


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: <input type="checkbox"/> Business/work <input type="checkbox"/> Study, research, internship <input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family/friends <input type="checkbox"/> Sport, cultural, religious events and film crews <input type="checkbox"/> Official delegation <input type="checkbox"/> Medical treatment <input type="checkbox"/> Seafarers		Applicant's status: <input type="checkbox"/> Employed <input type="checkbox"/> Film crew/Artist <input type="checkbox"/> Sportsman <input type="checkbox"/> Student <input type="checkbox"/> Seafarer <input type="checkbox"/> Retired <input type="checkbox"/> Minor <input type="checkbox"/> Non-Indian national
Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: <input type="checkbox"/> 10 fingerprints taken Quality remarks: _____ <input type="checkbox"/> Fingerprints exemptions: <input type="checkbox"/> children under the age of 12 years <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: <input type="checkbox"/> 35 EUR (Citizens of Albania, Armenia, BIH, Georgia, Macedonia, Moldova, Montenegro, Kosovo, Russia, Serbia, Ukraine) <input checked="" type="checkbox"/> 680 EUR (Other third country nationals) <input type="checkbox"/> 40 EUR (minors between the ages of 6 and 12) <input type="checkbox"/> Gratis: <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.		
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		
Service fee:	Courier fee:	Other fees:
Information to visa applicants: Supporting documents need to be translated into English or Slovenian and presented in the following order. Originals must be presented during the appointment at the Visa Application Centre. The Embassy does not return any other documents to the applicant besides the passport. It is not recommended to purchase flight tickets before receiving a visa decision. 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. [In cases that require additional checks the processing time may be extended to a maximum of 45 days.](#)

Applicant's signature: _____

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. A copy of passport/travel document	<input type="checkbox"/>	<input type="checkbox"/>
2	1 application form duly completed, dated and signed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
3	1 recent photograph	<input type="checkbox"/>	<input type="checkbox"/>
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".	<input type="checkbox"/>	<input type="checkbox"/>
5	Previous passports with Schengen visas (if any)	<input type="checkbox"/>	<input type="checkbox"/>
6	Copy of the passport: pages concerning the applicant's biodata, foreign passport(s) issued to him/her, his/her with marital status	<input type="checkbox"/>	<input type="checkbox"/>
7	Proof of 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	<input type="checkbox"/>	<input type="checkbox"/>
8	Proof of lodging - proof of accommodation (e.g. an invitation/sponsorship form from the host –letter of guarantee or document from the establishment providing accommodation or any other appropriate document indicating the accommodation envisaged)	<input type="checkbox"/>	<input type="checkbox"/>
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 years c) 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 If the applicant is retired v. pension statements for the last three months vi. proof of regular income generated by ownership of property or business	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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 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) Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
11	Non-Indian nationals: a) proof of legal residence in the Republic of India or b) proof of legal presence in the Republic of India and justification for submitting the application in India	<input type="checkbox"/> <input type="checkbox"/>	<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: - the applicant's identity - the purpose of the journey (meetings, conferences, training or business related events) - the period and place of intended stay	<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 b) Student cards or certificates of the establishment at which the applicant is enrolled	<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 b) Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable	<input type="checkbox"/>	<input type="checkbox"/>
IV. VISITING FAMILY/FRIENDS			
15	a) Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of ration card, if applicable b) Certificate providing the existence of family relationship, if applicant is visiting relatives	<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 <ol style="list-style-type: none"> 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 roles iii. 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 	<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"> - the identity of the applicant - the purpose of the journey (meetings, consultations, negotiations or events held by intergovernmental organisations) - the period of intended stay - the place of stay 	<input type="checkbox"/>	<input type="checkbox"/>
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 d) Any other correspondence between the sending medical doctor and the receiving, medical institution	<input type="checkbox"/>	<input type="checkbox"/>

VIII. SEAFARERS

19	<p>(a) Employment contract/appointment letter (showing duration of employment) Copy of the seafarer's working contracts/appointment letter in order to board the ship</p> <p>(b) Seaman's book</p> <p>(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:</p> <ul style="list-style-type: none">- 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) <p>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.</p> <p>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.</p> <p>(d) Flight reservation (if applicable)</p> <p>(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.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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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: _____

Information to visa applicants:

Please submit your application with the **original** supporting documents in **Slovenian or English** languages.

Commission Implementing Decision of 16th October 2015 establishing the list of supporting documents to be presented by visa applicants in India (Annex II) is available at:

https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/20151016_1_annexe_acte_autonome_cp_part1_v3_en.pdf



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).

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: _____

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. 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 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. 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):



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