

Short-stay visa – Schengen visa C Type

Do I need a short-stay visa to travel to Schengen countries?

Where, when, and how to submit a visa application?

What do I need to submit with an application for a short-stay visa (C Type)?

Visa fees

Special provisions for family members of EU citizens who are subject to Directive 2004/38

After a visa has been issued / refused

Useful information

Personal data protection information

Third countries whose nationals are subject to prior consultation according to the Visa Code

Third countries whose nationals are subject to ex post information sharing according to the Visa Code

Airport transit visa (A Type)

## Short-stay visa – Schengen visa C Type

**A short-stay visa (C Type) is an authorisation permitting a foreigner to enter and temporarily stay in the territory of the Republic of Slovenia/[Schengen Area](#) under the conditions specified in the Visa Code.**

The visa is issued in the passport (or other travel document) of a foreigner in the form of a visa sticker. Successful applicants, including children, are issued an individual visa sticker. If a child does not have his or her own travel document and is inscribed in a parent's travel document, two visa stickers are issued in the travel document of the parent.

**A short-stay visa (C Type) may be issued by any Schengen country. A short-stay visa (C Type) allows an individual to:**

- Transit through or stay in the territory of the Schengen Area for up to 90 days in any 180-day period, and
- Transit through the international transit areas of airports in the Schengen Area.

**The Schengen Area** covers 26 countries ("Schengen countries") without internal border controls. These countries are currently the following: Austria, Belgium, the Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, the Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

If you have a valid visa issued by a Schengen country, you may also visit any other Schengen country, unless you have been issued a visa with limited territorial validity, which is shown in the visa sticker.

The visa shows how many times you may enter the Schengen Area (one, two, or multiple entries). If your visa is only valid for one entry, you should remember that if you leave the Schengen Area, for example to go to the UK, Ireland, Croatia, Russia, or Turkey, you cannot re-enter the Schengen Area without a new visa. It is therefore important that you state in your visa application how many times you will be travelling in and out of the Schengen Area during your visit.

If your visa is valid for more than one entry (a multiple entry visa), you are allowed to stay in the Schengen Area for up to 90 days in any 180-day period. The stay can be divided into as many separate trips as you wish. The validity of a multiple-entry visa is up to 5 years.

The application process for obtaining a short-stay visa (C Type) for entry into the Republic of Slovenia is subject to the Schengen rules applicable to all Schengen countries.

### **Legal sources:**

- 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)

# Do I need a short-stay visa to travel to Schengen countries?

## General information:

### EEA citizens and Swiss nationals

Nationals of another EEA Member State (EEA citizens are nationals of the EU Member States, Norway, Iceland, and Liechtenstein) or Switzerland may enter the Republic of Slovenia with a valid personal identity card or travel document, and do not need an entry permit (visa) or a residence permit, regardless of the purpose of their entry into and residence in the Republic of Slovenia (including entry for employment, study, self-employment, or residence purposes).

[More >](#)

### Third-country nationals

A national of a third country who wishes to enter and reside in the Republic of Slovenia for tourist, business, personal, or other purposes should obtain a visa prior to their entry into the country, unless they are citizens of countries that do not require a visa (see: [list of countries whose citizens must have a visa when entering the Schengen Area and of countries whose citizens are exempt from this requirement: \[https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply\\\_for\\\_a\\\_visa/docs/visa\\\_lists\\\_en.pdf\]\(https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply\_for\_a\_visa/docs/visa\_lists\_en.pdf\)](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf)) or already hold one of the permits described below:

- Holders of a **short-stay visa (C Type)** issued by one of these countries may, during the visa validity period, enter the Republic of Slovenia and stay in it as long as the total length of their stay in the territory of the [Schengen countries](#) does not exceed 90 days in any 180-day period, or until the expiry of the visa if the visa expires before the end of the 90-day period. The number of days remaining for your stay in the [Schengen Area](#) can be calculated by using this [online calculator](#).
- Holders of a **residence permit** issued by a Schengen country may enter the Republic of Slovenia with a residence permit and a valid travel document and stay in the country, provided that the total length of their stay in the territories of all [Schengen countries](#), except in the territory of the Schengen country that issued the residence permit, does not exceed 90 days in any 180-day period, or until the expiry of the residence permit if the permit is due to expire before the end of the 90-day period.
- Holders of a **long-stay visa (D Type)** issued by a Schengen country may enter the Republic of Slovenia with this visa and a valid travel document and stay in the country, provided that the total length of their stay in the territories of all [Schengen countries](#), except in the territory of the Schengen country that issued the residence permit, does not exceed 90 days in any 180-day period, or until the expiry of the residence permit if the permit is due to expire before the end of the 90-day period.

See also [Regulation \(EU\) 2018/1806 of the European Parliament and of the Council of 14 November 2018 listing the third countries whose nationals must be in possession of visas when crossing the external borders and the countries whose nationals are exempt from this requirement](#).

