

Republic of Slovenia

Visa Note & Fees

Tourist

- ✓ One visa form duly filled and signed by the Applicant.
- ✓ Valid travel document with its validity of at least three months after the last intended date of departure from the territory of the Member States; with at least two blank visa pages; it shall have been issued within the previous 10 years.
- ✓ One recent passport size color photographs (35 x 45 mm) with white background, 70 to 80% face coverage. Photographs taken with a digital camera must be high quality color and printed on photo-quality paper. Photograph should not be more than 6 months old. It should be glued to the form and not stapled.
- ✓ Copy of relevant passport pages, including all visas of last three years.
- ✓ A covering letter from the explaining in details the purpose of travel, period of intended stay, place of stay.
- ✓ Proof of means of transport:- Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of domestic flight reservation, train itinerary or car rental.
- ✓ Proof of lodging:- Hotel reservations, rental of holiday home or campus residence reservation. If the applicant stays with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require applicant to present a proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (referred hereafter as national form FOR SLOVENIA; AUTHENTICATED GUARANTEE LETTER). If applicant is travelling to several Schengen States, proof of lodging in each of them.
- ✓ Proof of financial means:-

- ✓ Original private bank account statement showing the turnover during the last three months, duly stamped and signed by the bank.
- ✓ Indian income tax return acknowledgment for the last two assessment years
- ✓ In addition:-

If the applicant is employed:-

- pay slips for the last three months;
- employment contract;
- employer's statement on approval for holidays;

If the applicant is a company owner or self-employed:-

- certificate of registration of the company;

If the applicant is sponsored:-

- proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (FOR SLOVENIA; AUTHENTICATED GUARANTEE LETTER)

If the applicant is retired:-

- pension statements for the last three months;
- ✓ Regular income generated by ownership of property or business.
- ✓ If the applicant is a minor:-
 - ✓ If the minor travels with one parent only, written consent certified by public notary of the other parent or guardian, except in cases of a parent having the care or custody alone.
 - ✓ If the minor travels alone (without parents), written consent certified by public notary of both parents or guardians having the care and custody of the applicant.
- ✓ Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.
- ✓ Notarized Original Police clearance certificate issued by competent authorities.
- ✓ Journeys undertaken for the purpose of tourism
- ✓ Certificate of the travel agency confirming the booking of an organised trip or any other appropriate document indicating the envisaged travel plans.
- ✓ Marriage certificate, if applicant is married and cannot provide evidence of marital status in the passport; copy of the ration card, if applicable.
- ✓ Original guarantee letter authenticated by the Administrative Unit in Slovenia.

- ✓ Original and copy of international insurance for the period of intended stay, covering all expenses for up to 30.000 EUR that might occur in connection with:
- ✓ Repatriation because of health reasons.
- ✓ First medical aid.
- ✓ Hospitalization.
- ✓ Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:
 1. Apollo Munich for the age group of 6 months to 70 years.
 2. Bajaj Allianz for the age group of 6 months to 70 years.
 3. HDFC Ergo for the age group of 3 months to 70 years.
 4. IFFCO Tokio for the age group of 3 months to 70 years.
 5. Future Generali for the age group of 6 months to 70 years.
 6. Reliance for the age group of 3 months to 70 years.
 7. Tata/AIG for the age group of 6 months to 55 years.
 8. Oriental Insurance Company for the age group of 6 months to 60 years.
 9. Chola MS for the age group of 0 month to 70 years.
 10. New India Assurance Company for the age group of 0 month to 60 years.
 11. Royal Sundaram for the age group of 3 months to 70 years.
 12. Star Health and Allied Insurance for the age group of 6 months to 70 years.
 13. United India Insurance Company for the age group of 0 month to 65 years.
 14. Universal Sompo for the age group of 0 month to 70 years.

All the travelers may submit their application personally or through a representative/ Travel Agent of their choice with letter of authorization from the applicant notarized by a public Notary bearing the name of the representative at the VFS Application Centre. It is mandatory for the representative to carry a valid photo ID proof at the time of submission and collection.

The embassy can at any time ask for additional documents or can invite the applicant for additional interview.

The visa application should be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than three months before the start of the intended visit.

Visa processing takes approximately 15 working days.

Visa Category	Visa Fee
Visa fee is	Rs. 5100
Children between 6 - 12 years	Rs. 3000

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.

Business

- ✓ One visa form duly filled and signed by the Applicant.
- ✓ Valid travel document with its validity of at least three months after the last intended date of departure from the territory of the Member States; with at least two blank visa pages; it shall have been issued within the previous 10 years.
- ✓ One recent passport size color photographs (35 x 45 mm) with white background, 70 to 80% face coverage. Photographs taken with a digital camera must be high quality color and printed on photo-quality paper. Photograph should not be more than 6 months old. It should be glued to the form and not stapled.
- ✓ A covering letter from the explaining in details the purpose of travel, period of intended stay, place of stay.
- ✓ Proof of means of transport:- Flight reservation of return or round ticket. If the applicant is travelling to several Schengen States, proof of domestic flight reservation, train itinerary or car rental.
- ✓ Proof of lodging:- Hotel reservations, rental of holiday home or campus residence reservation. If the applicant stays with a family member or a friend, proof of sponsorship and/or private accommodation from the host. Individual Schengen States may require

applicant to present a proof of sponsorship and/or private accommodation by completing a form drawn up by the Schengen State's competent authority (referred hereafter as national form FOR SLOVENIA; AUTHENTICATED GUARANTEE LETTER). If applicant is travelling to several Schengen States, proof of lodging in each of them

