# How to obtain an appointment at the Consular Department of Slovenian Embassy in Cairo

1. No approach to the Consular Department is possible without prior appointment. Never make your travel arrangements for Cairo before securing a confirmed appointment at the Embassy. Always secure the appointment first, then buy the plane ticket and arrange your accommodation.
2. Ask for an appointment well in advance. Keep in mind that our time slots are extremely limited (you might have to wait a month for a free time slot) and that certain procedures cannot be completed immediately after submitting your application (i.e. Schengen visa procedure takes 15 days counting from the day of submitting the full application).
3. Send a request for an appointment to [sloembassy.cairo@gov.si](mailto:sloembassy.cairo@gov.si) only, using Slovenian or English language. Send one email only and kindly allow for 3 days to receive an answer.
4. State your full name, spelled exactly as it appears in your passport, and explain clearly and in detail what kind of service are you looking for and all the circumstances of your case.
5. When requesting an appointment for fingerprinting in residence permit procedures, kindly write your date of birth or provide a scan of a document issued by an Administrative Unit in Slovenia which proves that you have an ongoing residence permit procedure.
6. Do NOT send any other documents or scans unless you are specifically asked to provide them.
7. After being offered a time slot for the requested appointment, send a confirmation email as soon as possible to confirm the appointment. If such confirmation email is not received within 3 days after being offered a time slot, your time slot will be cancelled and offered to another client.
8. The time slot offered will be the first available time slot. Kindly refrain from asking for an earlier time slot. Any objective urgency or other extraordinary situation should be described in advance (see under point 2).