## Specific information for the **United Arab Emirates**:

**Citizens of the United Arab Emirates do NOT need a short-stay visa (C Type) for short-term visits to the Schengen Area.**

The bilateral agreement between the European Union and the United Arab Emirates signed on 6 May 2015 allows UAE citizens to stay in the Schengen Area without a visa for up to 90 days within any 180-day period.

Nationals of other countries (who are resident in the **United Arab Emirates**): The EU maintains a [list of countries whose citizens must have a visa when entering the Schengen Area and of countries whose citizens are exempt from this requirement](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf): [https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa/docs/visa\\_lists\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf)).

*Please note that even if you are a citizen of a country whose citizens are generally visa-free, the visa-free regime only applies to short stays **in the Schengen Area not exceeding 90 days** and of a non-profit nature.*

**Holders of residence permits, re-entry permits and long-stay visas (D Type)** in a Schengen country do not need a visa to enter other Schengen countries. Such visits are permitted for a maximum of 90 days in any 180-day period.

or

**Citizens of **Kosovo** need a short-stay visa (C Type) for short-term visits to the Schengen Area.**

Nationals of other countries (who are resident in **Kosovo**): The EU maintains a [list of countries whose citizens must have a visa when entering the Schengen Area and the countries whose citizens are exempt from this requirement](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf): [https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa/docs/visa\\_lists\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf)).

*Please note that even if you are a citizen of a country whose citizens are generally visa-free, the visa-free regime only applies to short stays **in the Schengen Area** not exceeding 90 days and of a non-profit nature.*

**Holders of residence permits, re-entry permits, and long-stay visas (D Type)** in a Schengen country do not need a visa to enter other Schengen countries. Such visits are permitted for a maximum of 90 days in any 180-day period.

or

**Citizens of the **Russian Federation** need a short-stay visa (C Type) for short-term visits to the Schengen Area.**

Nationals of other countries (who are resident in the **Russian Federation**): The EU maintains a [list of countries whose citizens must have a visa when entering the Schengen Area and the countries whose citizens are exempt from this requirement](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf): [https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply\\_for\\_a\\_visa/docs/visa\\_lists\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/what-we-do/policies/borders-and-visas/visa-policy/apply_for_a_visa/docs/visa_lists_en.pdf)).

*Please note that even if you are a citizen of a country whose citizens are generally visa-free, the visa-free regime only applies to short stays in the Schengen Area not exceeding 90 days and of a non-profit nature.*

**Holders of residence permits, re-entry permits and long-stay visas (D Type)** in a Schengen country do not need a visa to enter other Schengen countries. Such visits are permitted for a maximum of 90 days in any 180-day period.

Citizens of the Russian Federation or of an EU Member State who **hold a valid diplomatic passport** may enter, leave, and transit through the territories of the Member States or the Russian Federation without a visa – Article 11 of the [Agreement between the European Community and the Russian Federation on the facilitation of the issuance of visas to the citizens of the European Union and the Russian Federation](#) (*Official Journal L 129, 17/05/2007 P. 0027 – 0034*).

# Where, when, and how to submit a visa application?

## General information:

**Short-stay visa (C Type) applicants must submit an application at the diplomatic mission of the Schengen country that is their only or main destination.** When visiting several Schengen countries, the main destination is the country in which the stay will be the longest. If the duration of one's stay in several Schengen countries is equal, the main destination is deemed to be the country most connected to the main purpose of the trip (for example, conference participation, participation in a fair, a business meeting, etc.). If it is impossible to establish the main destination based on these criteria, the application has to be submitted with a diplomatic mission of the Schengen country that will be entered first.

If the Republic of Slovenia is the only or main destination, the application must be submitted at a [diplomatic mission of the Republic of Slovenia](#).

**Applicants must submit an application in the country where they are either citizens or holders of a residence permit.** If there is no [diplomatic mission of the Republic of Slovenia in](#) such country, the application must be submitted with the diplomatic mission accredited for that country (usually located in a neighbouring country) or at the diplomatic mission of another Schengen country if the Republic of Slovenia has concluded a [representation agreement](#) with that country.

## When to apply for a short-stay visa (C Type)

You can submit an application **no earlier than three months and generally no later than 15 days** before your intended journey. If you apply less than 15 days before the journey, your application may not be processed in time. We suggest that you plan your trip and apply for a visa well in advance, as in peak seasons we may not be able to arrange an appointment at which you can submit an application immediately.

As a general rule, visa applications are decided on within 15 calendar days. In individual cases this period may be extended to 30 days and, exceptionally, to 60 days, if a more detailed examination of the application and/or additional documents are required.

Some Schengen countries require that they be consulted regarding visa applications submitted by citizens of certain countries. This consultation process may delay the visa procedure by several days. Such consultation is currently required for nationals of the countries listed [here](#). Similarly, some Schengen countries may require that they be informed when a visa has been issued to nationals of certain third countries, which are listed [here](#).

