


SLOVENIA – UK - Checklist for Short Stay Visa (C)

Applicant`s Name:	Date of Birth:	Passport Number:
Reference No:	Place of Submission:	Date of submission:
Contact No:	E-mail:	
Purpose of travel: <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		Applicant's status: <input type="checkbox"/> Unemployed <input type="checkbox"/> Employed <input type="checkbox"/> Self-employed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife/househusband <input type="checkbox"/> Student <input type="checkbox"/> Minor <input type="checkbox"/> Journalist <input type="checkbox"/> Artist <input type="checkbox"/> Sportsman/sportswoman
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"> ○ children under the age of 12; ○ fingerprints collected as part of an earlier application and entered into 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 (payable in GBP only): <input type="checkbox"/> 35 EUR (Citizens of Albania, Armenia, Azerbaijan, Belarus, Bosnia and Herzegovina, Georgia, North Macedonia, Moldova, Montenegro, Serbia, Ukraine) <input type="checkbox"/> 80 EUR (Other third country nationals) <input type="checkbox"/> 40 EUR (Other third country nationals - children between ages of 6 and 12) <input type="checkbox"/> Gratis: <ul style="list-style-type: none"> ○ 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 GBP. The fees are adjusted on a monthly basis and are available on the Embassy's website: http://www.london.embassy.si/index.php?id=2607&L=1 – see QR code:		
Service fee:	Courier fee:	Other fees:
Information for 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 but applicants should submit only a photocopy of the residence permit with the application. The Embassy does not return any documents to the applicant apart from the passport and original court documents. 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 required documents have been submitted.		
Applicant`s signature: _____		

No	Documents required for all applicants	YES	NO
1	Original passport / travel document with a validity that exceeds the intended stay in the Schengen area by at least three months. The passport must have been issued within the last ten years and have at least 2 blank pages.	<input type="checkbox"/>	<input type="checkbox"/>
2	A photocopy of passport's personal detail page and Schengen visas (if any) including entry/exit stamps.	<input type="checkbox"/>	<input type="checkbox"/>
3	Photocopies of previous passports (personal detail page) with Schengen visas including entry/exit stamps.	<input type="checkbox"/>	<input type="checkbox"/>
4	1 application form, duly completed, dated and signed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
5	1 recent passport-sized photograph	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of resident status in the UK: A valid UK residence card. The residence card should be valid for at least one month beyond the intended departure from the Schengen area.	<input type="checkbox"/>	<input type="checkbox"/>
7	Travel medical insurance with a minimum coverage of 30.000 EUR for the period of stay in the Schengen area, valid throughout the territory of Schengen member states. The insurance must cover: emergency medical expenses, hospital treatment, repatriation for medical reasons, or repatriation of remains.	<input type="checkbox"/>	<input type="checkbox"/>
8	Proof of reserved return flight/train/bus tickets to Slovenia, or proof of onward travel (if not returning to the United Kingdom)	<input type="checkbox"/>	<input type="checkbox"/>
9	Proof of accommodation	<input type="checkbox"/>	<input type="checkbox"/>
10	<p>Proof of sufficient financial means for the intended journey</p> <p>Nominative United Kingdom bank account statements covering at least the last three months and showing the balance.</p> <p>Credit card(s) and credit card account statement indicating the cardholder's name and address. The statement must contain information on the monthly limit or the spending cap.</p> <p><u>If employed:</u></p> <p>a) A recent, official and signed letter from the employer with the applicant's name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom. The position and salary of the employee should also be indicated;</p> <p>b) Pay slips for the last three months.</p> <p><u>If self-employed:</u></p> <p>a) A recent, official and signed letter from an accountant, banker or solicitor with the applicant's name, date of issue, address, contact details, position of signatory and registration number in the United Kingdom, stating the nature of the self-employment or business ownership in the United Kingdom. The letter must also state the annual salary drawn from the company;</p> <p>b) A self-assessment form edited by the revenue and customs authorities.</p> <p><u>If applicant is financially supported by his/her spouse:</u></p> <p>a) A marriage certificate;</p> <p>b) The spouse's bank account statements;</p> <p>c) A statement of will to support the spouse.</p> <p><u>If applicant is financially supported by his/her parent(s):</u></p> <p>a) Proof of family relationship, e.g. birth certificate;</p> <p>b) The parent(s) bank account statement;</p> <p>c) A statement of will to support the applicant.</p>	<input type="checkbox"/>	<input type="checkbox"/>
11	<p>Students</p> <p>A recent, official and signed letter from a UK school, college or university stating the date of issue, name of the applicant, type of studies, number of lessons (hours) per week and attendance record.</p>	<input type="checkbox"/>	<input type="checkbox"/>

		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
the seafarer; iii. The vessel's name, arrival date in the port and the date of the seafarer's joining of the vessel.			
i) Lorry drivers: i. An official letter 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. A written request from the partner company based in the Member State; iii. Driver's licence for international transport; iv. A Waybill.		<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<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 the visa officer (External service provider or Embassy):

Visa officer's signature: _____

Information on the legal basis for supporting documents

Commission Implementing Decision C(2021) 6301 final of 6. 9. 2021 establishing the lists of supporting documents to be presented by visa applicants in the UK is available at:

https://home-affairs.ec.europa.eu/system/files/2021-09/C_2021_6301_COMMISSION_IMPLEMENTING_DECISION_EN.PDF

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 five 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 London.

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