- ✓ Proof of financial means:-
- ✓ Original private bank account statement showing the turnover during the last three months, duly stamped and signed by the bank.
- ✓ Indian income tax return acknowledgment for the last two assessment years
- ✓ In addition:-

If the applicant is employed:-

- pay slips for the last three months;
- employment contract;
- employer's statement on approval for holidays;

If the applicant is a company owner or self-employed:-

- certificate of registration of the company;

If the applicant is sponsored:-

- proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (FOR SLOVENIA; AUTHENTICATED GUARANTEE LETTER)

If the applicant is retired:-

- pension statements for the last three months;
- ✓ Notarized Original Police clearance certificate issued by competent authorities.
- ✓ Regular income generated by ownership of property or business.
- ✓ For Business trips:-
- ✓ Original guarantee letter authenticated by the Administrative Unit in Slovenia;
- ✓ Invitation from the inviting company or organization;
- ✓ Covering letter from the applicant's employer;
- ✓ Both letters must at least confirm:-
- The applicant's identity
- The purpose of the journey (meetings, conferences, training or business related events);
- The period of intended stay;

- The place of stay.
- ✓ Original and copy of international insurance for the period of intended stay, covering all expenses for up to 30.000 EUR that might occur in connection with:
 - ✓ Repatriation because of health reasons.
 - ✓ First medical aid.
 - ✓ Hospitalization.
 - ✓ Approved list of Indian Travel Insurance Companies providing Travel Medical Insurance for Schengen Visa:
 1. Apollo Munich for the age group of 6 months to 70 years.
 2. Bajaj Allianz for the age group of 6 months to 70 years.
 3. HDFC Ergo for the age group of 3 months to 70 years.
 4. IFFCO Tokio for the age group of 3 months to 70 years.
 5. Future Generali for the age group of 6 months to 70 years.
 6. Reliance for the age group of 3 months to 70 years.
 7. Tata/AIG for the age group of 6 months to 55 years.
 8. Oriental Insurance Company for the age group of 6 months to 60 years.
 9. Chola MS for the age group of 0 month to 70 years.
 10. New India Assurance Company for the age group of 0 month to 60 years.
 11. Royal Sundaram for the age group of 3 months to 70 years.
 12. Star Health and Allied Insurance for the age group of 6 months to 70 years.
 13. United India Insurance Company for the age group of 0 month to 65 years.
 14. Universal Sompo for the age group of 0 month to 70 years.

All the travelers may submit their application personally or through a representative/ Travel Agent of their choice with letter of authorization from the applicant notarized by a public Notary bearing the name of the representative at the VFS Application Centre. It is mandatory for the representative to carry a valid photo ID proof at the time of submission and collection.

The embassy can at any time ask for additional documents or can invite the applicant for additional interview.

The visa application should be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than three months before the start of the intended visit.

Visa processing takes approximately 15 working days.

Visa Category	Visa Fee
Children between 6 - 12 years	Rs. 3000
Visa fee is	Rs. 5100

Important : The visa fee mentioned above excludes Kibria service charge for visa processing.

Airport Transit

An airport transit visa is applicable for applicants who are just transiting the Schengen territory and will not leave the transit area of the airport.

- ✓ One visa form duly filled and signed by the Applicant.
- ✓ Valid travel document with its validity of at least three months after the last intended date of departure from the territory of the Member States; with at least two blank visa pages; it shall have been issued within the previous 10 years.
- ✓ One recent passport size colour photographs (35 x 45 mm) with white background, 70 to 80% face coverage. Photographs taken with a digital camera must be high quality colour and printed on photo-quality paper. Photograph should not be more than 6 months old. It should be glued to the form and not stapled.
- ✓ If the applicant is a minor
 - If the minor travels with one parent only, written consent certified by public notary of the other parent or guardian, except in cases of a parent having the care or custody alone.

- If the minor travels alone (without parents), written consent certified by public notary of both parents or guardians having the care and custody of the applicant.
- Copies of the passport of the parents. If not applicable, birth certificate of the applicant and copies of the ID cards of the parents.
- ✓ Visa or other entry permit for the third country of destination.
- ✓ Documents in relation to the onward journey to the final destination after the intended airport transit.
- ✓ All the travelers may submit their application personally or through a representative/ Travel Agent of their choice with letter of authorization from the applicant notarized by a public Notary bearing the name of the representative at the VFS Application Centre. It is mandatory for the representative to carry a valid photo ID proof at the time of submission and collection.
- ✓ The embassy can at any time ask for additional documents or can invite the applicant for additional interview.
- ✓ The visa application should be lodged at least 15 calendar days before the intended visit and cannot be lodged earlier than three months before the start of the intended visit.
- ✓ Visa processing takes approximately 15 working days.

Visa Category

Visa Fee

Visa fee is

Rs. 5100

Children between 6 - 12 years

Rs. 3000

Important : The visa fee mentioned above excludes Kibria's service charge for visa processing.



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