Furthermore, it is also recommended that you lodge a visa application with due consideration of the national holidays of the Schengen country of destination and of the country in which you apply for a visa. Holders of a multiple-entry visa (valid for a period of at least six months) may lodge an application for a new visa before the expiry of such visa.

## Specific information for Kosovo:

The visa procedure carried out at the Slovenian Embassy in Kosovo (assuming all required documents have been submitted) takes **up to 15 days**. The average processing time is **10 days**.

If any documents are missing but the visa application is otherwise admissible, applicants will receive a notice regarding the missing documents and the deadline for their submission (**3 working days**).

In the event of an emergency (death, an accident involving a family member, etc.) and you urgently need to travel as soon as possible, please contact the Embassy of Slovenia by phone or email to make the necessary arrangements to facilitate your visa application process.

**[The Embassy of the Republic of Slovenia in **Moscow** accepts short-stay visa (C Type) applications from citizens and residents of the **Russian Federation, Turkmenistan, and Tajikistan**, who are obliged to have a visa when entering the Schengen Area and who intend to visit the Republic of Slovenia.] – to se navede samo v primeru, da DKP pokriva še kakšne druge države v regiji, kjer ni urejenega zastopanja!**

#### **You may apply for a visa:**

- Without prior appointment – at the Visa Application Centres of the Republic of Slovenia in **Cairo and Alexandria**.  
<http://www.vfsglobal.com/slovenia/Egypt/index.html>  
*Please note that using Visa Application Centre services is voluntary and that you will be charged a EUR 20 service fee.*
- With prior appointment – directly at the Embassy of the Republic of Slovenia in **Cairo**.  
You can request an appointment at: [sloembassy.cairo@gov.si](mailto:sloembassy.cairo@gov.si).  
*Please note that if you are a family member of an EU citizen, you are entitled to a priority appointment at which you may submit an application.*

#### **Contact information of the Republic of Slovenia Visa Application Centres in **Cairo and in Alexandria****

##### **Cairo**

**Address:**

**Helpline:**

**Email:**

**Business hours:**

##### **Alexandria:**

**Joint Visa Application Centre**

**Address:**

**Helpline:**

**Email:**

**Business hours:**

For more information on visas, service fees, and the application process, please go to: [www.vfsglobal.com/Slovenia/Kosovo](http://www.vfsglobal.com/Slovenia/Kosovo).

**Visa Application Centres follow the instructions of the Embassy, which entails that the Embassy processes applications and makes all decisions concerning visas.**

The following groups may submit short-stay visa (C Type) applications (after having previously booked an appointment by email [at.sloembassy.pristina\(at\)gov.si](mailto:at.sloembassy.pristina(at)gov.si)) at the Consular Section of the Slovenian Embassy:

- Holders of diplomatic or service passports;
- Family members of EU and Swiss citizens covered by Directive 2004/38/EC.

Please note that residence permit applications and applications for national long-stay visas (D Type) are not accepted at the Slovenian Visa Application Centre operated by VFS Global, an external service provider. The Consular Section of the Slovenian Embassy will continue to handle residence permit applications and applications for national long-stay visas (D Type) during the working hours of the Embassy, which are available at [www.pristina.embassy.si](http://www.pristina.embassy.si).

### **How to apply for a short-stay visa (C Type)**

Applications must generally be submitted by the applicant **in person**. Simply follow this three-step plan:

**1 Check whether you need an appointment to submit a visa application. If so, make an appointment.**

**2 Download, print, complete, and sign the application form and compile all the required documents** (see the checklists in “What do I need to submit with an application for a short-stay visa (C Type)”).

Carefully check if you have prepared all of the required documents. Then arrange the documents according to the order stated in the ‘Document Checklist’.

Please note that if you fail to submit the minimum required documents (application form, travel document, photograph, fingerprints (where required), or visa fee (where charged)), the application will not be accepted. Failure to submit other required documents might also lead to visa refusal.

Please pay special attention to any documents on the list that require legal certification, as the certification procedure takes **2-14 days**.

**3 Submit your application together with the supporting documents**

Upon submitting an application, you will be informed when you can come to collect your travel document with a decision (either a visa is issued or information on the visa refusal is provided).

### **Tourist trips with an accredited travel agency**

Accredited travel agencies are not allowed to submit applications on behalf of clients. The Embassy of the Republic of Slovenia in **Pristina** does not cooperate with any travel agency.



# What do I need to submit with an application for a short-stay visa (C Type)?

Applicants can apply for a visa up to 3 months but no later than 15 days before the planned trip. As per the Schengen Visa Code, the decision on the application will be made within 15 calendar days (or up to 30 days in specific cases).

In order to submit your visa application at the Embassy, please contact us by email at: [sloembassy.pristina@gov.si](mailto:sloembassy.pristina@gov.si).

