



UNIVERZA V LJUBLJANI
University of Ljubljana

Dobrodošli na Univerzi v Ljubljani

Welcome
to the University of Ljubljana

16 September 2026

Pregled dokumentacije za pridobitev dovoljenj za začasno prebivanje

Documentation review for temporary residence permit

UL Filozofska fakulteta *UL Faculty of Arts*
Tobačna ulica 5, Ljubljana

Od 9. do 13. ure:

- Torek, 22. september
- Sreda, 23. september
- Petek, 25. september
- Ponedeljek, 28. september
- Torek, 29. september
- Sreda, 30. september
- Petek, 2. oktober
- Ponedeljek, 5. oktober
- Torek, 6. oktober
- Sreda, 7. oktober
- Petek, 9. oktober

22 Sep – 9 Oct

[Google map](#)

From 9am to 1pm:

- Tuesday, 22 September
- Wednesday, 23 September
- Friday, 25 September
- Monday, 28 September
- Tuesday, 29 September
- Wednesday, 30 September
- Friday, 2 October
- Monday, 5 October
- Tuesday, 6 October
- Wednesday, 7 October
- Friday, 9 October

Posebno okence za mednarodne študente in študentke UL

Special desk for the UL international students



Upravna enota Ljubljana
Tobačna ulica 5, Oddelek za tujce
Administrative Unit Ljubljana
Tobačna ulica 5, Department for foreigners

Posebno okence bo v tem času odprto:

- Ponedeljek, torek in sreda od 9. do 14. ure
- Petek od 9. do 12. ure

Ob četrtnih je Upravna enota **zaprta**.

The Special desk will be open during this period:

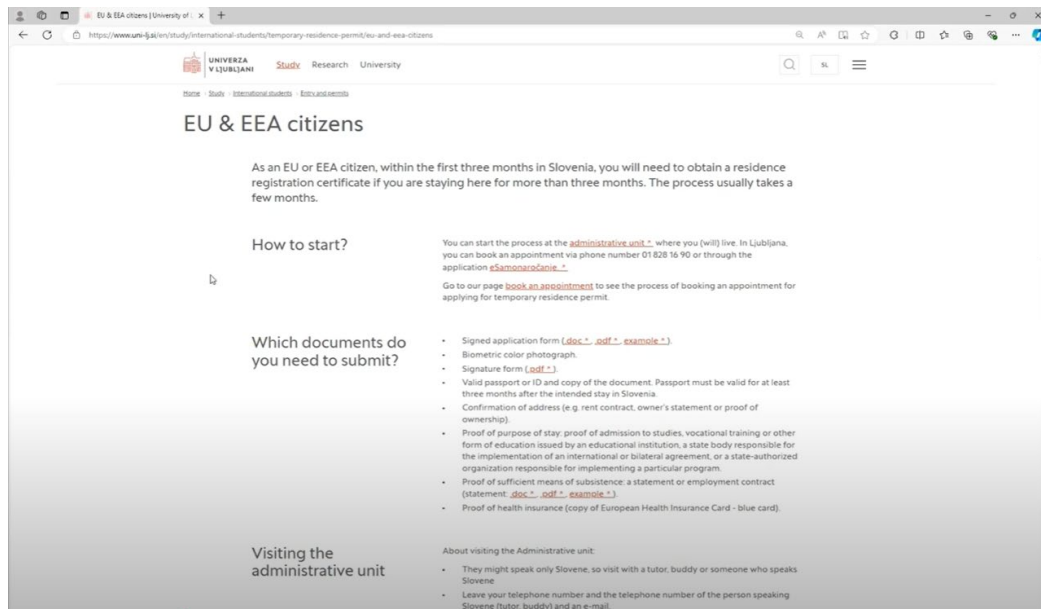
- Monday, Tuesday and Wednesday from 9am to 2pm
- Friday from 9am to 12pm

On Thursdays, Administrative Unit is **closed**.

[Google map](#)

EU, EEA & Swiss:

<https://www.youtube.com/watch?v=S64rLeL9pLs>



EU & EEA citizens

As an EU or EEA citizen, within the first three months in Slovenia, you will need to obtain a residence registration certificate if you are staying here for more than three months. The process usually takes a few months.

How to start?

You can start the process at the [administrative unit](#), where you (will) live. In Ljubljana, you can book an appointment via phone number 01 828 16 90 or through the application [eSamoizpovedanje](#).

Go to our page [book an appointment](#) to see the process of booking an appointment for applying for temporary residence permit.

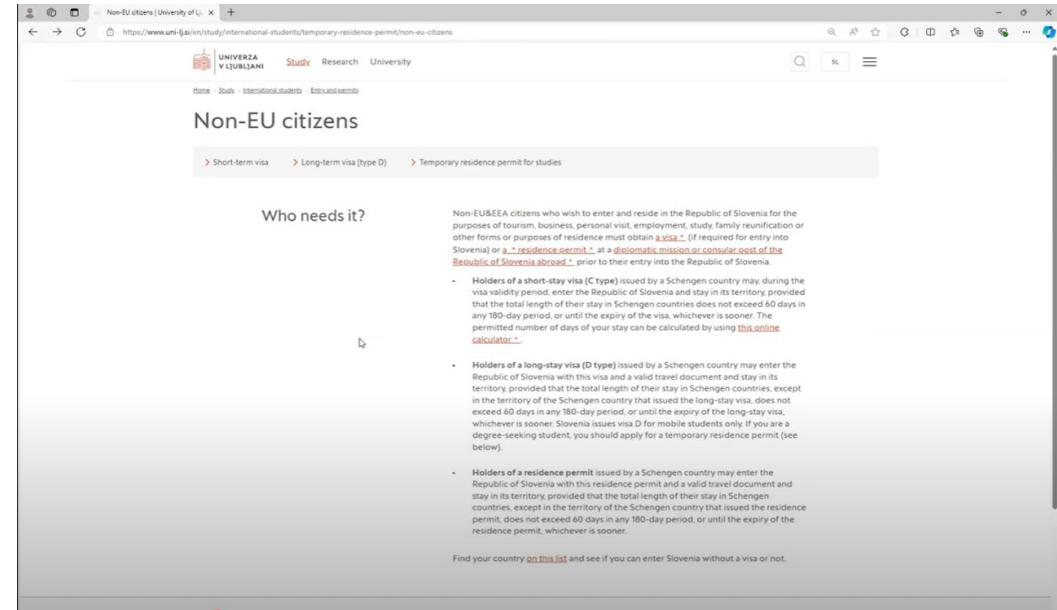
Which documents do you need to submit?

