Temporary Residence Permit (TRP) – Application Procedure for EMUNI Students

Third-country nationals (citizens of countries outside the European Economic Area – EEA) who wish to enter or reside in the Republic of Slovenia for study purposes are required to obtain a **Temporary Residence Permit (TRP)**.

For all enrolled students applying through EMUNI, the University submits the TRP application to the Administrative Unit (*Upravna enota*) in Slovenia on their behalf.

IMPORTANT: EMUNI can submit your TRP application only after your enrolment has been completed and all required documentation has been received.

The application procedure consists of **3 main phases and 5 steps**, as explained below.

PHASE 1 – PREPARATION AND SUBMISSION OF DOCUMENTS TO EMUNI

STEP 1: Prepare and send all required documents

Before EMUNI can submit your TRP application, you must collect, complete and prepare all the documents listed below.

Once your documentation is ready, please send the required original documents by priority mail or courier (DHL, FedEx, GLS or similar) to:

EMUNI University
Student Affairs Office – TRP Application
Pristaniška ulica 14
6000 Koper
Slovenia

study@emuni.si
+386 59 25 0051

Please send your documents as soon as possible to avoid unnecessary delays in the application process.

Required documents – Checklist

1. **Signed application form**

Please complete and sign the application form.
- at point 11: Fill in “Koper, Slovenia” if you do not have the address in Slovenia yet

2. Signature form

Please complete and sign the required signature form.

- Download Signature Form

3. Certified colour copy of your passport

- The passport must remain valid for at least 3 months beyond the intended period of residence in Slovenia.
- A colour photocopy must be officially certified.
- A Slovenian translation of the passport is not required.

4. Biometric colour photograph

- Size: 35 × 45 mm.
- The photograph must meet the requirements for biometric identity documents.
- The photograph must be submitted seperately, do not glue it on the form.

5. Proof of valid health insurance

- Health insurance must be valid in Slovenia for the intended period of stay, and at least until the end of the academic year.
- Minimum required coverage: EUR 30,000.
- If the insurance policy is not issued in English, an official translation into Slovenian is required.

6. Certificate of Criminal Record

You must provide a criminal record certificate issued by the competent authority in your home country.

- The certificate must not be older than 3 months.
- It must be properly legalised in your country.
    - If your country is a member of the Hague Apostille Convention, an Apostille is required.
    - If your country is not a member of the Hague Apostille Convention, the document must undergo the applicable legalisation procedure through the competent authorities in your country and the Slovenian Embassy.
- If the original certificate is issued in English, a Slovenian translation is NOT required.
- If the certificate is issued in another language, an official translation into Slovenian is required.

Official translations can be arranged through a certified court translator: List of certified court translators in Slovenia

Translation of the criminal record certificate and other documents not issued in English may be coordinated directly with a translator by email and sent directly to EMUNI (arranged by student).

7. Proof of sufficient financial means

You must demonstrate that you have sufficient financial resources to support yourself during your stay in Slovenia.

The amount currently required is:

- EUR 507.43 per month
- Approximately EUR 6,090 per year

Acceptable supporting documents may include:

- Bank statements demonstrating sufficient available funds.
- A statement of financial support from parents or legal guardians, where they are legally obliged to support you under the legislation of your home country.
- An employment contract or other proof of sufficient income.
- Scholarship confirmation.
- Other acceptable evidence of sufficient financial resources.

The supporting documentation must demonstrate that sufficient funds are available for the intended period of residence.

8. Declaration of No Dependent Family Members (Izjava o nevzdrževanih članih)

Please complete and sign the declaration.

You must complete and sign the original Slovenian form. The English translation is provided for reference only, to help you understand the content of the declaration.

9. Mandate / Authorisation Form (Pooblastilo)

All students who wish EMUNI University to submit the TRP application on their behalf must complete and sign the Mandate form.

By signing this document, you authorise EMUNI University to submit, manage and supplement your TRP application, handle related administrative fee payments and refunds, and withdraw the application on your behalf.

What happens after EMUNI receives your documents?

EMUNI will review the received documentation and submit the TRP application to the competent Administrative Unit in Slovenia after your enrolment has been completed.

If any documents are missing or require correction, you will be contacted and asked to provide the necessary documentation.

If you receive such a request, you must provide the requested documentation within the specified deadline. Additional or missing documents may be submitted to EMUNI by email, except for the biometric photograph, which must be submitted in its original physical form.

PHASE 2 – TRP APPLICATION CONFIRMATION AND BIOMETRIC DATA

STEP 2: Book and complete your biometric appointment

1. Receive confirmation of your TRP application

Once EMUNI has submitted your TRP application to the Administrative Unit in Slovenia, we will send you the official confirmation that your application has been submitted.

