

# EMBASSY OF THE REPUBLIC OF SLOVENIA IN NEW DELHI

## Checklist for Short-Stay Visa

<b>Applicant's Name:</b>	<b>Date of Birth:</b>	<b>Passport No.:</b>
<b>Reference No.:</b>	<b>Place of Submission:</b>	<b>Date of Submission:</b>
<b>Contact No.:</b>	<b>E-mail:</b>	
<b>Purpose of travel:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Business/work</li><li><input type="checkbox"/> Study, research, internship</li><li><input type="checkbox"/> Tourism</li><li><input type="checkbox"/> Visiting family/friends</li><li><input type="checkbox"/> Sport, cultural, religious events and film crews</li><li><input type="checkbox"/> Official delegation</li><li><input type="checkbox"/> Medical treatment</li><li><input type="checkbox"/> Seafarers</li></ul>		<b>Applicant's status:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Employed</li><li><input type="checkbox"/> Film crew/Artist</li><li><input type="checkbox"/> Sportsman</li><li><input type="checkbox"/> Student</li><li><input type="checkbox"/> Seafarer</li><li><input type="checkbox"/> Retired</li><li><input type="checkbox"/> Minor</li><li><input type="checkbox"/> Non-Indian national</li></ul>
<b>Biometric identifiers:</b> <p>Photograph taken:                      Live                      Scanned copy</p> <p>Fingerprints:</p> <ul style="list-style-type: none"><li><input type="checkbox"/> 10 fingerprints taken      Quality remarks: _____</li><li><input type="checkbox"/> Fingerprints exemptions:<ul style="list-style-type: none"><li>○ children under the age of 12 years</li><li>○ fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago</li><li>○ fingerprinting is physically impossible:      Temporary      /      Permanent</li><li>○ heads of state or government and members of a national government – official business</li></ul></li></ul>		
<b>Visa fee:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> 35 EUR (Citizens of Armenia, Azerbaijan, Belarus – without prejudice to the Council decision (EU) 2021/1940 of 9 November 2021)</li><li><input type="checkbox"/> 67,50 EUR (nationals of Cabo Verde)</li><li><input type="checkbox"/> 90 EUR (Other third country nationals)</li><li><input type="checkbox"/> 45 EUR (children aged 6 - 12)</li><li><input type="checkbox"/> Gratis:<ul style="list-style-type: none"><li>○ minors under the age of 6;</li><li>○ pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training;</li><li>○ researchers travelling for the purpose of carrying out scientific research;</li><li>○ representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations;</li><li>○ holders of diplomatic and service passports;</li><li>○ non-EU family members of EU or Swiss citizens covered by the Directive 2004/38/EC and UK nationals who are beneficiaries of the EU-UK Withdrawal agreement and seek to join the UK national Withdrawal Agreement beneficiary in the host State.</li></ul></li></ul>		
<b>Service fee:</b>	<b>Courier fee:</b>	<b>Other fees:</b>

[illegible]

10	Minors: a) If the minor is travelling with only one parent, written consent certified by the public notary of the other parents or guardian, except in cases of a parent having sole custody or guardianship of the minor in which case a court order or other proof of sole custody or guardianship must be provided; b) If the minor travels alone(without parents), written consent, certified by the public notary, of both parents or guardians having custody or guardianship of the minor c) Copy of identification document(s) (with signature and photograph) of the parent(s)/guardians having custody/guardianship of the applicant.	<input type="checkbox"/>	<input type="checkbox"/>
11	Students – certificates of the establishment at which the applicant is enrolled.	<input type="checkbox"/>	<input type="checkbox"/>