- Signed application form ([doc.](#), [pdf](#), [example](#)).
- Biometric color photograph.
- Signature form ([pdf](#)).
- Valid passport or ID and copy of the document. Passport must be valid for at least three months after the intended stay in Slovenia.
- Confirmation of address (e.g. rent contract, owner's statement or proof of ownership).
- Proof of purpose of stay: proof of admission to studies, vocational training or other form of education issued by an educational institution, a state body responsible for the implementation of an international or bilateral agreement, or a state-authorized organization responsible for implementing a particular program.
- Proof of sufficient means of subsistence: a statement or employment contract ([statement](#), [doc.](#), [pdf](#), [example](#)).
- Proof of health insurance (copy of European Health Insurance Card - blue card).

Visiting the administrative unit

About visiting the Administrative unit:

- They might speak only Slovene, so visit with a tutor, buddy or someone who speaks Slovene.
- Leave your telephone number and the telephone number of the person speaking Slovene (tutor, buddy) and an e-mail.



Non-EU citizens

> Short-term visa > Long-term visa (type D) > Temporary residence permit for studies

Who needs it?

Non-EU/EEA citizens who wish to enter and reside in the Republic of Slovenia for the purposes of tourism, business, personal visit, employment, study family reunification or other forms or purposes of residence must obtain [a visa](#), (if required for entry into Slovenia) or a [residence permit](#), at a [diplomatic mission or consular post of the Republic of Slovenia abroad](#), prior to their entry into the Republic of Slovenia.

- Holders of a short-stay visa (C type)** issued by a Schengen country may, during the visa validity period, enter the Republic of Slovenia and stay in its territory provided that the total length of their stay in Schengen countries does not exceed 60 days in any 180-day period, or until the expiry of the visa, whichever is sooner. The permitted number of days of your stay can be calculated by using [this online calculator](#).
- Holders of a long-stay visa (D type)** issued by a Schengen country may enter the Republic of Slovenia with this visa and a valid travel document and stay in its territory provided that the total length of their stay in Schengen countries, except in the territory of the Schengen country that issued the long-stay visa, does not exceed 60 days in any 180-day period, or until the expiry of the long-stay visa, whichever is sooner. Slovenia issues visa D for mobile students only. If you are a degree-seeking student, you should apply for a temporary residence permit (see below).
- Holders of a residence permit** issued by a Schengen country may enter the Republic of Slovenia with this residence permit and a valid travel document and stay in its territory provided that the total length of their stay in Schengen countries, except in the territory of the Schengen country that issued the residence permit, does not exceed 60 days in any 180-day period, or until the expiry of the residence permit, whichever is sooner.

Find your country [on this list](#) and see if you can enter Slovenia without a visa or not.

Non-EU:

<https://www.youtube.com/watch?v=NOrhewTJIY>

Začasno prebivanje

Temporary residence

Nina Bačnik

Administrative Unit Ljubljana

Upravna enota Ljubljana



Residence registration certificate for EU citizens

Potrnilo o prijavi prebivanja za državljane EU

WHEN: within 90 days of entering the country

HOW:

by making an in-person appointment
via (registered) post

WHAT TO SUBMIT:

- signed application form
- photograph 3,5 x 4,5 cm
- signature
- certified copy of a valid identity document
- proof of admission to studies
- proof of valid health insurance (copy of EU health insurance card)
- statement of sufficient financial means (€ 494,09 €/month)
- statement of the length of the intended stay
- fee €21,92

KDAJ: v 90 dneh od dneva vstopa v državo

KAKO:

osebno pri upravnem organu
(priporočeno) po pošti

KAJ PRILOŽITI:

- izpolnjen obrazec
- barvno fotografijo velikosti 3,5 x 4,5 cm
- digitalni podpis
- overjeno kopijo osebnega dokumenta
- dokazilo o sprejemu na študij
- dokazilo zdravstvenega zavarovanja
- izjava o zadostnih sredstvih za preživljanje (494,09 €/mesec)
- izjava o nameravanem času prebivanja v državi
- dokazilo o plačani upravni taksi 21,92 €



PROŠNJA

ZA ☐ IZDAJO – ☐ OBNOVO (označite) ☐ POTRDILA O PRIJAVI PREBIVANJA –
☐ POTRDILA O PRIJAVI STALNEGA PREBIVANJA (označite) ZA DRŽAVLJANA EU

prostor za fotografijo
ali referenčna
številka fotografije

Ref. št.:

1. EMŠO, če je določena:	
2. Priimek in ime:	
3. Priimek pred sklenitvijo zakonske zveze:	
4. Spol:	5. Državljanstvo:
6. Rojstni datum (dan, mesec, leto):	7. Rojstni kraj (kraj, država):
8. Zakonski stan:	9. Datum vstopa v Republiko Slovenijo:
10. Zadnje stalno oziroma začasno prebivališče v tujini ali v Republiki Sloveniji (država, kraj, ulica in hišna številka):	
11. Naslov prebivanja oziroma sedanje začasno prebivališče v Republiki Sloveniji (naselje, ulica in hišna številka):	

PPPEU-1
MINZ RS (PC 1)

12. Naslov, na katerega naj se vlagatelj vročajo pošiljke (kraj, ulica in hišna številka):	
13. Namen prebivanja v Republiki Sloveniji:	
14. Poklic:	
15. Način zagotovitve sredstev za preživljanje:	
16. Podatek o zdravstvenem zavarovanju:	
17. Vrsta in številka potnega lista ali druge listine, datum in kraj izdaje ter njena veljavnost:	
18. ¹ EMŠO državljan EU (če je določena) ali slovenskega državljan, ki združuje družinskega člana:	
19. ¹ Priimek in ime državljan EU ali slovenskega državljan, ki združuje družinskega člana:	
20. ¹ Naslov prebivanja (naselje, ulica in hišna številka) oziroma sedanje začasno ali stalno prebivališče državljan EU ali slovenskega državljan, ki združuje družinskega člana:	
21. ¹ Sorodstveno oziroma drugo razmerje z državljanom EU ali slovenskim državljanom:	
22. Datum vložitve prošnje:	23. Podpis vlagatelja:

¹ Izpolnite v primeru združitve družine z družinskim članom, ki je državljan EU.