Short-stay visa (C Type) application requirements: [\(ta del se prilagodi vsebini kontrolnega seznama\)](#)

[Commission Decision C\(2013\) 1725 final of 26 March 2013 establishing the lists of supporting documents to be presented by visa applicants in the US is available at: \[https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/visa\\\_applicants\\\_documents\\\_c\\\_2013\\\_1725\\\_en.pdf\]\(https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/visa\_applicants\_documents\_c\_2013\_1725\_en.pdf\) - see QR code:](#)



► **Application form:** The application must be duly and legibly completed, signed, and dated by the applicant. For applicants under 15 years of age, the application form should be signed by the applicant's parent/legal guardian; for an applicants 15-18 years of age, the written consent of the applicant's parent/legal guardian should be presented. In all such cases, a copy of the parent/legal guardian's travel document must be provided. The visa application form in [Albanian](#) – .pdf, [XX](#) KB is available here. The visa application form can be submitted in the following languages: Slovene, English, [Albanian](#), [Serbian](#).

► **Original travel document + a copy of all relevant pages (ID page, previous visas issued by Schengen countries, etc.):** The travel document must be valid for at least 3 months after the intended departure from the Schengen Area. Furthermore, the travel document must have been issued within the previous 10 years and contain at least 2 blank pages. For the table of recognized travel documents, please consult the website of the [European Commission](#). This is a general requirement for everyone (including if your country falls within the visa-free regime travel category).

The travel document must be recognised by the Republic of Slovenia (the information will be verified by the relevant Slovenian embassy/consulate abroad). You are obliged to present a travel document allowing you to return to the country:

- of which you are a citizen;
- that issued the travel document (this applies, e.g., to stateless persons);
- in which you are a holder of a residence permit.

The travel document must contain at least two blank pages and its validity must be three months longer than the intended stay in the Republic of Slovenia/Schengen Area.

► **Recent passport-size photograph:** The photograph should be compliant with [ICAO standards](#); a light background and neutral expression is required, head covers are not acceptable; no staples. The photograph must be 35 x 45 mm and correspond to the person's current appearance. The photograph must be taken with a frontal view of the face and the size of the head from crown to chin must be at least 13 mm. The person photographed must be wearing plain clothes, without dark glasses (except for blind people) and without a head cover, unless the use of a head cover is justified for religious or medical reasons; in such case, the head cover must not obscure the face in a manner preventing identification. The photograph required for the issuance of a visa must have a smooth surface and may be black and white or colour. The person portrayed must have a neutral expression, his or her mouth must be closed, and the eyes must be open.

► **Travel medical insurance policy:** Applicants for a short-stay visa (C Type) must have travel medical insurance to cover any expenses that might arise in connection with repatriation for medical reasons, urgent medical attention and/or emergency hospital treatment or death during their stay(s) in the territory of the Schengen countries. The insurance must be valid throughout the territory of the Schengen countries and cover the entire period of the person's intended stay or transit. The minimum coverage is EUR 30,000.

Applicants for a uniform visa for multiple entries must have valid travel medical insurance covering the period of their first intended visit. In addition, such applicants must sign the statement in the application form declaring that they are aware of the need to have travel medical insurance for subsequent stays.

Holders of diplomatic passports and family members of EU citizens are exempt from the requirement to have travel medical insurance.

► **Flight reservation, including return flight:** You may be required to present the original ticket when collecting the visa.

► **Confirmed hotel reservation(s) or other proof of accommodation for the entire duration of the stay in the Schengen Area, and proof of sufficient financial means for the intended visit to the Schengen Area:** Original bank statements in English for the past six months are required (print-outs of online statements need to be stamped and signed by the bank. If applicants do not receive a salary in a bank account, they shall be required to present their salary slips.

► **Original document(s) proving the purpose of the trip:**

- **Business/conference/sports event/visiting family or friends:** a guarantee letter certified by a Slovenian administrative unit;
- **Medical reasons:** a medical certificate stating the medical history of the patient and the treatment needed, an official document from the receiving Slovenian institution stating the type of treatment reserved and the financial arrangements;
- **Study visit:** official documents from the receiving and sending institutions and a letter of guarantee certified by a Slovenian administrative unit;
- **Tourism in several member states:** a detailed travel plan should be provided, including information on the means of transport (flight reservations, train or bus connections, etc.) and accommodation (confirmed hotel reservations).

The visa fee is EUR 60 (non-refundable). Some categories are exempt from the fee or entitled to a lower fee – see the section "[Visa fees](#)".

**Fingerprints** are collected from all applicants, except for the following: children up to 12 years of age, applicants who have submitted fingerprints in the last five years for a short-stay visa (C Type), applicants for

whom fingerprinting is physically impossible, heads of state and government and their delegations if invited for an official visit, and members of royal families if invited for an official visit.

Please note that:

All supporting documents in Albanian must be translated into English or Slovenian.

All applications must be submitted at the embassy (or consulate) in person so that biometric fingerprint data can be collected from the applicant.

Only applications with complete supporting documents will be accepted.

Each applicant must present a separate application form and a separate set of documents even if multiple applicants are travelling on one travel document (children travelling on their parent's travel document, etc.)!

