SLOVENIA – CANADA - Checklist for Short Stay Visa

Applicant`s Name:	Date of Birth:	Passport Number:				
Reference No:	Place of Submission:	Date of submission:				
Reference No:	Place of Submission:	Date of Submission:				
Contact No:	E-mail:	Representation:				
Purpose of travel: Tourism Visiting family/friends Business Medical treatment Artistic or cultural activities Sport activities Educational activities Official visit Transit		Personal situation:				
Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: □ 10 fingerprints taken Quality remarks: □ Fingerprinting exemptions: □ children under the age of 12; □ fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago; □ fingerprinting is physically impossible: Temporary Permanent						
o heads of state or government and members of a national government − official business. Visa fee: □ 35 EUR Citizens of Albania, Armenia, Azerbaijan, Belarus, BIH, Georgia, North Macedonia, Moldova, Montenegro, RF, Serbia, Ukraine □ 60 UER Citizens of Cabo Verde □ 80 EUR Other third country nationals □ 40 EUR minors from 6 to 12 □ Gratis: □ o minors under the age of 6; ○ pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training; ○ researchers travelling for the purpose of carrying out scientific research; ○ representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations; ○ holders of diplomatic and service passports; ○ family members of EU or Swiss citizens covered by the Directive 2004/38/EC. 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=57078L=1 − see QR code:						
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.						

Applicant`s signature:

No	Documents required for all applicants	YES	NO
1	Passport		
2	1 application form		
3	1 recent photograph		
4	Previous passports with Schengen visas (if any)		
5	Travel medical insurance		
6	Evidence of sufficient means of subsistence (in case of minors parental authority or legal		
	guardian have to submit evidence on sufficient means of subsistence):		
	a) bank account statements on the account turnover of the last 6 months;		
	b) proof of regular income, e.g. salary slips of the last 6 months.		
7	Civil status certificates (not older than 6 months):		
	a) original birth certificate,		
	b) original joint household certificate,		
0	c) original marriage certificate: applicable not applicable		
8	Proof of travel arrangements, e.g. return air/train/bus ticket, registration of vehicle		
0	Documents required in accordance with the applicant's personal situat	ion	
9	a) If the applicant is employed :	_	_
	i. employment contract; ii. proof of social security contributions		
	iii. certificate of salary		
	iv. vacation confirmation from the employer (required if purpose of trip is tourism,		
	visiting family or friends or medical treatment	Ш	
	visiting family of mends of medical treatment		
	b) If the applicant is a <u>business owner</u> :		
	i. certificate of business registration;		
	ii. company's bank statement covering the last 6 months.		
	· ,		
	c) If the applicant is a <u>farmer</u> :		
	i. proof of property ownership.		
	d) If the applicant is <u>retired</u> :		
	i. pension statements over the last 6 months.		
	e) If the applicant is an <u>artist</u> :	_	_
	i. proof of qualification (e.g. proof of membership in a professional association,		
	manager contract etc.).		
	f) If the applicant is a student :		
	i. proof of solvability of parents, or proof of sufficient funds for the entire stay, or		
	provision of guarantee form (i.e. work contract, bank statement for the last 6	Ш	Ш
	months;		
	ii. student card or copy of the matriculation at the university and student index		
	signed and stamped by the university.	_	_
	g) If the applicant is a minor/under the age 18:		
	i. travelling alone: consent of the parental authority (both parents) or legal		
	guardian (notarized);		
	ii. travelling with one parent or legal guardian only: consent of other parental		
	authority (notarized);		
	iii. if the single parent with whom the minor is to travel, holds the paternal		
	authority alone: document that proves he/she is the only parental authority		
	e.g. birth certificate of the minor (indicating only one parent), death certificate,		
	divorce or custody agreement.		
	Documents required in accordance with the purpose of travel		
10	a) Tourism:		
	i. proof of accommodation half or fully payed (e.g. hotel booking confirmation);		
	ii. travel plan.		
	b) Visiting family/friends:		
	b) Visiting family/friends:i. proof of sponsorship and/or private accommodation (Letter of Guarantee).		
	i. proof of sportsorship and/of private accommodation (Letter of Guarantee).		
	c) Business:		
	i. written request from the inviting company/organisation, with official stamp and		
	signature of the company (Letter of Guarantee)	_	
	ii. documents which show the existence of trade relations or relations for work		
	purposes		

d)	Medica	I treatment:	
	i.	accommodation (if the applicant is not staying in a hospital during the entire treatment) i.e. hotel reservation or	
	ii.	if accommodation is provided by a private person:	
		 an invitation letter of the private person and copy of passport of the host; 	
	iii.	official confirmation of the treatment/appointment by the receiving medical institution;	
	iv.	certificate from a medical institution confirming that the medical treatment is	
	V.	necessary; proof of sufficient financial means for medical treatment and related expenses;	
	vi.	proof of prepayment of the treatment.	
e)	Artistic	, cultural, sport and educational activities	
	i. ii.	proof of accommodation: i.e. hotel booking confirmation or	
	11.	if accommodation is provided by a private person:Invitation letter of the private person;	
		 Copy of the passport of the host. 	
f)	For arti	stic, cultural and educational activities:	
	i.	documentation issued by the organiser concerning the event indicating the	
	ii.	date, place and number of performances. letter of Guarantee (authorized at the administration unit) from the inviting	
		company/organisation, with official stamp and signature of the	
		company/organisation with specification of who covers the costs that arise from the visit;	
	iii.	certificate of the organisation registration in the hosting country;	
	iv.	copy of the passport of the responsible person in the hosting country.	
g)		ticipation in sport activities:	
	ı. ii.	photo copies of all pages in the sports federation matriculation card; invitation from the organising club/federation in the host country (Letter of	
		Guarantee authorized at the administration unit);	
	iii. iv.	certificate from the sending sports club/federation; proof of paid registration fee to event/tournament (if applicable).	
h)	Journa i.	ust: certificate issued by a professional organisation;	
	ii.	document from the employer stating the purpose of the mission.	
i)	Bus dri		
	i.	a written request from the national association (union) of carriers of the host country providing for international road transportation, stating the purpose,	
		duration and frequency of the trips	
	ii.	proof of business relation (by means of registry certificate, cooperation agreement, statements);	
	iii.	list of drivers along with certified copies of the vehicle registration and the	
	iv.	annual technical inspection certificate; list of all employees along with copies of the passport photo page; Driver's	
		licence for international transport (in case the license cannot be left at the	
		Embassy during the processing of the visa application, a certified copy is needed).	
j)	Transit		
	i.	visa or entry permit and confirmed tickets regarding the onward journey to the final country of destination	
k)	Official		
,	i.	nominative official invitation sent by an EU institution or a Member State,	

Other optional documents considered necessary by the applicant						
Remarks by visa officer (External service provider	or Emhassy):					
Remarks by visa officer (External service provider	or Linbassy).					
Visa officer's	s signature:					
information to visa applicants:						
In case not all supporting documents have been sub	omitted:					
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_zahteva_za_seznanitev_SIS.pdf