IZPOLNI URADNA OSEBA

Številka izdane izkaznice potrdila o prijavi prebivanja oziroma odločbe/sklepa:	Datum izdaje:
Potrdilo velja od: do:	Opombe:
Prošnjo sprejel:	Prošnjo rešil:
Upravna enota:	

V postopku bo upravna enota po uradni dolžnosti pridobila naslednje podatke:

- o predhodno izdanih potrdilih o prijavi prebivanja (v primeru izdaje potrdila o prijavi stalnega prebivanja);
- o obveznem zdravstvenem zavarovanju v Republiki Sloveniji, kadar državljan EU pri dokazilu o zdravstvenem zavarovanju navede, da je v Republiki Sloveniji obvezno zdravstveno zavarovan (v primeru izdaje potrdila o prijavi prebivanja);
- iz kazenske evidence, evidence pravnomočnih sodb oziroma sklepov o prekrških, ki jo v Republiki Sloveniji vodi Ministrstvo za pravosodje;
- iz evidence o pravnomočnih odločbah o prekrških, ki jih vodijo prekrškovni organi v Republiki Sloveniji;
- ali je zoper tujca v Republiki Sloveniji uveden kazenski postopek ali postopek o prekršku pri pristojnih organih v Republiki Sloveniji.

Varstvo osebnih podatkov – informacija:

Osební podatki z obrazca se za namen izdaje potrdila o prijavi (stalnega) prebivanja za državljan EU obdelujejo skladno s 139. členom Zakona o tujcih. Organ ima pravico pridobiti tudi druge podatke, če je to v vašem interesu in ste za to dali privolitev ali če je to z zakonom dovoljeno, privolitev lahko pri organu kadarkoli prekličete. Če so za to izpolnjeni predpisani pogoji, imate pravico do seznanitve z lastnimi osebnimi podatki, pravico do omejitve obdelave in pravico do ugovora obdelave. Pravico imate preveriti točnost vaših osebnih podatkov, vnesenih na potrdilo o prijavi (stalnega) prebivanja, in pravico zahtevati njihovo spremembo ali, če so za to izpolnjeni predpisani pogoji, njihov izbris. Upravitelj vaše podatke hrani skladno s prvim in drugim odstavkom 115. člena Zakona o tujcih.

Kontakt pooblaščené osebe upravitelja za varstvo osebnih podatkov na Ministrstvu za notranje zadeve: dgz.mnz@gov.si. Če ste mnenja, da se vaši podatki obdelujejo nezakonito, lahko vložite pritožbo pri Informacijskem pooblaščenču.



STATEMENT

I, _____, born
_____, citizen of _____

AM STATING,

that I intend to live in Slovenia up to
_____ (day/month/year).

I have enough financial means (507,43 EUR/month) to support myself during my
studying in Slovenia.

Ljubljana, _____
Signature _____



Temporary residence permit for study purposes for non-EU students

Dovoljenje za začasno prebivanje zaradi študija za študente tretjih držav

WHERE:

(if still located abroad) at the competent Slovene diplomatic mission or consulate abroad
(upon legal entry into the country & before the expiry of legal residence) by making an in-person appointment or via (registered) mail (post)

WHAT TO SUBMIT:

- signed application form
 - photo (3,5 x 4,5 cm, fit for biometric documents)
 - signature
 - finger prints (in-person appointment)
 - certified copy of a valid passport with validity extending beyond the planned period of residence in Slovenia by at least 3 months
- (if applicable border entry stamp into Slovenia, valid visa or residence permit issued by another EU state must be included in the certified copy)

KJE:

pri pristojnem veleposlaništvu v tujini
ob izkazanem zakonitem vstopu v državo, pred iztekom zakonitega bivanja:
osebno pri upravnem organu
(priporočeno) upravnemu organu po pošti

KAJ PRILOŽITI:

- izpolnjen obrazec
 - barvno fotografijo velikosti 3,5 x 4,5 cm
 - digitalni podpis
 - oddati prstne odtise
 - overjeno kopijo potnega lista, katerega veljavnost je tri mesece daljša od nameravanega prebivanja v Sloveniji
- (razviden mora biti mejni vstopni žig, morebitni vizum)



- proof of enrolment
- proof of adequate health insurance
- certificate of criminal record from home country (original or certified, not older than three months, officially translated into Slovene and if applicable, apostilled or legalised)
- proof of sufficient financial means (€ 507,43 /month)
- resulting from work, rights from work or insurance, property/capital income, grants, scholarships, bank account funds/savings, or through others (parents/spouse - when a legal obligation for the financial support exists)
- fee €54.50 + €15,47

- dokazilo o vpisu na študij
- dokazilo zdravstvenega zavarovanja
- izvirnik ali overjena kopija potrdila iz kazenske evidence matične države (ne starejše od treh mesecev, sodno prevedeno v slovenski jezik, in, v kolikor potrebno, opremljeno z apostile ali nadoveritvijo)
- dokazila o zadostnih sredstvih za preživljanje (507,43 €/mesec)
- iz naslova dela, zavarovanja, premoženja, kapitala, dotacij, štipendij, sredstvi na lastnem računu, ali s pomočjo tistih, ki so študenta dolžni preživljati
- dokazilo o plačani upravni taksi 54,50 € (dodatnih 15,47 € za tiskovino)



REPUBLIKA SLOVENIJA

Obrazec št. 11/1

(organ, pristojen za sprejem prošnje)

PROŠNJA ZA IZDAJO – PODALJŠANJE
(ustrezno obkrožiti)

DOVOLJENJA ZA ZAČASNO PREBIVANJE ZARADI ŠTUDIJA
(44. člen Zakona o tujcih)

prostor za fotografijo
ali referenčna številka
iz elektronskega
odložišča fotografij

1. EMŠO, če je določena:	
2. Priimek in ime:	
3. Priimek pred sklenitvijo zakonske zveze:	
4. Spol:	5. Državljanstvo:
6. Rojstni datum (dan, mesec, leto):	7. Rojstni kraj (država, kraj):
8. Zakonski stan:	9. Poklic:
10. Zadnje stalno oziroma začasno prebivališče v tujini ali v Republiki Sloveniji (država, kraj, ulica in hišna številka):	
11 ¹ . Nameravani kraj prebivanja v Republiki Sloveniji oziroma sedanje začasno prebivališče v Republiki Sloveniji (naselje, ulica in hišna številka):	
12 ² . Naslov, na katerega naj se vlagatelju vročajo pošilke (država, kraj, ulica in hišna številka):	
13. Datum vstopa na območje Republike Slovenije:	14. Razlog ali namen prebivanja v Republiki Sloveniji:

