


SLOVENIA – Fiji - Checklist for Short Stay Visa

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| Applicant`s Name: | Date of Birth: | Passport Number: |
| Reference No: | Place of Submission: | Date of submission: |
| Contact No: | E-mail: | |
| Purpose of travel: <input type="checkbox"/> Tourism <input type="checkbox"/> Visiting family/friends <input type="checkbox"/> Business <input type="checkbox"/> Medical treatment <input type="checkbox"/> Artistic or cultural activities <input type="checkbox"/> Sport activities <input type="checkbox"/> Educational activities <input type="checkbox"/> Transit | Personal situation: <input type="checkbox"/> Employed <input type="checkbox"/> Business owner <input type="checkbox"/> Student <input type="checkbox"/> Retired <input type="checkbox"/> Minor <input type="checkbox"/> Journalist <input type="checkbox"/> Artist <input type="checkbox"/> Sportsman | |
| Biometric identifiers: Photograph taken: Live Scanned copy Fingerprints: <input type="checkbox"/> 10 fingerprints taken Quality remarks: _____ <input type="checkbox"/> Fingerprinting exemptions: <input type="checkbox"/> children under the age of 12; <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, BIH, Georgia, Northern Macedonia, Moldova, Montenegro, Russian Federation, Serbia, Ukraine) <input type="checkbox"/> 60 EUR (Other third country nationals) <input type="checkbox"/> Gratis: <input type="checkbox"/> minors under the age of 12; <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 FJD. The fees are adjusted on monthly basis and available on the Embassy's website: http://www.canberra.veleposlanistvo.si/index.php?id=5746&L=1 . – see QR code: | |  |
| Service fee: 30.00 EUR | Courier fee: 80.00 EUR | Other fees: |
| Information to visa applicants: Please submit your application with the following original documents. Supporting documents must be in English or Slovenian language. Bank statements of more than one account may be presented. Provided bank statements should not be older than 7 calendar days upon the date of submission and should bear the applicant`s name. 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. A copy of passport's personal detail page(s) and previous Schengen visas including entry/exit stamps. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2 | Visa application form | <input type="checkbox"/> | <input type="checkbox"/> |
| 3 | One recent photograph duly completed, dated and signed by the applicant | <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 residence | <input type="checkbox"/> | <input type="checkbox"/> |
| 6 | Proof of visa status | <input type="checkbox"/> | <input type="checkbox"/> |
| 7 | Reservation of return or round ticket, including confirmation of the booking of an organised trip including a detailed itinerary. In the case of transit: visa or other entry permit for the third country of destination; tickets for onward journey | <input type="checkbox"/> | <input type="checkbox"/> |
| 8 | Proof of financial means in the country of residence (including recent bank statements showing movement of means over a certain period (minimum last three months) | <input type="checkbox"/> | <input type="checkbox"/> |
| 9 | Proof of sponsorship and/or private accommodation – Guarantee letter | <input type="checkbox"/> | <input type="checkbox"/> |
| Documents required in accordance with the applicant's personal situation | | | |
| 10 | a) If the applicant is a minor/under the age 18 : i. travelling alone: consent of the parental authority (both parents) or legal guardian (notarized); ii. travelling with one parent or legal guardian only: consent of other parental authority (notarized); iii. if the single parent with whom the minor is to travel, holds the paternal authority alone: document that proves he/she is the only parental authority e.g. birth certificate of the minor (indicating only one parent), death certificate, divorce or custody agreement. b) If the applicant is married or in a partnership : i. marriage certificate or registered partnership agreement | <input type="checkbox"/> | <input type="checkbox"/> |
| Documents required in accordance with the purpose of travel | | | |
| 11 | a) Tourism or visiting family/friends i. Proof of accommodation (e.g. hotel booking confirmation) ii. Travel plan. iii. A document from the establishment providing the private accommodation (Letter of Guarantee authorized at the administration unit). b) Business, conference, educational, artistic, cultural, religious or political event : i. Official invitation letter from a firm, host organisation, educational establishment or an authority to attend meetings, conferences or events, containing detailed information concerning (Letter of Guarantee authorized at the administration unit): - address and contacts of the inviting entity; - name and position of the countersigning person; - purpose and duration of stay; - person or entity who will bear the travel and living costs (if applicable) ii. Documents proving the applicants employment status in the company (for example, contract, proof of social security contribution). | <input type="checkbox"/> | <input type="checkbox"/> |

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 Canberra.

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