

SLOVENIA – CANADA - Checklist for Short Stay Visa

Applicant`s Name:	Date of Birth:	Passport Number:
Reference No:	Place of Submission:	Date of submission:
Contact No:	E-mail:	Representation:
Purpose of travel: <ul style="list-style-type: none"> <input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family/friends <input type="checkbox"/> Business <input type="checkbox"/> Medical treatment <input type="checkbox"/> Artistic or cultural activities <input type="checkbox"/> Sport activities <input type="checkbox"/> Educational activities <input type="checkbox"/> Official visit <input type="checkbox"/> Transit 		Personal situation: <ul style="list-style-type: none"> <input type="checkbox"/> Employed <input type="checkbox"/> Business owner <input type="checkbox"/> Farmer <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Minor <input type="checkbox"/> Bus driver/conductor at TC <input type="checkbox"/> Journalist <input type="checkbox"/> Artist <input type="checkbox"/> Sportsman
Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: <input type="checkbox"/> 10 fingerprints taken Quality remarks: _____ <input type="checkbox"/> Fingerprinting exemptions: <ul style="list-style-type: none"> <input type="checkbox"/> children under the age of 12; <input type="checkbox"/> fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago; <input type="checkbox"/> fingerprinting is physically impossible: Temporary Permanent <input type="checkbox"/> heads of state or government and members of a national government – official business. 		
Visa fee: <ul style="list-style-type: none"> <input type="checkbox"/> 35 EUR Citizens of Albania, Armenia, Azerbaijan, Belarus, BIH, Georgia, North Macedonia, Moldova, Montenegro, RF, Serbia, Ukraine <input type="checkbox"/> 60 UER Citizens of Cabo Verde <input type="checkbox"/> 80 EUR Other third country nationals <input type="checkbox"/> 40 EUR minors from 6 to 12 <input type="checkbox"/> Gratis: <ul style="list-style-type: none"> <input type="checkbox"/> minors under the age of 6; <input type="checkbox"/> pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training; <input type="checkbox"/> researchers travelling for the purpose of carrying out scientific research; <input type="checkbox"/> representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations; <input type="checkbox"/> holders of diplomatic and service passports; <input type="checkbox"/> family members of EU or Swiss citizens covered by the Directive 2004/38/EC. <p>Fees are collected in CAD. The fees are adjusted on monthly basis and available on the Embassy's website: http://www.ottawa.veleposlanistvo.si/index.php?id=5707&L=1 – see QR code:</p> <div style="text-align: right;">  </div>		
Service fee:	Courier fee:	Other fees:
Information to visa applicants: Please submit your application with the following original documents. Supporting documents must be translated into English or Slovenian by an authorized translator. Bank statements of more than one account may be presented. Provided bank statements should not been older than 7 calendar days upon the date of submission and should bear the applicant's name. During the examination of an application, the Slovenian Embassy 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 the required documents have been submitted. <div style="text-align: right;"> Applicant`s signature: _____ </div>		

[illegible]

Other optional documents considered necessary by the applicant			

Remarks by visa officer (External service provider or Embassy):

Visa officer's signature: _____

Information to visa applicants:

In case not all supporting documents have been submitted:

I hereby confirm that supporting document(s) No. _____ has/have not been submitted. I'm requested to complete my application within 3 (three) working days. I am aware that my failure to complete the application might influence the Embassy's decision (Article 21(3) and (7) of the Visa Code). I am aware that the processing time will be extended accordingly.

Applicant's signature: _____

Missing supporting documents _____ submitted on _____.

Visa officer's signature: _____

Information on the processing of personal data

1. The controller of the personal data processed in visa procedures is the Ministry of Foreign Affairs of the Republic of Slovenia, headquartered at 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. Personal data is processed for the purpose of visa applications in administrative procedures conducted by the Embassy of the Republic of Slovenia in Ottawa.

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.

4. The legal basis for the processing of personal data is laid down 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).
5. In case of an application for a short-term visa or an airport transit visa your data will be entered into a national visa information system 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 issued, for five years after the finality of this decision. Your data will also be entered into and stored in the Visa Information System (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 of 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 the prevention, detection and investigation of terrorist offences and of other serious criminal offences.
6. Data subjects 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.
7. Data subjects have the right to lodge a complaint concerning the processing of personal data with the Information Commissioner of the Republic of Slovenia, headquartered at Dunajska cesta 22, 1000 Ljubljana, Slovenia.

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):



http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/obrazci/obrazec_zahtev_a_za_seznanitev_VIS.pdf

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



http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/obrazci/obrazec_zahtev_a_za_seznanitev_SIS.pdf