# 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:**<br>☐ Employed<br>☐ Owner of a private company<br>☐ Farmer<br>☐ Student<br>☐ Artist<br>☐ Sportsman<br>☐ Minor<br>☐ Retired<br>☐ Unemployed |
| **Purpose of travel:**<br>☐ Business/work<br>☐ Attendance to a fair<br>☐ Tourism<br>☐ Visit to close relatives<br>☐ Study or training, cultural events or activities<br>☐ Sports<br>☐ Truck driver | | |

**Biometric identifiers:**

**Photograph** taken: Live Scanned copy

**Fingerprints**:

- ☐ 10 fingerprints taken Quality remarks:_____
- ☐ Fingerprints exemptions:
  - children under the age of 12 years
  - fingerprints collected as part of an earlier application and entered in the VIS less than 59 months ago
  - fingerprinting is physically impossible: **Temporary** **Permanent**
  - heads of state or government and members of a national government – official business

**Visa fee:**

- ☐ 35 EUR Citizens of Albania, Armenia, Azerbaijan, Belarus, BIH, Georgia, Northern Macedonia, Moldova, Montenegro, RF, Serbia, Ukraine
- ☐ 60 EUR Citizens of Cabo Verde"
- ☐ 90 EUR applicants older than 1
- ☐ 45 EUR minors between 6 and 12 years of age
- ☐ Gratis: See QR code:

  General exemptions (Visa Code Article 16):
  - minors under the age of 6 years;
  - school pupils, students, postgraduate students and accompanying teachers who undertake stays for the purpose of study or educational training;
  - researchers travelling for the purpose of carrying out scientific research;
  - representatives of non-profit organisations aged 25 years or less participating in seminars, conferences, sports, cultural or educational events organised by non-profit organisations;
  - holders of diplomatic and service passports;
  - Family members of EU or Swiss citizens covered by the Directive 2004/38/EC.

| **Service fee:** | **Courier fee:** | **Other fees:** |
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| ☐ 30 EUR | | |

**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 – see QR code:
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 | ☐ | ☐ |
| 2 | 1 application form | ☐ | ☐ |
| 3 | 1 recent biometric photograph (size 3,5 x 4,5 cm) | ☐ | ☐ |
| 4 | Previous passports (if any) | ☐ | ☐ |
| 5 | **Travel medical insurance** with original stamp and signature | ☐ | ☐ |
| 6 | **Flight or travel reservations** or other proof of intended transport | ☐ | ☐ |
| 7 | Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği)<br><br>Residence certificate with history (Tarihçeli Ikametgah Belgesi)<br><br>Except for tourist visa applications, a municipality-approved guarantee letter is mandatory (Turistik kategori hariç belediye onaylı davetiye zorunludur.) | ☐<br><br>☐<br><br>☐ | ☐<br><br>☐<br><br>☐ |
| 8 | Proof of means of subsistence:<br><br>a) bank account statement showing movements over the last three months, proving the source of regular income,<br>b) proof of regular income, such as salary slips of the last three months, and<br>c) pensioner booklet, if relevant. | ☐<br>☐<br>☐ | ☐<br>☐<br>☐ |
| **Documents required in accordance with the applicant's personal situation** | | | |

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| 9 | The following documents shall be presented **by either of the categories**<br>a) If the applicant is **employed**:<br>i. Letter from employer and/or approval for leave containing the following information:<br>ii. Indication of the consulate that the document is addressed to;<br>iii. The employee's name and passport number<br>iv. Date of start of employment and function<br>v. Length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons:<br>vi. Employer's contact details; and<br>vii. Name and position of the person signing the letter<br>viii. SGK (social security) statement of employment (Sigortalı işe giriş bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.<br>ix. proof of regular income e.g. salary slips of the last three months (or similar)<br><br>b) If the applicant is a **farmer**:<br>i. farmer certificate issued by chamber of agriculture.<br><br>**c)** If applicant is employed by or **owner of a private company:**<br>i. company registration in chamber of commerce and copy of the bulletin of the trade register<br>ii. statement of taxes payment.<br>iii. Company activity certificate (Faaliyet Belgesi) | | |
| | **d)** If the applicant is a **truck driver:**<br>**i.** Guarantee letter from the employer.<br>**ii.** Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry).<br>**iii.** SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.<br>**iv.** Proof of company's registration: excerpt of the Chamber of Commerce's company register.<br>**v.** Valid C2 certificate (Yetki Belgesi) with attachments (Taşıt Belgesi) or an agreement with a company that holds a C2 certificate.<br>**vi.** Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)).<br>**vii.** Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)).<br>**viii.** Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination.<br>**ix.** Persons applying as drivers must also submit a travel plan, which must be arranged by the sending company.<br>**x.** If the company covers the expenses, the bank statement of the company must be submitted<br>**xi.** Payroll<br><br>e) If the applicant is **retired**:<br>i. proof of pension (either bank account statement or pensioner booklet)<br><br>f) If the applicant is a **student**:<br>i. student certificate (Öğrenci Belgesi)<br>ii. (Higher Education) Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code. | | |

