


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, Azerbaijan, Belarus, BIH, Georgia, Northern Macedonia, Moldova, Montenegro, Russian Federation, Serbia, Ukraine <input type="checkbox"/> 60 EUR Citizens of Cabo Verde <input type="checkbox"/> 80 EUR applicants older than 12 years Citizens of India and other third country citizens <input type="checkbox"/> 40 EUR minors between 6 and 12 years of age <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=6090&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.		
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.	<input type="checkbox"/>	<input type="checkbox"/>
2	One application form duly completed, dated and signed by the applicant	<input type="checkbox"/>	<input type="checkbox"/>
3	One 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	Proof of intended means of transport and itinerary <ul style="list-style-type: none"> - 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"/>
6	Proof of accommodation <ul style="list-style-type: none"> a) Hotel reservations, rental of holiday home or campus residence reservation; b) If the applicant intends to stay with a family member or a friend, proof of sponsorship and/or private accommodation from the host; c) If the applicant is travelling to several Member States, proof of accommodation in each of them. 	<input type="checkbox"/>	<input type="checkbox"/>
7	Proof of financial means <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input type="checkbox"/>
DOCUMENTS ACCORDING TO THE PERSONAL STATUS			
8	<ul style="list-style-type: none"> a) If the applicant is employed: <ul style="list-style-type: none"> i. Payslips for the last three months ii. Employment contract iii. Employers statement on approval for holidays b) If the applicant is a company owner or self-employed: <ul style="list-style-type: none"> i. Certificate of registration of the company, including its goods and services tax (GST) registration number for the companies based in India c) If the applicant is sponsored: <ul style="list-style-type: none"> i. Proof of sponsorship and/or private accommodation d) If the applicant is retired: <ul style="list-style-type: none"> i. pension statements for the last three months ii. proof of regular income generated by ownership of property or business e) Minors: <ul style="list-style-type: none"> i. 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, in which case a court order or other proof of sole custody or guardianship must be provided ii. 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 iii. Copy of identification documents with signature and photograph of the parents guardians having custody/guardianship of the applicant f) Non-Indian nationals: <ul style="list-style-type: none"> i. proof of legal residence in the Republic of India or ii. proof of legal presence in the Republic of India and justification for submitting the application in India 	<input type="checkbox"/>	<input type="checkbox"/>

	<ul style="list-style-type: none"> - 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) - 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. - 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. - Flight reservation (if applicable) 		
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OTHER OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLICANT

<ul style="list-style-type: none"> - - - - 	<ul style="list-style-type: none"> - Previous passports with Schengen visas (if any) - Copy of the passport: pages concerning the applicant's biodata, foreign passport(s) issued to him/her with marital status - -
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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 C(2020) 3328 final of 27.05.2020 amending Implementing Decision C(2015) 6940 final, as regards the list of supporting documents to be submitted by applicants for short stay visas in India

https://ec.europa.eu/home-affairs/sites/homeaffairs/files/annex_india.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