15 ¹ . Imetnik vizuma za dolgoročno bivanje	DA / NE
Nekdanji imetnik modre karte EU	DA / NE
Nekdanji imetnik enotnega dovoljenja ICT	DA / NE
Nekdanji imetnik dovoljenja za začasno prebivanje zaradi opravljanja raziskovalnega dela	DA / NE
Nekdanji imetnik dovoljenja za začasno prebivanje zaradi študija	DA / NE
Družinski član nekdanjega imetnika dovoljenja za začasno prebivanje zaradi opravljanja raziskovalnega dela	DA / NE
Tujec, ki mu je prenehal status mednarodne zaščite	DA / NE
Oseba s priznano subsidiarno zaščito	DA / NE
16. Država članica EU, v kateri je izdano dovoljenje za prebivanje zaradi študija ali vizum za dolgoročno bivanje zaradi študija in veljavnost dovoljenja/vizuma (do):	
17. Način zagotovitve (vin) sredstev za preživljanje:	
18. Podatek o zdravstvenem zavarovanju:	
19. Vrsta in številka potnega lista oziroma druge listine, datum in kraj izdaje ter njena veljavnost (do):	
20. Datum vložitve prošnje:	21. Podpis vlagatelja:

IZPOLNI URADNA OSEBA

Številka izdane izkaznice dovoljenja za prebivanje oziroma odločbe/sklepa:		Datum izdaje:
Dovoljenje velja od:	do:	Opombe:
Prošnjo sprejel:		Prošnjo rešil:
Podatek o roki in prstu, s katere je bil zajet prstni odtis: LEVA: kazalec, sredinec, prstanec, palec DESNA: kazalec, sredinec, prstanec, palec		
Nezmožnost zajema prstnih odtisov		TRAJNA ZAČASNA

Prošnji za izdajo ali podaljšanje dovoljenja za začasno prebivanje zaradi študija je treba priložiti:

- fotografijo tujca ali referenčno številko iz elektronskega odložišča fotografij;
- potni list ali overjeno fotokopijo potnega lista tujca;
- dokazilo o ustreznem zdravstvenem zavarovanju, ki krije vsaj nujne zdravstvene storitve v Republiki Sloveniji, kadar tujec navede, da v Republiki Sloveniji ni obvezno zdravstveno zavarovan;
- dokazilo o zadostnih sredstvih za preživljanje;
- potrdilo iz kazenske evidence matične države tujca vedno v primeru prošnje za izdajo prvega dovoljenja, v ostalih primerih pa, če organ tako zahteva;
- dokazilo o sprejemu v javno veljavni izobraževalni ali študijski program oziroma dokazilo o opravljanju strokovnega izpopolnjevanja, specializacije ali praktičnega usposabljanja, ki ga izda izobraževalna organizacija, na katero je tujec sprejet, oziroma potrdilo o sprejemu pristojnega državnega organa, ki je pristojen za izvajanje mednarodne pogodbe ali je dajalec štipendije, oziroma potrdilo o sprejemu, ki ga izda od države pooblaščen organizacija, ki je odgovorna za izvajanje določenega programa.

¹ Polje 15 se izpolni, kadar ima tujec v Republiki Sloveniji izdan vizum za dolgoročno bivanje, če je tujec nekdanji imetnik modre karte EU, nekdanji imetnik enotnega dovoljenja za osebo, premeščeno znotraj gospodarske družbe (ICT), nekdanji imetnik dovoljenja za začasno prebivanje zaradi opravljanja raziskovalnega dela, nekdanji imetnik dovoljenja za začasno prebivanje zaradi študija ali družinski član nekdanjega imetnika dovoljenja za začasno prebivanje zaradi opravljanja raziskovalnega dela oziroma, če je tujec nekdanja oseba s priznano mednarodno zaščito, ali če je oseba s priznano subsidiarno zaščito.

¹ Polje 11 se izpolni v primeru prošnje za izdajo prvega dovoljenja za začasno prebivanje.

² Polje 12 se izpolni v primeru prošnje za podaljšanje dovoljenja za začasno prebivanje.



Primeri izkazovanja sredstev

Examples of disclosing sufficient financial means

- scholarships, grants: proof of scholarship/grant approval, bank statements with visible remittances
- work through student employment agency in Slovenia: printout of student employment agency's services for the past 6 months
- regular inflows from employment in Slovenia: valid employment contract (dated, signed, stamped by the employer); last 6 payslips (signed and stamped by the employer); last 6 monthly bank account statements with visible salary remittances
- regular inflows from employment abroad: valid employment contract; last month's bank account statement with visible salary remittance
- savings on personal account - (!) account balance must be sufficient for the stay in advance (=N^o remaining academic months of the year x €507,43): last 6 monthly bank account statements with visible inflows/outflows (if the bank account is open for a shorter period, provide proof of the opening date and only the available number of statements); hand signed statement of the owner on the origin of these funds

If the funds (regardless of the above-mentioned manner) are disclosed through a person who is legally obliged to support the student, their hand signed statement stating the number and information on all financially dependent family members who intend to or already reside in Slovenia for study purposes, must be included

- štipendije, dotacije: dokazila o odobritvi, bančni izpiski z razvidnimi nakazili
- delo prek študentskega servisa v Sloveniji: izpis študentskega servisa za preteklih 6 mesecev
- redni prilivi iz zaposlitve v Sloveniji: potrjena (datirana, podpisana in ožigosana s strani delodajalca oz z izjavo o poslovanju brez žiga) veljavna pogodbo o zaposlitvi; 6 zadnjih potrjenih (podpisanih in ožigosanih s strani delodajalca) plačilnih list; zadnjih 6 mesečnih bančnih izpiskov
- redni prilivi iz zaposlitve v tujini: potrjena veljavna pogodbo o zaposlitvi; zadnji izpisek osebnega bančnega računa, kjer bo razviden prejem plače
- privarčevana sredstva na osebнем računu - (!) končno stanje mora zadoščati za čas izdaje dovoljenja vnaprej (št. mesecev x 507,43€): zadnjih 6 mesečnih bančnih izpiskov s prilivi/odlivi (v kolikor je bančni račun odprt krajše obdobje predložite dokazilo o datumu odprtja računa in zgolj razpoložljive izpiske); lastnoročno podpisano izjavo lastnika o izvoru teh sredstev

V kolikor bodo sredstva (ne glede na zgornji način) izkazana preko osebe, ki je študenta dolžna preživljati, še njihova lastnoročno podpisana izjava z navedbo števila in podatkov vseh vzdrževanih družinskih članov, ki imajo v Sloveniji namen prebivati ali že prebivajo iz razloga študija in jih pri tem finančno podpirajo.