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| | g) If the applicant is a **minor** or under age 18 and travelling alone or with one parent or legal guardian only:<br>i. Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/legal guardian. | | |
| 10 | Non-Turkish nationals: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States | □ | □ |
| **Documents required in accordance with the purpose of travel** | | | |
| | **BUSINESS** | **YES** | **NO** |
| 11 | Proof of **means of subsistence**:<br>i. company bank account statement showing movements over the last three months, | □ | □ |
| | b) For attendance to a fair the entry card or documents about participation. | □ | □ |
| | c) Documents from the sending and receiving company containing the following: | □ | □ |
| | i. Invitation from the company in the Member State of destination, indicating the purpose and length of the visit; | □ | □ |
| | ii. The supporting letter from the sending company (see I 5.a) should also include the purpose of visit and length of stay; | □ | □ |
| | iii. Information on the entity to cover the costs of the stay. | □ | □ |

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| 12 | Proof of sponsorship and/or accommodation (**Letter of Guarantee**) | □ | □ |
| | **TOURISM** | **YES** | **NO** |
| 13 | Evidence of hotel booking or travel plan | □ | □ |
| 14 | Proof of means of subsistence:<br>i. bank account statement on the account turnover during the last three months, and<br>ii. proof of regular income e.g. salary slips of the last three months (or similar) | <br>□<br>□ | <br>□<br>□ |
| | **VISIT TO FAMILY OR FRIENDS** | **YES** | **NO** |
| 15 | Proof of sponsorship and/or accommodation (**Letter of Guarantee**) (some Member States may require a national form to be used). | □ | □ |
| 16 | Proof of means of subsistence:<br>i. bank account statement on the account turnover during the last three months, and<br>ii. proof of regular income e.g. salary slips of the last three months (or similar)<br>iii. the length of the stay;<br>iv. details on the relation between the inviting person and the applicant;<br>v. the inviting person's ID number and personal identification code of the Member State concerned (if applicable);<br>vi. date and signature.<br>vii. Proof of family ties, if relevant. | <br>□<br>□<br>□<br>□<br>□<br>□<br>□ | <br>□<br>□<br>□<br>□<br>□<br>□<br>□ |
| | **TRUCK DRIVING TO AND/OR THROUGH SCHENGEN AREA** | **YES** | **NO** |
| 17 | Guarantee letter from the employer. | □ | □ |
| 18 | Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry). | □ | □ |
| 19 | SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code. | □ | □ |
| 20 | Proof of company's registration: excerpt of the Chamber of Commerce's company register. | □ | □ |
| 21 | Valid C2 certificate (Yetki Belgesi) with attachments (Taşıt Belgesi) or an agreement with a company that holds a C2 certificate. | □ | □ |
| 22 | Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)). | □ | □ |
| 23 | Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)). | □ | □ |
| 24 | Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination. | □ | □ |
| | **ATTENDING CULTURAL OR SPORTS EVENTS OR CONFERENCES** | **YES** | **NO** |
| 25 | Invitation from the organiser of the event or/the contract concluded by the cultural service provider or/invitation to a creative work containing the following: | □ | □ |
| 26 | Proof of means of subsistence:<br>i. purpose and length of the stay;<br>ii. details on cooperation between the inviting party and the applicant;<br>iii. information on who will cover the cost of the stay;<br>iv. contact details and position of the person signing the invitation;<br>v. date and signature. | <br>□<br>□<br>□<br>□<br>□ | <br>□<br>□<br>□<br>□<br>□ |
| 27 | The following documents regarding the purpose of the visit, for either of the categories:<br>a) For culturalevents 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.<br>b) For sporting events: Invitation from the sports club/sports federation or/accreditation confirming the participation in the sport event., containing the following: | <br>□<br><br>□ | <br>□<br><br>□ |

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| | i. information of the level of the sporting event;<br>ii. purpose and length of the stay;<br>iii. details on cooperation between the inviting party and the applicant;<br>iv. information on who will cover the cost of the stay;<br>v. contact details and position of the person signing the invitation;<br>vi. date and signature.<br>vii. Supporting document from the Turkish sports club or sport federation | □<br>□<br>□<br>□<br>□<br>□<br>□ | □<br>□<br>□<br>□<br>□<br>□<br>□ |
| **STUDY OR PARTICIPATION IN EU EDUCATION, TRAINING OR RESEARCH PROGRAMS** | | **YES** | **NO** |
| 28 | Proof of **means of subsistence**:<br>a) bank account statement on the account turnover during the last three months, and<br>b) proof of regular income e.g. salary slips of the last three months | □<br>□ | □<br>□ |
| 29 | Proof of accommodation for the intended period of stay | □ | □ |

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| | The following documents regarding the purpose of the visit, for either of the categories:<br>a) For **study purpose**: Proof of sponsorship and/or accommodation<br>b) For **EU education, training, or research programmes**:<br>i. Original of the invitation letter from the university or research centre (**Letter of Guarantee**)<br>ii. Letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBITAK identifying that the individual applying for a visa is supported by an European Union Programme | □<br>□<br>□ | □<br>□<br>□ |
| 30 | **MEDICAL TREATMENT** | **YES** | **NO** |
| | i. certificate from a medical doctor and/or a medical institution from the applicant's country of residence;<br>ii. an official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly as well as information on the cost of the treatment;<br>iii. proof of sufficient financial means to pay for the medical treatment and related expenses;<br>iv. proof of full or partial prepayment, if relevant;<br>v. any other correspondence between the sending medical doctor and the receiving hospitals, if available.' | □<br>□<br>□<br>□<br>□ | □<br>□<br>□<br>□<br>□ |

**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):