You will need this confirmation to arrange your biometric appointment at the competent Slovenian Embassy or Consulate.

2. Book your biometric appointment

After receiving the confirmation from EMUNI, you must contact the Slovenian Embassy or Consulate responsible for your country of residence and arrange an appointment to provide your biometric data.

You can find information about Slovenian diplomatic and consular representation for your country here: Slovenian Embassies and Consulates – Country Information

If you are unsure which Embassy is responsible for your country, please consult the information on the website above or contact the relevant Embassy directly.

IMPORTANT – Notify EMUNI immediately after booking your appointment.

As soon as your biometric appointment has been confirmed, you must inform us by email at **study@emuni.si**.

Please include:

- Your full name.
- The Slovenian Embassy or Consulate where your appointment is scheduled.
- The confirmed date of your biometric appointment.

3. Attend your biometric appointment

You must attend your appointment in person and provide the required biometric data.

Follow the instructions provided by the Embassy or Consulate and bring any documents they require.

IMPORTANT – Notify EMUNI immediately after completing your biometrics.

As soon as you have provided your biometric data, you must:

- Send an email to **study@emuni.si**.
- Confirm that your biometric data have been submitted.
- Attach a copy of the confirmation or receipt issued by the Embassy or Consulate.

This information is essential for EMUNI to follow up on your TRP application with the Administrative Unit.

PHASE 3 – TRP CARD PRODUCTION, DELIVERY AND COLLECTION

STEP 3: Processing and production of your TRP card

After you have provided your biometric data at the Embassy or Consulate, they must become available in the Administrative Unit's system in Slovenia.

Once the biometric data are visible in the system, the application is ready for the next stage:

1. The Administrative Unit generally needs approximately 1 working day for processing before ordering the card.
2. The TRP card is then sent for production.
3. Card production takes approximately 10 days.
4. Once the card has been produced, it is returned to the Administrative Unit.
5. The Administrative Unit informs EMUNI that the card is ready.

These are estimated processing times. Actual processing may vary depending on the Administrative Unit, card production and the completeness of your application.

STEP 4: Delivery of the TRP card to the Slovenian Embassy

Once the Administrative Unit confirms that your TRP card is ready, EMUNI arranges for DHL courier delivery to the competent Slovenian Embassy or Consulate.

The delivery process is as follows:

1. EMUNI arranges DHL courier collection of the TRP card.
2. DHL collects the card for delivery to the competent Embassy or Consulate.
3. International delivery generally takes approximately 3 days.
4. Once DHL has collected the shipment and issued a tracking number, EMUNI will forward the tracking number to you by email.

You will be able to use this tracking number to follow the delivery of your TRP card.

IMPORTANT: You do not need to arrange a courier yourself. EMUNI coordinates the shipment of the TRP card from Slovenia to the competent Embassy or Consulate.

STEP 5: Personal collection of your TRP card

Once EMUNI has sent you the DHL tracking number:

1. Monitor the shipment using the tracking number provided.
2. Once the TRP card has arrived at the Embassy or Consulate, contact them to arrange an appointment for collection.
3. Follow their instructions regarding the required documents and collection procedure.
4. Collect your TRP card in person at the competent Slovenian Embassy or Consulate.

Please note that delivery of the card to the Embassy does not automatically mean it is available for immediate collection. Contact the Embassy to confirm when and how you can collect it.

Your TRP procedure is completed once your residence permit has been issued and you have personally received your TRP card.

TRP application costs

The following fees apply to the TRP application submitted through the Administrative Unit in Slovenia:

Description	Amount
Fee for issuing or renewing a temporary residence permit for a non-EU student	EUR 50.00
Application fee	EUR 4.50
TRP card production/printing fee	EUR 15.47
DHL delivery of the TRP card to the Embassy or Consulate	charged according to the courier invoice.

EMUNI University pays these administrative fees when submitting the application. Students will subsequently be charged the corresponding amount by the University.

Additional costs may include:

- Courier delivery of original documents to EMUNI.
- Official certification and legalisation of documents.
- Certified translations.
- Any additional costs associated with obtaining the necessary documents.

Students who already hold a valid short-term visa

If you already hold a valid short-term visa that permits entry into Slovenia and are eligible to submit your TRP application from within Slovenia, you should bring all required documentation with you.

Upon arrival, you should submit your application in person at the relevant Administrative Unit in Slovenia, in accordance with the applicable residence permit requirements.

Additional information and useful links

For more information about entry into Slovenia, visa requirements and temporary residence permits for third-country nationals, please consult the following official websites:

- Information for Foreigners – Residence Permit for Study Purposes
- Government of the Republic of Slovenia – Entry and Residence
- Study in Slovenia – Visa and Residence Permit
- Slovenian Embassies and Consulates