Postopek

- prejem in pregled vloge → pozivi za opravljanje morebitnih dopolnitev ob zaključku postopka obvestilo o prevzemu pri upravnem organu →
- ob prevzemu se uredi še prijavo začasnega prebivališča



Process

- review of the application → summon for additional documents/finger prints → notification that the permit is ready to be collected at the Administrative Unit
- upon receiving the permit, one must register their residence (temporary address)



Pay special attention

Residence registration certificate/residence permit $\neq$ temporary residence registration

Certain documents must be submitted as originals or certified copies (not via email). They can be certified by a notary or the Administrative Unit by submitting a photocopy and the original for inspection. This will certify the document as a true copy of the original.

Documents drawn up in a foreign language must also have a certified translation attached. Submit both (!), the original and the translation.

Check if your country's documents, before use in Slovenia, need to be:

- apostilled (apostille is an attestation recognised by the signatories of the Hague Convention. It is issued by the competent authority of your home country)
- legalised (after authentication in the country of origin of the document, it is further legalized by the Slovene MFA/representation abroad)
- or if a treaty or EU legal act stipulates that none of this is necessary for you

Bodite pozorni

Potrdilo o prijavi prebivanja/Dovoljenje za začasno prebivanje $\neq$ prijava prebivališča (izdaja prvega je pogoj za prijavo naslova prebivanja)

V kolikor zahtevano, morajo biti dokazila izvirniki ali njihove overjene fotokopije. Overitve se lahko opravijo pri notarju ali upravnih enotah s predložitvijo fotokopije in originalnega dokumenta na vpogled.

Listinam, sestavljenim v tujem jeziku je potrebno, predložiti tudi overjen prevod. Predložiti je potrebno oba.

Preverite, ali je potrebno, da so listine iz vaše države :

- opremljene z apostille (države podpisnice Haaške konvencije)
- opremljene z nadoveritvijo (po predhodnih overitvah v državi izvora, listine overi slovensko ministrstvo za zunanje zadeve oz. diplomatsko-konzularno predstavništvo)
- ali da ni z mednarodno pogodbo ali pravnim aktom EU
- določeno, da za vašo državo nič od navedenega ni potrebno

Kontakt / Contact

Naslov / Address:

Upravna enota Ljubljana, Oddelek za tujce,
Tobačna ulica 5, 1000 Ljubljana

Elektronski naslov / Email: ue.ljubljana@gov.si

Telefon / Phone: 00386 1 306 32 60



Poslovanje upravnega organa poteka po sistemu naročanja strank na številko
00386 1 828 16 90 ali prek aplikacije [UeNaročanje \(ortus-inc.si\)](https://ortus-inc.si)

To make an in-person appointment call 00386 1 828 16 90 or via application
[UeNaročanje \(ortus-inc.si\)](https://ortus-inc.si)

Zdravstveni dom za študente
Univerze v Ljubljani

Student Health Centre
of the University of Ljubljana





Zdravstveni dom za študente Univerze v Ljubljani je bila ustanovljena leta 1992 s strani Republike Slovenije za zagotavljanje posebne in organizirane zdravstvene oskrbe za študente.

Zagotavljamo:

- 7 ambulant družinske medicine
- 2 ginekološki ambulant
- 2 ambulant za klinično psihologijo
- 1 psihiatrično ambulant
- 6 zobozdravstvenih ambulant
- Klinični laboratorij
- 1 ambulanta za sistematske preglede

Student health center of the University of Ljubljana was founded in 1992 by Republic of Slovenia to provide special and organised health care for all student population.

We provide:

- 7 dispensaries for family, GP medicine
- 2 dispensaries for gynecology
- 2 psychology dispensary
- 1 psychiatric dispensary
- 6 dispensaries for dental care
- Clinical laboratory
- Systematic check-up



NAROČANJE NA PREGLED

- Pred vsakim obiskom ZDŠja se morate naročiti preko e-maila (international@zdstudenti.si).
- Termin, ki ga boste prejeli, bo v najkrajšem možnem času, odvisno od stopnje nujnosti vaše težave. Okoliščine v zdravstvu se neprestano spreminjajo, zato prosimo za potrpežljivost.
- Več informacij o naročanju: <https://www.zdstudenti.si/en/information-for-patients/appointments/>

MAKING AN APPOINTMENT

- Every time you want to visit SHC, you have to make an appointment by email (international@zdstudenti.si).
- The given appointment will be for the earliest possible date, depending on how urgent your problem is. Circumstances in healthcare frequently change, so please be patient.
- More information: <https://www.zdstudenti.si/en/information-for-patients/appointments/>



ZDRAVSTVENO ZAVAROVANJE

Če imate zdravstveno zavarovanje urejeno v...	Kaj morate narediti?	Kaj vam pripada?
EU, Islandija, Lihtenštajn, Norveška, Švica, Združeno Kraljestvo	Imeti morate veljavno evropsko kartico zdravstvenega zavarovanja (EUKZZ) ali certifikat, ki kartico začasno nadomešča. Kartico ali certifikat pridobite v domači državi .	Nekatere storitve so brezplačne , za ostale pa običajno doplačate od 3 do 10 EUR na obisk. ^{1 2}
Avstralija	Imeti morate veljavno kartico Medicare in zraven pokazati potni list.	Nekatere storitve so brezplačne , za ostale pa običajno doplačate od 3 do 10 EUR na obisk. ^{1 2}
Bosna in Hercegovina, Črna Gora, Severna Makedonija, Srbija	1. Imeti morate obrazec BIH/SI 3 oz. MNE/SI 03 oz. SRB/SI 03 oz. RM/SI 3, ki ga dobite v domači državi pri instituciji, kjer imate urejeno zavarovanje. 2. Obrazec oddate na Zavodu za zdravstveno zavarovanje Slovenije (Mala ulica 3, Ljubljana), ki vam izda potrdilo MedZZ. Brez tega potrdila zavarovanje ne velja.	Nekatere storitve so brezplačne , za ostale pa običajno doplačate od 3 do 10 EUR na obisk. ^{1 2}
Ostale države	Skleniti morate zdravstveno zavarovanje pri komercialni zavarovalnici v domači državi ali v Sloveniji.	Odvisno od vrste zavarovanja običajno plačate od 20 do 50 EUR na obisk ² in nato zaprosite za povračilo pri svoji zavarovalnici.
Študenti brez zavarovanja		Plačate polno ceno (običajno od 20 do 50 EUR na obisk). ²

