

SLOVENIA – TR – 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:	Applicant's status:
Purpose of travel: <ul style="list-style-type: none"> <input type="checkbox"/> Business/work <input type="checkbox"/> Attendance to a fair <input type="checkbox"/> Tourism <input type="checkbox"/> Visit to close relatives/family members <input type="checkbox"/> Transit <input type="checkbox"/> Study or training, cultural events or activities <input type="checkbox"/> Sports <input type="checkbox"/> Truck driver 		
Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: <input type="checkbox"/> 10 fingerprints taken Quality remarks: _____ <input type="checkbox"/> Fingerprints exemptions: <ul style="list-style-type: none"> <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: <ul style="list-style-type: none"> <input type="checkbox"/> 35 EUR (Albania, Armenia, Azerbaijan, BIH, Georgia, Macedonia, Moldova, Montenegro, RF, Serbia, Ukraine, Belarus) <input type="checkbox"/> 80 EUR (Other third country nationals) <input type="checkbox"/> 40 EUR (6-12 age minors) <input type="checkbox"/> Gratis: General exemptions (Visa Code Article 16): <ul style="list-style-type: none"> <input type="checkbox"/> minors under the age of 6 years; <input type="checkbox"/> school 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. 		
Service fee: <input type="checkbox"/> 22 EUR	Courier fee:	Other fees:
Information to visa applicants: Commission Decision C(2011) 7192 final of 10 October 2011 establishing the lists of supporting documents to be presented by visa applicants in Turkey is available at: https://ec.europa.eu/home-affairs/sites/homeaffairs/files/e-library/docs/pdf/1_en_act_part1_v71_en.pdf#zoom=100		
Please submit your application with the original supporting documents in Turkish or English language in the following		

order:			
No	DOCUMENTS REQUIRED FOR ALL APPLICANTS	YES	NO
1	Valid passport, not older than 10 years	<input type="checkbox"/>	<input type="checkbox"/>
2	1 application form	<input type="checkbox"/>	<input type="checkbox"/>
3	1 recent biometric photograph (size 3,5 x 4,5 cm)	<input type="checkbox"/>	<input type="checkbox"/>
4	Previous passports (if any)	<input type="checkbox"/>	<input type="checkbox"/>
5	Travel medical insurance with original stamp and signature	<input type="checkbox"/>	<input type="checkbox"/>
6	Flight or travel reservations or other proof of intended transport	<input type="checkbox"/>	<input type="checkbox"/>
Documents required in accordance with the applicant's personal situation			
7	<p>The following documents shall be presented by either of the categories</p> <p>a) If the applicant is employed:</p> <p>i. letter from employer and/or approval for leave.</p> <p>ii. SGK (social security) registration document and SGK "hizmet dökümü".</p> <p>b) If the applicant is a farmer:</p> <p>i. farmer certificate issued by chamber of agriculture.</p> <p>c) If applicant is employed by or owner of a private company:</p> <p>i. company registration in chamber of commerce and copy of the bulletin of the trade register</p> <p>ii. statement of taxes payment.</p> <p>d) If the applicant is a truck driver:</p> <p>i. SGK (social security) registration document , SGK "hizmet dökümü" and past SGK payments list for the driver;</p> <p>ii. National and international driving licence of the driver</p> <p>e) If the applicant is retired:</p> <p>i. proof of pension (either bank account statement or pensioner booklet)</p> <p>f) If the applicant is a student:</p> <p>i. student certificate (Öğrenci Belgesi)</p> <p>g) If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:</p> <p>i. public notary approved statement from his/her parents (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone)</p>	<input type="checkbox"/>	<input type="checkbox"/>
8	Non-Turkish nationals: Proof of legal residence in the Republic of Turkey	<input type="checkbox"/>	<input type="checkbox"/>
Documents required in accordance with the purpose of travel			
BUSINESS		YES	NO
9	<p>Proof of means of subsistence:</p> <p>i. bank account statement on the account turnover during the last three months, and</p> <p>ii. proof of regular income e.g. salary slips of the last three months (or similar)</p>	<input type="checkbox"/>	<input type="checkbox"/>
10	For attendance to a fair the entry card or documents about participation	<input type="checkbox"/>	<input type="checkbox"/>

11	Proof of sponsorship and/or accommodation (Letter of Guarantee)	<input type="checkbox"/>	<input type="checkbox"/>
TOURISM		YES	NO
12	Evidence of hotel booking or travel plan	<input type="checkbox"/>	<input type="checkbox"/>
13	Proof of means of subsistence: i. bank account statement on the account turnover during the last three months, and ii. proof of regular income e.g. salary slips of the last three months (or similar)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
VISIT TO FAMILY OR FRIENDS		YES	NO
14	Proof of sponsorship and/or accommodation (Letter of Guarantee)	<input type="checkbox"/>	<input type="checkbox"/>
15	Proof of means of subsistence: i. bank account statement on the account turnover during the last three months, and ii. proof of regular income e.g. salary slips of the last three months (or similar)	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
16	Proof of existence of family relations (Tam Tekmil Vukuatli Nüfus Kayit Örneği)	<input type="checkbox"/>	<input type="checkbox"/>
TRUCK DRIVING TO AND/OR THROUGH SCHENGEN AREA		YES	NO
17	Guarantee from the company and UND (road transport association), if the company is a member.	<input type="checkbox"/>	<input type="checkbox"/>
18	Company drivers list.	<input type="checkbox"/>	<input type="checkbox"/>
19	Company registry in the Chamber of Commerce.	<input type="checkbox"/>	<input type="checkbox"/>
20	C2 certificate (export permission).	<input type="checkbox"/>	<input type="checkbox"/>
21	Invitation or business partnership certificate from a company in the EU.	<input type="checkbox"/>	<input type="checkbox"/>
ATTENDING CULTURAL OR SPORTS EVENTS OR CONFERENCES		YES	NO
22	Proof of accommodation	<input type="checkbox"/>	<input type="checkbox"/>
23	Proof of means of subsistence: i. bank account statement on the account turnover during the last three months, and ii. proof of regular income e.g. salary slips of the last three months	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
24	The following documents regarding the purpose of the visit, for either of the categories: a) For cultural events or conferences: an invitation from the organiser of the event or/the contract concluded by the cultural service provider or/invitation to a creative work. b) For sporting events: i. invitation from the sports club/sports federation or/accreditation confirming the Participation in the sport event ii. certificate from the sending sports club or sport federation	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
STUDY OR PARTICIPATION IN EU EDUCATION, TRAINING OR RESEARCH PROGRAMS		YES	NO
25	Proof of means of subsistence : a) bank account statement on the account turnover during the last three months, and b) proof of regular income e.g. salary slips of the last three months	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>
26	Proof of accommodation for the intended period of stay	<input type="checkbox"/>	<input type="checkbox"/>

<p>The following documents regarding the purpose of the visit, for either of the categories:</p> <p>a) For study purpose: Proof of sponsorship and/or accommodation</p> <p>b) For EU education, training, or research programmes:</p> <p>i. Original of the invitation letter from the university or research centre (Letter of Guarantee)</p> <p>ii. Letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBİTAK identifying that the individual applying for a visa is supported by an European Union Programme</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
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OTHER OPTIONAL DOCUMENTS CONSIDERED NECESSARY BY THE APPLICANT

Remarks by visa officer (External service provider or Consulate/Embassy):

Visa officer's signature: _____

Information to visa applicants:

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.

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 5 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 Ankara.

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):

Request for Information on Data in the Schengen Information System (SIS):