**Family members of EU citizens** – The above requirements do not apply to family members of EU citizens who accompany or join them. Family members of EU citizens need to present an *original* document proving their relation to the EU citizen, a copy of the EU citizen's travel document, and proof of accompanying or joining the EU citizen in the Schengen Area.

Attachments

[Short-stay Visa Application Form](#) 140 KB PDF (Adobe Acrobat document)

Please note that:

- All supporting documents in Arabic must be translated into **English or Slovenian!**
- All applications must be submitted at the Embassy in person so that biometric fingerprint data can be collected from the applicant.
- Each applicant must present a separate application form and a separate set of documents even if multiple applicants are travelling on one travel document (children travelling on their parent's travel document, etc.)!
- Family members of EU citizens: The above requirements do not apply to family members of EU citizens who accompany or join them. Family members of EU citizens need to present an *original* document proving their relation to the EU citizen, a copy of the EU citizen's travel document and proof of accompanying or joining the EU citizen in the Schengen Area.

## Visa fees

The Embassy reserves the right to change the amount of the fees at any time due to exchange rate fluctuations. The visa fee is charged when the application is submitted. If you withdraw the application or if a visa is refused, the fee will not be reimbursed.

### General visa fees:

- EUR 35 or USD XXX (In accordance with [Visa Facilitation Agreements](#), citizens of Albania, Armenia, Azerbaijan, BIH, Georgia, North Macedonia, Moldova, Montenegro, Russia, Serbia, and Ukraine qualify for this lower visa fee.);
- EUR 60 or USD XXX (other third country nationals).

### Applicants belonging to one of the following categories are exempt from visa fees:

(a) Children under twelve years;

(b) School pupils, students, postgraduate students and accompanying teachers travelling for the purposes of study or educational training;

(c) Researchers<sup>1</sup> from third countries travelling for the purpose of scientific research as defined in Recommendation No 2005/761/EC of the European Parliament and of the Council of 28 September 2005 to facilitate the issue of uniform short-stay visas of researchers;

(d) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations;

(e) Holders of diplomatic and service passports;

(f) Family members of EU or Swiss citizens covered by Directive 2004/38/EC.

### Specific information on visa fees for the Russian Federation:

Specific provisions on visa fees apply for citizens of the Russian Federation – see the [Agreement between the European Community and the Russian Federation on the facilitation of the issuance of visas to the citizens of the European Union and the Russian Federation \(Official Journal L 129, 17/05/2007 P. 0027 – 0034\)](#).

---

<sup>1</sup> For researchers from third countries traveling within the EU for the purpose of carrying out scientific research.

Applicants who are citizens of the **Russian Federation** must pay a visa fee of EUR 35 or the equivalent in Russian roubles, depending on the consulate. If the application is submitted only three days prior to departure, a visa fee of EUR 70 or equivalent in Russian roubles may be charged. The visa fee does not depend on the visa being issued.

#### **WHICH APPLICANTS ARE EXEMPTED FROM THE VISA FEE?**

Applicants belonging to one of the following categories are exempted from the visa fee:

- a) Close relatives – spouses, children (including adopted children), parents (or guardians), grandparents and grandchildren – of citizens of the Russian Federation legally residing in the territory of the Member States;
- b) Members of official delegations who, following an official invitation, are to participate in meetings, consultations, negotiations, exchange programmes, or events organised in a Member State by intergovernmental organisations;
- c) Members of national and regional governments and parliaments, constitutional courts, and supreme courts;
- d) Pupils, students, post-graduate students, and accompanying teachers undertaking a trip for the purpose of study or educational training;
- e) Disabled persons and accompanying persons, if any;
- f) Persons who have presented documents proving the necessity of their trip on humanitarian grounds, including to receive urgent medical treatment, and accompanying persons, or to attend a funeral of a close relative, or to visit a seriously ill close relative;
- g) Participants in international sports events for youth and accompanying persons;
- h) Persons participating in scientific, cultural and artistic activities, including university and other exchange programmes;
- i) Participants in official exchange programmes organised by twinned towns;
- j) Children under six years of age;
- k) Researchers from third countries travelling for the purpose of carrying out scientific research;
- l) Representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations.

If an application is submitted within three days before the intended trip, the fee waiver only applies to categories b), e), and f). Please note that some Member States grant additional visa fee waivers for specific categories of applicants.

#### **SERVICE FEE**

An additional service fee (EUR 25.50 – RUB XXX) is charged by external service providers if the visa application is submitted by an external service provider.

# Special provisions for family members of EU citizens who are subject to Directive 2004/38

Family members of EU citizens who have exercised their right to free movement (meaning that the EU citizen resides in or travels to a Member State other than his or her country of origin) benefit from certain procedural facilitations. The basic requirements include:

- the EU citizen has exercised his or her right to free movement;
- the family member (applicant) belongs to one of the categories covered by Directive 2004/38/EC;
- the family member (applicant) accompanies the EU citizen or joins him or her in the Schengen country of destination. For further information, consult our website [here](#).