HEALTH INSURANCE

If you have health insurance in...	What do you have to do?	What do you get?
EU, Iceland, Liechtenstein, Norway, Switzerland, United Kingdom	Have a valid European Health Insurance Card (EHIC) , or a certificate that serves as a substitute for it. You get the card/certificate in your home country .	Some services are free ; for others there is usually a copayment of €3–10 per visit. ^{1 2}
Australia	Have a valid Medicare card and show your passport.	Some services are free ; for others there is usually a copayment of €3–10 per visit. ^{1 2}
Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia	1. Get the BIH/SI 3 or MNE/SI 03 or SRB/SI 03 or RM/SI 3 form in your home country, from the institution that provides your health insurance. 2. Submit the form to the Health Insurance Institute of Slovenia (ZZZS, Mala ulica 3, Ljubljana), which will issue your MedZZ certificate. Your insurance is not valid without this certificate.	Some services are free ; for others there is usually a copayment of €3–10 per visit. ^{1 2}
Other countries	Buy health insurance from a private insurance company in your home country or in Slovenia.	Depending on the type of insurance, you usually pay €20–50 per visit ² and then ask for a refund from your insurance company.
Students without health insurance		You pay for healthcare services yourself (usually €20–50 per visit). ²



POMEMBNI PODATKI



Kontakt:

international@zdstudenti.si



Internetna stran:

<https://www.zdstudenti.si/en/>



Lokacija:

Aškerčeva cesta 4, 1000
Ljubljana



Contact:

international@zdstudenti.si



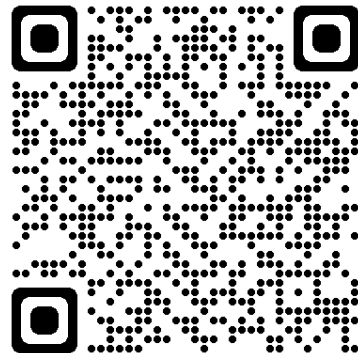
Website:

<https://www.zdstudenti.si/en/>



Location:

Aškerčeva cesta 4, 1000
Ljubljana



IMPORTANT INFORMATION



*Bivanje v študentskem
domu*

*Accommodation in student
residences*

Igor Brlek

Student Resident Hall Ljubljana

Študentski dom Ljubljana



Navodila o obvezni prijavi začasnega prebivališča tujih študentov, državljanov EU



- Študentski dom Ljubljana ob prihodu s tujim študentom, državljanom EU, sklene pogodbo o nastanitvi
- Študent mora v roku treh dni po vselitvi v študentski dom na Upravni enoti (Oddelek za tujce, Tobačna ulica 5, Ljubljana) oddati vlogo za izdajo prvega dovoljenja za začasno prebivanje tujca v RS

Obligatory instructions for the application for the issue of a residence registration certificate for international student, EU citizen

- Student Hall Ljubljana (The Institute) and international student, EU citizen, at the moment of student's arrival, sign the housing agreement
- Within three days after moving in the student dormitory, student is obliged to apply for the First residence permit with registered mail to adress: Upravna enota, Oddelek za tujce (Department for foreigners), Tobačna ulica 5, Ljubljana

Navodila o obvezni prijavi začasnega prebivališča tujih študentov, državljanov EU



- Za Potrjeno vlogo za izdajo prvega dovoljenja za začasno prebivanje tujca v Republiki Sloveniji mora študent v roku treh dni po vselitvi predložiti Študentskemu domu Ljubljana kopijo potrdila o priporočni pošti za UE na elektronski naslov sprejemnapisarna@stud-dom-lj.si, v nasprotnem primeru bo izseljen.
- V treh tednih potem prejme dovoljenje za bivanje, ki ga mora prav tako predložiti v Sprejemni pisarni.

Obligatory instructions for the application for the issue of a residence registration certificate for international student, EU citizen

- Confirmation (scan of Receipt of registered letter to UE) of the application for the first residence permit has to be presented to the Student Hall (the Institute) within three days after moving in, to email sprejemnapisarna@stud-dom-lj.si, if the student doesn't present the document, he or she will have to move out.
- In three weeks student gets resident permit card, they need to send a copy to sprejemnapisarna@stud-dom-lj.si.



Študentski dom Ljubljana

- 7346 postelj v 29 domovih v Ljubljani
- 5 % stanovalcev so tuji študentje
- Dom za doktorske študente in mlade raziskovalce

Student Resident Hall Ljubljana

- 7346 beds in 29 dorms all over Ljubljana
- 5% of residents are international students
- Dorm for PhD students and young researches





Študentski dom Ljubljana

Student Resident Hall Ljubljana



- Sobe za študente invalide
in študentske družine

- Večinoma dvoposteljne sobe
in apartmaji

- Rooms for handicapped
students
and student's families

- Mostly double rooms and
Apartment type of a dorms

Študentski dom Ljubljana

Student Resident Hall Ljubljana



- Veliko športnih možnosti / priložnosti (fitnes v dvorani in na prostem, nogomet, odbojka, tenis, košarka, organizirane vadbe,...)
- Kulturni dogodki (stand up nastopi, razstave, koncerti, gledališka improvizacija,...) in družabno življenje



- Possibilities for sport (indoor and outdoor fitness, football, volleyball, tennis, basketball, group workouts - zumba, aerobics, Fit...)
- Cultural events (stand up, exhibitions, concerts, improvisational teater...) and social life



Študentski dom Ljubljana

- Restavracija v Rožni dolini
- Internet v vsaki sobi
- Brezplačna pralnica v vsakem domu

Student Resident Hall Ljubljana

- Restaurant in Rožna dolina (subsidized meals for students)
- Internet in every room
- Free laundrette in every dorm



Kontakt / Contact

Elektronski naslov / Email:
studentski.domovi@stud-dom-lj.si

Sprejemnapisarna@stud-dom-lj.si

Spletna stran / Website: www.stud-dom-lj.si

Telefon / Phone: 00386 1 242 10 00





UNIVERZA V LJUBLJANI
University of Ljubljana

Leto plus

Year Plus



- organizirano z namenom pomagati mednarodnim študentom, da se v svojem prvem letu študija v Sloveniji lažje vključijo v akademsko in vsakodnevno študentsko življenje
- brezplačno učenje slovenščine vzporedno z opravljanjem obveznosti na študijskem programu
- možnost podaljšanja statusa ob izpolnjevanju pogojev (6 KT na LP + 24 KT v vašem štud. programu)
- designed to help international students in their first year of study in Slovenia integrate more easily into academic and everyday student life
- learning Slovene for free and at the same time fulfilling the study obligations
- possibility of student status extension when meeting certain requirements (6 ECTS credit points from YP + 24 ECTS credit points from the courses in your degree program)

Komu je namenjeno?