DOCUMENTS ACCORDING TO THE PURPOSE OF TRAVEL			
I. BUSINESS TRIPS			
12	a) Invitation from the inviting company or organisation b) Cover letter from the applicant's employer  Both letters must confirm, as a minimum: <ul style="list-style-type: none"> <li>- the applicants identity</li> <li>- the purpose of the journey (meetings, conferences, training or business related events)</li> <li>- the period and place of intended stay</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
II. STUDY, RESEARCH OR INTERNSHIP			
13	a) Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses or cover letter from, the inviting company	<input type="checkbox"/>	<input type="checkbox"/>
III. TOURISM			
14	a) Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the travel plans	<input type="checkbox"/>	<input type="checkbox"/>
IV. VISITING FAMILY/FRIENDS			
15	a) Invitation from the family member/friend, including their address and contact details, and intended period of stay. b) Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable.	<input type="checkbox"/>	<input type="checkbox"/>
V. SPORTS, CULTURAL, RELIGIOUS EVENTS AND FILM CREWS			
16	a) Invitation, entry tickets, enrolments or programmes b) For film crews <ul style="list-style-type: none"> <li>i. Letter from the film company specifying title, synopsis and shooting locations of film</li> <li>ii. Complete list of names of travelling crew members along with their roles</li> <li>iii. Letter from the agency in the Schengen State confirming arrangements for film permits</li> <li>iv. Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>
VI. MEMBERS OF OFFICIAL DELEGATION			
17	a) Copy of the official invitation b) Note verbale issued by the sending authority concerned confirming: <ul style="list-style-type: none"> <li>- the identity of the applicant</li> <li>- the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations)</li> <li>- the period of intended stay</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

## VII. PURPOSE OF MEDICAL TREATMENT

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18	a)	Certificate from a medical doctor or a medical institution confirming the need for specific medical treatment to be received in the member state of destination	<input type="checkbox"/>	<input type="checkbox"/>
	b)	Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly	<input type="checkbox"/>	<input type="checkbox"/>
	c)	Proof of pre-payment of the treatment	<input type="checkbox"/>	<input type="checkbox"/>

## VIII. SEAFARERS

[illegible]

## IX. AIRPORT TRANSIT

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20	(a) Visa or other entry permit for the third country of destination. (b) Documents in relation to the onward journey to the final destination after the intended airport transit.'	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>

## OTHER OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLICANT

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

Visa officer's signature: \_\_\_\_\_

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## Information to visa applicants (to be handed over to the applicant)

Please submit your application with the **original** supporting documents in **Slovenian or English languages**. The Embassy does not return any other documents to the applicant besides the passport.

Commission Implementing Decision amending Implementing Decision C(2015) 6940 as regards the list of supporting documents to be submitted by applicants in India and Morocco for short-stay visas is available at:

[https://home-affairs.ec.europa.eu/document/download/e9890b44-c893-40f9-9a6e-161e86d20efc\\_en](https://home-affairs.ec.europa.eu/document/download/e9890b44-c893-40f9-9a6e-161e86d20efc_en)



**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). It is not recommended to purchase flight tickets before receiving a visa decision.**

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. In cases that require additional checks the processing time may be extended to a maximum of 45 days.

Fees are collected in INR. The fees are adjusted on monthly basis and available on the Embassy's website: <http://www.newdelhi.embassy.si/index.php?id=922&L=1>



### In case of an incomplete visa application:

I hereby confirm that supporting document(s) No. \_\_\_\_\_ has/have not been submitted. I am requested to complete my application within 3 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:** \_\_\_\_\_

## Information on the processing of personal data

1. The controller of the personal data processed in visa procedures is the Ministry of Foreign and European Affairs of the Republic of Slovenia, headquartered at Prešernova 25, 1000 Ljubljana, Slovenia, T: +386 1 478 2000, E: [gp.mzez@gov.si](mailto:gp.mzez@gov.si)
2. Data Protection Officer at the Ministry of Foreign and European Affairs of the Republic of Slovenia may be contacted at [dpo.mzez@gov.si](mailto:dpo.mzez@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 standard contractual clauses (Commission Decision 2010/87/EU) to provide the same standard of personal data protection as would 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 New Delhi.

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 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).
6. 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.
7. Data subjects have the right to request from the Ministry of Foreign and European 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, pursuant Articles 15 through 20 of the General Data Protection Regulation.
8. 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.
9. This information 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/MZEZ/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/podrocja/vloge/vloga.html?id=1115&lang=si>