## Who are family members of EU citizens?

The expression family members of EU citizens applies to the family members of a citizen of any EU Member State as well as family members of a citizen of Iceland, Lichtenstein, Norway, and Switzerland ("EU citizen" for the purpose of these provisions), who are:

- Spouses;
- Parents of an EU citizen, provided that the EU citizen is under 21 years of age and lives in a common household with the applicant;
- Children of an EU citizen who are under 21 years of age, or such children of the spouse of an EU citizen;
- Dependent direct relatives of an EU citizen in an ascending or descending line, or such relatives of the spouse of an EU citizen.

*Note 1: A dependent person is a third-country national supported by an EU citizen or his spouse, who:*

- *is a student up to 26 years of age;*
- *cannot systematically prepare for a future profession or perform gainful activities due to illness or injury; or*
- *is incapable of performing systematic gainful activities due to a chronic adverse health condition.*

*Note 2: A family member of an EU citizen may also be a foreign national who can provide credible proof that:*

- *he or she is a relative of an EU citizen who is not specified above if:*
  - *he or she lived in a common household with an EU citizen in a country of which he or she holds citizenship or in a country in which he or she had long-term or permanent residence;*
  - *he or she is supported by an EU citizen; or*
  - *he or she cannot care for him- or herself without the personal care provided by an EU citizen due to a chronic adverse health condition;*

*or*

- *he or she is in a permanent relationship with an EU citizen that is comparable to a family relationship and they share a common household.*

## Special visa procedures for family members of EU citizens under Directive 2004/38/EC

Family members of EU citizens who are subject to Directive 2004/38/EC are entitled to:

- Priority in scheduling an appointment to submit an application, should they need an appointment;
- Processing of visa applications free of charge;
- Processing of visa applications on the basis of an accelerated procedure.

When applying for a short-stay visa (C Type), family members of EU citizens need to provide the following:

- A fully completed and signed [application form for a short-stay visa](#) (C Type); please note that you should not fill in the fields marked with \*, but you need to fill in fields 34 and 35;
- A valid passport (or another travel document, which must have been issued within the last 10 years and contain at least two empty pages for visa stickers);
- A photograph [conforming to ICAO standards](#);
- Fingerprints (the same rules apply for all applicants);
- Documents confirming the identity of the EU citizen and his or her family relationship with the applicant (primarily, but not exclusively, the original or a certified copy of a marriage / birth / other certificate with an official translation into Slovenian, if required).

Visa applications submitted by family members of EU citizens are generally processed in the shortest possible time. The legal time limit for processing is 15 days, or in exception up to 60 days.

In the event of documents proving the EU citizen's identity and family relationship are missing, the applicant cannot benefit from Directive 2004/38/EC, and the standard procedural rules will apply.

#### **Appeal against a visa refusal**

The decision to refuse a short-stay visa (C Type) and the grounds for the refusal are communicated to the applicant on a standard form. The decision to refuse a visa includes the grounds on which the refusal was based.

Applicants who have been refused a visa have the right to appeal in accordance with 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) published in the Official Journal of the European Union on 15 September 2009. In accordance with the Foreigners Act (Official Gazette of the Republic of Slovenia No. 1/2018 and 9/2018) the person concerned may file an appeal within 8 days of receipt of the notification of refusal/annulment/revocation of a visa. The appeal must be lodged in writing in Slovenian. A consular fee of EUR 153 is charged for an appeal. A new visa application cannot be processed during the visa appeal process.

In the event a negative decision on the administrative appeal is issued by the Ministry of Foreign Affairs of the Republic of Slovenia, a judicial appeal can be filed against the decision. A judicial appeal may be submitted to the Administrative Court, Fajfarjeva 33, 1000 Ljubljana.



## After a visa has been issued / refused

Information for visa holders [\(link\)](#) – **uredi se povezava na informacijo, ki se sicer deli skupaj z vizumsko nalepko**

Please note that mere possession of a visa does not confer an automatic right of entry and that visa holders are requested to present proof of meeting the entry requirements at the external border as provided in Article 5 of the Schengen Borders Code.

### [How to read the visa sticker](#)

A short-stay visa (C Type) has the form of a sticker in your travel document. Please carefully check all the data on the sticker.

**The validity period** of the visa (the “FROM ... TO” heading on the visa sticker): This heading indicates the period during which the holder may make the visit authorised by the visa (including entry, stay, and departure). The visit must be made between the start and end dates stated in this heading and it must not exceed the number of days entered under the “DURATION OF STAY” heading.

**The duration of stay** (the “DURATION OF STAY...DAYS” heading on the visa sticker): This heading indicates the number of days during which the holder may stay in the territory for which the visa is valid (Schengen Area/Republic of Slovenia). The duration of stay is counted from the date of entry into the territory. The authorised duration of stay may be shorter than the visa validity period. In the case of multiple-entry Schengen visas valid for more than 180 days, the authorised duration of each stay is 90 days in any 180-day period. Please note that it is the visa holder who is responsible for observing this rule and not exceeding the permitted 90 days of stay within any 180-day period. In the case of multiple entries, the accumulated amount of days can be determined by the entry/exit stamps in the travel document. This [Short-stay Calculator](#) is a useful tool for calculating the number of days one has spent in the Schengen Area.

