, or repatriation of remains. Multi-entry visa applicants must have insurance for the duration of the first trip and sign the section on the last page of the application form "Applicable in case a multiple entry visa is applied for: I am aware of the need to have an adequate travel medical insurance for my first stay and subsequent visits to the territory of Member States".	<input type="checkbox"/>	<input type="checkbox"/>
5	For minors (under the age 18) traveling without parents or with one parent: <ul style="list-style-type: none"> i. Original notarized letter of consent signed by parents or legal guardians authorizing travel to destination; ii. OR if the parent or legal guardian holds the parental authority alone: proof of custody or guardianship (e.g. original and copy of court decision) or original death certificate of the other parent. iii. Original birth certificate of minor. If necessary, translated into English. iv. Copies of the passports of parents or legal guardians (personal details and signature pages). v. Proof of sufficient funds from parent(s) or legal guardian(s) as described in point 10. 	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of legal residence in the USA and re-entry document: <ul style="list-style-type: none"> i. Valid US residence permit ("Green Card") or valid US resident visa (e.g. visa type A, E, F + endorsed I-20, G, H, I, J + J1-form, L, O, R). The US Green Card or visa must be valid at least three months beyond the intended departure from the Member States. ii. A copy of valid US Green Card or valid US resident visa. 	<input type="checkbox"/>	<input type="checkbox"/>
7	Proof of travel arrangements: <ul style="list-style-type: none"> i. Flight (roundtrip)/travel reservations or other proof of intended transport. Each reservation must show the name of the applicant and the reservation number. ii. Full itinerary if several Schengen States will be visited or if the trip covers several Schengen and non-Schengen countries. 	<input type="checkbox"/>	<input type="checkbox"/>
8	Proof of accommodation for all countries to be visited in the Schengen area, covering the entire duration of the trip: <ul style="list-style-type: none"> i. Individuals: confirmed hotel reservation or reservation of another lodging place, stating name and contact information of the hotel/lodging, reservation number and the name of the applicant or travel companion. ii. Groups: the certificate of the travel agency mentioning same information as for individuals, or other proof of accommodation (e.g. rental agreement). 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS REQUIRED BASED ON THE PURPOSE OF TRAVEL			
9	<ul style="list-style-type: none"> a) Visiting family/friends: <ul style="list-style-type: none"> i. Invitation Letter or Letter of Guarantee from the host in Slovenia, certified by the Administrative Unit. b) Business: <ul style="list-style-type: none"> i. Invitation letter or Letter of Guarantee from the business partner in Slovenia, certified by the Administrative Unit. ii. Reference letter from employer on official company letterhead, stamped and dated, containing contact information (address, email, telephone number) as well as name, position and signature of the countersigning officer. The letter must state the position of the applicant, years of employment and approval of position after returning. 	<input type="checkbox"/>	<input type="checkbox"/>

Information on the processing of personal data

1. The competent authority in charge of the personal data processed in visa 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 dpo.mzz@gov.si.
3. VFS Global processes 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 and fingerprints, where applicable, are mandatory elements of a visa application. 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 Regulation (EC) No 810/2009 of the European Parliament and of the Council of 13 July 2009 establishing a Community Code on Visas (Visa Code) and Regulation (EC) No 767/2008 of the European Parliament and of the Council of 9 July 2008 concerning the Visa Information System (VIS) and the exchange of data between Member States on short-stay visas (VIS Regulation).
6. Upon applying for a short-term visa or an airport transit visa your data will be entered into a national Visa Information System (VIS) of the Republic of Slovenia, where it will be stored for five years after the expiry of the visa or, in case the visa was not granted, for five years after the finality of this decision. Your data will also be entered and stored in VIS for a maximum period of five years, during which it will be accessible to the visa authorities and the authorities competent for carrying out checks on visas at external borders and within the Member States, immigration and asylum authorities in the Member States for the purposes of verifying whether the conditions for the legal entry into, stay and residence on the territory of the Member States are fulfilled, of identifying persons who do not or who no longer fulfil these conditions, of examining an asylum application and determining responsibility for such examination. Under certain conditions the data will also be available to designated authorities of the Member States and to Europol for the purpose of prevention, detection and investigation of terrorist offenses and other serious criminal offenses.
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 concerning the payment of consular and service fees or 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 Visa Information System (VIS):

<https://www.gov.si/assets/ministrstva/MZZ/Dokumenti/konzularne-zadeve/oddelek-za-vize/Zahteva-za-seznanitev-s-podatki-v-VIS.pdf>



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

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

