EMBASSY OF THE REPUBLIC OF SLOVENIA IN NEW DELHI

Checklist for Short-Stay Visa

Applicant's Name:	Date of Birth:	Passport No.:				
Reference No.:	Place of Submission:	Date of Submission:				
Contact No.:	E-mail:					
Purpose of travel:	and film crews	Applicant's status:				
Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: 10 fingerprints taken Quality remarks: Fingerprints exemptions: children under the age of 12 years fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago fingerprinting is physically impossible: Temporary / Permanent						
 heads of state or government and members of a national government – official business Visa fee: 35 EUR (Citizens of Armenia, Azerbaijan, Belarus – without prejudice to the Council decision (EU) 2021/1940 of 9 November 2021) 67,50 EUR (nationals of Cabo Verde) 90 EUR (Other third country nationals) 45 EUR (children aged 6 - 12) Gratis:						
Service fee:	Courier fee:	Other fees:				

No	DOCUMENTS REQUIRED FOR ALL APPLICANTS	YES	NO
1	Valid passport / travel document. Must be valid for minimum 3 months after the journey and issued within the previous 10 years and have at least 2 blank pages.		
2	1 application form duly completed, dated and signed by the applicant		
3	1 recent photograph		
4	Travel medical insurance covering the entire duration of the trip valid in the whole Schengen area. The minimum coverage of 30 000 euros, 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".		
5	Cover letter from the applicant stipulating the purpose of travel, duration, names of accompanying persons, transport and accommodation details.		
6	Copy of:		
	- the current passport's biodata page;		
	the last page of the passport (for Indian passports);entry/exit stamps of the Schengen area from previous passports (if available).		
	- entry/exit stamps of the Schengerrarea from previous passports (if available).		
7	Proof of intended means of transport - Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States. Proof of intra-Schengen flight reservation, train itinerary or car rental		
8	Proof of accommodation:		
	 Hotel reservations, rental of holiday home or campus residence reservation. If the applicant intends to stay with a family member or a friend, proof of sponsorship 		
	and/or private accommodation from the host		
	 If the applicant is travelling to several Member States, proof of accommodation in each of them. 		
	DOCUMENTS ACCORDING TO THE PERSONAL STATUS		
9	Proof of financial means a) Original private bank statement showing movements in the last three months, duly stamped and signed by the bank		
	b) Indian income tax return acknowledgment for the last two assessment yearsc) In addition:		
	If the applicant is employed:		_
	i. Payslips for the last three months		
	ii. Employment contract iii. Employers statement on approval for holidays		
	If the applicant is a company owner or self-employed		
	iv. Certificate of registration of the company, including its goods and services tax (GST) registration number for companies based in India.		
	 v. Business bank account statement and proof of income tax return (barcode verifiable). 		
	If the applicant is sponsored: vi. proof of sponsorship and/or private accommodation by means of the national form of the Member State concerned, if applicable (cf. the website of the Member State of destination)		
	If the applicant is retired		
	vii. pension statements for the last three months		
	viii. proof of regular income generated by ownership of property or business		

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; 	Ц	
	 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. 		
11	Students - certificates of the establishment at which the applicant is enrolled.		

	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:		
	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		
	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		
	IV. VISITING FAMILY/FRIENDS		
15	a) Invitation from the family member/friend, including their address and contact details, and intended period of stay.		
	 Evidence of legal residence of family/friends visited: copy of passport/national ID card, or residence permit as applicable. 		
	V. SPORTS, CULTURAL, RELIGIOUS EVENTS AND FILM CREWS		
16	a) Invitation, entry tickets, enrolments or programmes b) For film crews		
	i. Letter from the film company specifying title, synopsis and shooting locations of film		
	ii. Complete list of names of travelling crew members along with their rolesiii. Letter from the agency in the Schengen State confirming arrangements for		
	film permits iv. Certificate of registration with the Indian Motion Pictures Producers Association or Film Chamber of Commerce		
	VI. MEMBERS OF OFFICIAL DELEGATION	1	
17	a) Copy of the official invitation		
	b) Note verbale issued by the sending authority concerned confirming:the identity of the applicant		
	 the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations) the period of intended stay 		

	VII. PURPOSE OF MEDICAL TREATMENT		
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 b) Official document from the receiving medical institution confirming that the specific medical treatment can be performed and patient be accepted accordingly 		
	c) Proof of pre-payment of the treatment		
	VIII. SEAFARERS		
19	(a) Employment contract/appointment letter (showing duration of employment) Copy of the seafarer's working contracts/appointment letter in order to board the ship		
	(b) Seaman's book		
	 (c) Invitation from the shipping company/maritime agency of the Member State where the seafarer will join the boat. The invitation must be signed and bear the stamp of the company/agency and include the following data: name and family name of the seafarer place and date of birth, passport number, seafarer's book number date of issue, period of validity of passport and the seafarer's book The seafarer's position on the vessel (if there are several seafarers, their information can be included in a list, signed and stamped and annexed to the invitation letter) name and flag of the boat port and date of boarding and disembarking itinerary that the seafarer will follow to arrive in the Member State of destination/transit (including date and entry point (airport) to the Schengen area) In the letter of invitation, the shipping company/maritime agency based in the Member State should indicate the name and address of the Indian agency it is collaborating with and will be responsible for submitting the visa applications. The shipping company / maritime agency based in the Member state is also required to indicate that it will bear all responsibility for the seafarer upon his/her arrival in the 		
	Member State (including in the event of repatriation) and ensure that he/she boards the ship. (d) Flight reservation (if applicable) (e) If the visa application is presented by a shipping company/maritime agency of India, a covering letter of invitation by the agency/company including the list of		
	seafarers applying. 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.'		
	OTHER OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLI	CANT	
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Rema	arks by visa officer (External service provider or Consulate/Embassy):		
1	Visa officer's signature:		

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

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



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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 complete the application might influence the Embassy's decision (Article 21(3) and (7) of the Visa Code	
that the processing time will be extended accordingly.	

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: qp.mzez@gov.si

Applicant's signature:

- 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
- 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-zavize/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