**Type of visa:** A – airport transit visa, C – uniform short-stay visa (visits for **not** more than 90 days), D – long-stay visa (visits for more than 90 days)

**Number of entries:** This heading shows the number of times the visa holder may enter the Schengen area (the number of visits that may be spread over the entire visa validity period).

### ***Right of entry***

The mere possession of a visa does not confer an automatic right of entry into the country. The visa holder may be requested to present proof that he or she meets the entry requirements at the external border, as provided in Article 5 of the Schengen Borders Code. If the circumstances under which a visa was issued have changed, the border authorities may refuse entry and cancel the visa. A visa may also be cancelled if it is subsequently established that the data submitted during the visa issuing procedure were incorrect or that important facts were concealed.

### ***Duties of visa holders:***

Please note that every foreigner must respect the laws of the country he or she is visiting.

When visiting the Republic of Slovenia, foreigners are obliged to register their residence at the administrative unit in the area where they are staying within 8 days of the date of entry into the territory of the Republic of Slovenia. This does not apply to the following categories of persons: foreigners whose registration is arranged by their accommodation provider (e.g. by a hotel), staff members of diplomatic missions, consular posts, and international governmental organisations accredited to the Republic of Slovenia, including their family members registered with the Ministry of Foreign Affairs. More information is available at: <https://infotujci.si/en/third-country-nationals/temporary-residence-permit/registration-of-residence/>.

For any questions on staying in the territory of the Republic of Slovenia, please contact the Ministry of the Interior of the Republic of Slovenia ([gp.mnz@gov.si](mailto:gp.mnz@gov.si)).

### **What can I do if my visa is refused?**

A decision to refuse a short-stay visa (C Type) and the grounds for the refusal are communicated to the applicant on a standard form. The decision to refuse a visa includes the grounds on which the refusal was based.

Applicants who have been refused a visa have the right to appeal in accordance with 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) published in the Official Journal of the European Union on 15 September 2009. In accordance with the Foreigners Act (Official Gazette of the Republic of Slovenia No. 1/2018 and 9/2018), the person concerned can file an appeal within 8 days of receipt of the notification of refusal/annulment/revocation of a visa. The appeal must be lodged in writing in Slovenian. A consular fee of EUR 153 is charged for an appeal (Administrative Fees Act, Official Gazette of the Republic of Slovenia No. 106/10). A new visa application cannot be processed during the visa appeal process.

In the event a negative decision on the administrative appeal is issued by the Ministry of Foreign Affairs of the Republic of Slovenia, a judicial appeal can be filed against the decision. A judicial appeal may be submitted to the Administrative Court, Fajfarjeva 33, 1000 Ljubljana.

# Useful information

## Useful links

[Ministry of Foreign Affairs of the Republic of Slovenia – Information on Entry and Residence](#)

[Ministry of the Interior of the Republic of Slovenia – Information for Foreigners](#)

[Information Commissioner – Schengen Information System](#)

[European Commission – Information about Schengen, Borders and Visas](#)

[European Commission brochure about Schengen](#)

[European Commission – Visa Information System \(VIS\)](#)

[EU-UAE visa waiver](#)

[Commission Decision C\(2013\) 1725 final of 26 March 2013 establishing the lists of supporting documents to be presented by visa applicants in the US is available at:](#)

<https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e->

[library/documents/policies/borders-and-visas/visa-](#)

[policy/docs/visa\\_applicants\\_documents\\_c\\_2013\\_1725\\_en.pdf - see QR code:](#)



## Personal data protection information

The controller of the personal data processed in visa procedures is the Ministry of Foreign Affairs of the Republic of Slovenia, based at Prešernova 25, 1000 Ljubljana, Slovenia, T: +386 1 478 2000, E: gp.mzz@gov.si.

The Data Protection Officer at the Ministry of Foreign Affairs of the Republic of Slovenia may be contacted at dpo.mzz@gov.si.

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 the Ministry of Foreign Affairs of the Republic of Slovenia under the General Data Protection Regulation (Regulation (EU) 2016/679).

Personal data is processed for the purpose of visa applications in administrative procedures conducted by a competent embassy or consulate-general of the Republic of Slovenia.

Your personal data, including 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 may be rejected.

The legal basis for processing personal data is provided 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).

With regard to an application for a short-term visa or an airport transit visa, your data is entered into the national visa information system of the Republic of Slovenia, where it is stored for five years after the expiry of the visa or, in the event a visa is not issued, for five years after the finality of the decision on visa refusal. 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 visa authorities and the authorities competent for carrying out checks on visas at external borders and in the Member States, to immigration and asylum authorities in the Member States for the following purposes: verification whether the requirements for legal entry into, stay and residence in the territory of the Member States have been met; identification of persons who do not or who no longer meet these requirements; examination of an asylum application; and establishment of responsibility for such examination. Under certain conditions, the data will also be available to the designated authorities of the Member States and to Europol for the purposes of preventing, detecting and investigating terrorist offences and other serious criminal offences.

You have the right to request from the Ministry of Foreign Affairs of the Republic of Slovenia access to, and the rectification or erasure of, personal data or a restriction on the processing of data concerning you, or to object to such processing, including the right to data portability, pursuant to Articles 15 through 20 of the General Data Protection Regulation.

You have the right to lodge a complaint concerning the processing of personal data with the Information Commissioner of the Republic of Slovenia, located at Dunajska cesta 22, 1000 Ljubljana, Slovenia.

The above 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.

Information on data in the Visa Information System (VIS) may be requested here:



[http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne\\_informacije/vizne\\_informacije/obrazci/obrazec\\_zahteva\\_za\\_seznanitev\\_VIS.pdf](http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/obrazci/obrazec_zahteva_za_seznanitev_VIS.pdf)

### Schengen Information System (SIS)

The Schengen Information System (SIS) is a database shared by all Schengen countries containing information on sought after, missing, or pursued persons and on stolen or missing vehicles and other objects (mainly identification documents, vehicle registration documents, or license plates).

In the visa process, an entry concerning the applicant in the SIS may provide grounds for visa refusal – based on Article 32 of Regulation (EC) No [810/2009](#) (Visa Code).

Persons who have been denied entry into the Republic of Slovenia / [Schengen Area](#) based on an entry in the SIS can request an explanation from the institution that made the entry. In the Republic of Slovenia, the responsible institution is the [Police](#). The contact address of the Police is: Ministrstvo za notranje zadeve RS, Policija – Generalna policijska uprava, Štefanova 2, 1000 Ljubljana.

In accordance with data protection principles, the [Schengen Agreement](#) recognises certain rights pertaining to all individuals. These rights primarily include:

- The right of access to personal data on the applicant in the SIS database;
- The right to the correction or deletion of faulty data on the applicant;
- The right to request that domestic data protection institutions verify the personal data of the applicant in the SIS database, as well as how such data are used;
- The right to launch judicial or administrative proceedings for the correction or deletion of faulty data or for compensation.

Information on data in the Schengen Information System (SIS) may be requested here:



[http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne\\_informacije/vizne\\_informacije/obrazci/obrazec\\_zahteva\\_za\\_seznanitev\\_SIS.pdf](http://www.mzz.gov.si/fileadmin/pageuploads/Konzularne_informacije/vizne_informacije/obrazci/obrazec_zahteva_za_seznanitev_SIS.pdf)

Additional information on data protection is available at: <https://www.ip-rs.si/en/>.



## Third countries whose nationals are subject to prior consultation according to the Visa Code

In accordance with Article 22 of 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](#)), the list of third countries whose nationals are subject to a prior consultation procedure is available [here](#):

[https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/prior\\_consultation\\_en.pdf](https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/documents/policies/borders-and-visas/visa-policy/docs/prior_consultation_en.pdf).

## Third countries whose nationals are subject to ex post information sharing according to the Visa Code

In accordance with Article 31 of 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](#)), the list of third countries whose nationals are subject to ex-post information sharing is available [here](#):

[http://ec.europa.eu/dgs/home-affairs/e-library/documents/policies/borders-and-visas/visa-policy/docs/annex\\_17\\_ex\\_post\\_info\\_en.pdf](http://ec.europa.eu/dgs/home-affairs/e-library/documents/policies/borders-and-visas/visa-policy/docs/annex_17_ex_post_info_en.pdf).

## Airport transit visa (A Type)

Airport transit visas (A Type) are issued to persons transiting through an international airport in Slovenia if they are citizens/holders of travel documents of the following states:

AFGHANISTAN	IRAN
BANGLADESH	IRAQ
DEMOCRATIC REPUBLIC OF THE CONGO	NIGERIA
ERITREA	PAKISTAN
ETHIOPIA	SOMALIA
GHANA	SRI LANKA

The following categories of persons are exempt from the requirement to apply for an airport transit visa (A Type):

- Holders of a short-stay visa (C Type);
- Holders of a long-stay visa (D Type) or a residence permit;
- Holders of a residence permit of Andorra, Canada, Japan, San Marino, or the United States;
- Holders of a visa permitting stay in EEA countries or in Canada, Japan, or the United States;
- Family members of EU citizens;
- Holders of diplomatic passports;
- Crew members who are citizens of ICAO Contracting States;

An airport transit visa (A Type) is issued for one or two entries. The maximum validity is six months.

**Airport transit visa (A Type) application requirements:**

- [Application Form](#);
- **Travel document**;
- **Photo**;
- **Supporting documents proving the following:**
  - **Continuation of the journey** to the final destination (*e.g. a plane ticket to or a visa for the final destination – if required*);
  - Documents/information on the **intention not to enter the territory** of the Republic of Slovenia / [Schengen Area](#).