To whom it is intended?

- za študente, ki se prvič vpisujete na UL, v študijske programe 1. ali 2. stopnje
- ni namenjeno študentom na izmenjavi (Erasmus+, Ceepus, bilateralni sporazumi ipd.)
- nekateri študijski programi zahtevajo pri vpisu znanje slovenščine na B2 – ti programi ne omogočajo vpisa v Leto plus
- študenti/študentke, vpisani/e na doktorski študij, so vabljeni, da se vključijo v Leto plus, vendar ne morejo koristiti ECTS kreditnih točk, pridobljenih iz predmetov Leta plus pri svojem doktorskem študiju in ne morejo podaljšati študentskega statusa
- for international students in their 1st year at the UL bachelor or master degree
- not for exchange students / international students in mobility (Erasmus+, Ceepus, bilateral agreements, etc.)
- some faculties / degree programmes require certificate B2 of Slovene language at application – those programmes do not allow students to apply for Year Plus
- PhD students are invited to enrol in Year Plus courses, but they cannot apply ECTS credit points from those courses towards the doctoral degree and they cannot extend their student status

Prijava

Application

- PRIJAVNICA na spletni strani [Leta plus](#)
- Prijave se odprejo v drugem tednu septembra in so mogoče do zapolnitve mest.
- prijava je omogočena 24 ur po zaključku vpisa na članici (prijava z digitalno identiteto)
- OMEJENO ŠTEVILO PRIJAVNIH MEST!
- komunikacija s študenti poteka večinoma po e-pošti → prosimo, da ob prijavi navedete e-naslov, ki ga redno uporabljate in pregledujete



- APPLICATION form on the [Year Plus website](#)
- Application are open from the second week of September and as long as there are places available.
- Enrollment is possible 24 hours after finishing the application process at your faculty/academy (with digital certificate)
- LIMITED NUMBER OF PLACES!
- communication with students takes place mostly via e-mail → please make sure that the e-mail address you provided when applying to the Year Plus module is the one you use regularly



Application for the Year Plus Module / Prijava na modul Leto plus

If you are an international student successfully enrolled in one of the degree programmes (Bachelor or Master) at the University of Ljubljana for the first time, you are eligible to enrol in the Year Plus Module.

You can apply for the Year Plus Module 24 hours after finishing the application process at your faculty/academy. You will need your digital certificate to submit the application. The instructions for creating your digital certificate (if not already active) can be found here: http://www.uni-lj.si/studij_na_univerzi/it_storitve.aspx

V modul se lahko prijavijo tuji študentje, ki so prvič vpisani na Univerzo v Ljubljani. Za prijavo mora študent že zaključiti postopke vpisa na članici UL, kjer študira.

Prijava je omogočena praviloma 1 dan po zaključku vpisa na matični članici. Prijavo opravite s pomočjo svoje digitalne študentske identitete. Povezava do navodil in ID portala za prevzem identitete (v kolikor je niste prevzeli v fazi vpisa na članico): http://www.uni-lj.si/studij_na_univerzi/it_storitve.aspx

**Study year / Študijsko
leto izvedbe:**

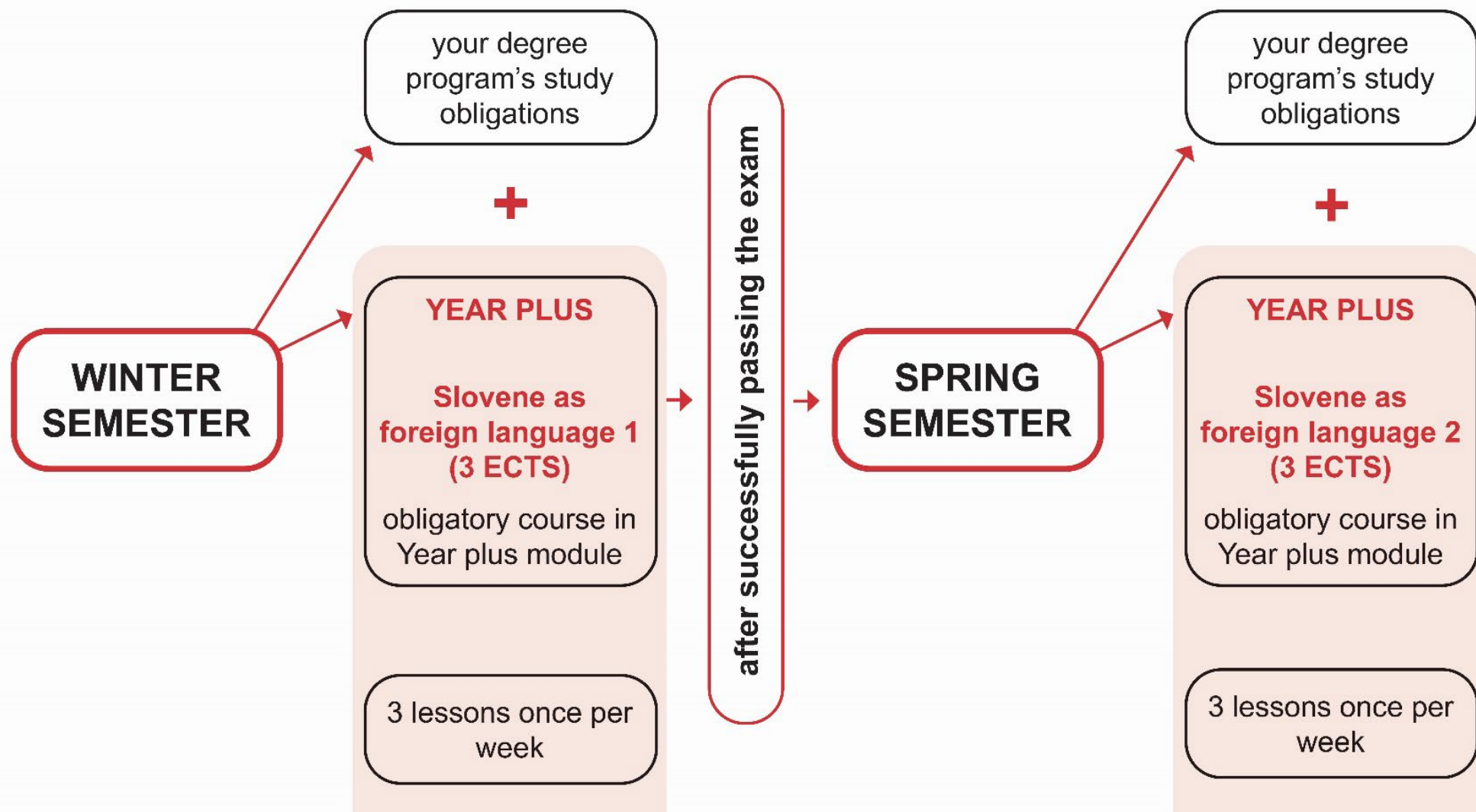
2024/25

**Username / Uporabniško
ime:**

Password / Geslo:

**Registration number /
Vpisna številka:**

SUBMIT / PRIJAVA





Dodatne dejavnosti Leta plus / Additional activities in Year plus





UNIVERZA V LJUBLJANI
University of Ljubljana

E-mail:

tjasa.zuzek@ff.uni-lj.si

Letoplus@uni-lj.si

Spletna stran/ Website:

SLO: <https://www.uni-lj.si/studij/dodiplomski-in-enoviti-magistrski-studij/leto-plus>

ANG: <https://www.uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/year-plus>



UNIVERZA V LJUBLJANI
University of Ljubljana

From studies to careers

University Office for Students and Alumni
Career Centres

Tamara Boh

Ljubljana, September 2026

Career Centres

Supporting Students on Their Career Journey

From self-discovery to labor market connections –we're here every step of the way.



Self-discovery

Interests, values, strengths, goals



Career decision-making

Informed and responsible choices



Employer connections

Linking young talent with top employers



Career information hub

Guidance during studies
& job market entry

How we do it ...



**1:1 Career
„counselling“
CV & LinkedIn
clinics**



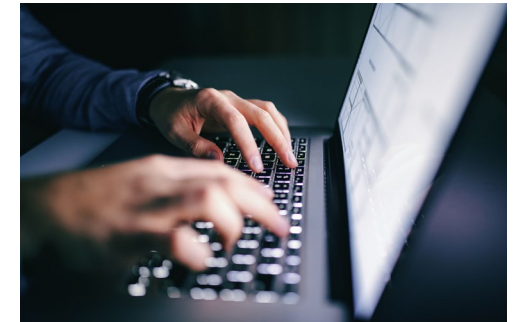
Workshops

- Career Management skills
- Development of other personal & professional competences



Connections with employers

- ✓ Vacancies
- ✓ Job Fairs/ Career Days
- ✓ Presentations
- ✓ Competitions, projects, etc.
- ✓ Visits to work environments



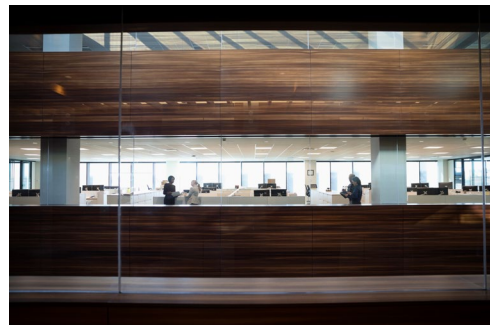
Updates with career-related information:

- ✓ Weekly e-news
- ✓ POPR
- ✓ Social networks

How we do it ...

Themed activities / events:

- ✓ Challenges abroad
- ✓ 3P: ready for the entrepreneurial journey?
- ✓ Career camps
- ✓ Back to studies!
- ✓ Career paths of UL alumni



Opportunities within the EUTOPIA Alliance

- ✓ Teamwork
- ✓ Open Innovation Challenge
- ✓ SCA



Other opportunities:

- ✓ Paid internship at the European Patent Office and the EU Intellectual Property Office



Alumni:

- ✓ Mentorship
- ✓ Alumni stories

Personal and Professional Development Portal (POPR)



- Designed for the development of an individual's personal and career path.
- Brings together students, career centers, some departments of the UL rectorate, and employers in one place.
- Enrollment for students with a UL digital identity.



- Easy overview of career and extracurricular activities events in one place and registration
- Easy way to sign up for an individual consultations
- CV review



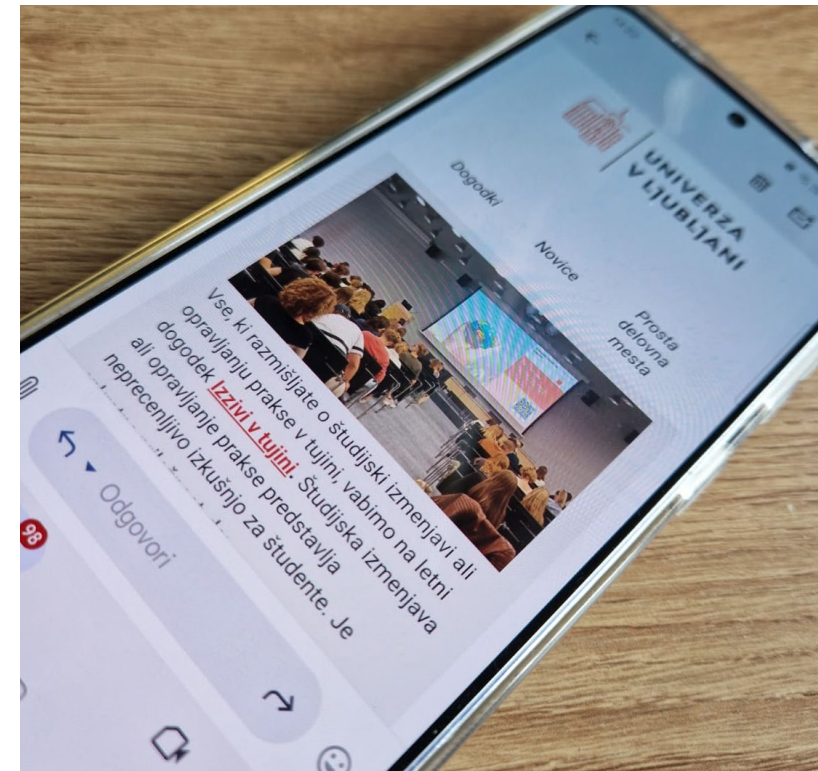
- Overview of student work and employment and other career opportunities, e.g. various calls
- Descriptions of organizations

Weekly eNewsletter

37.891

students are subscribed to the UL Career Centers e-newsletter

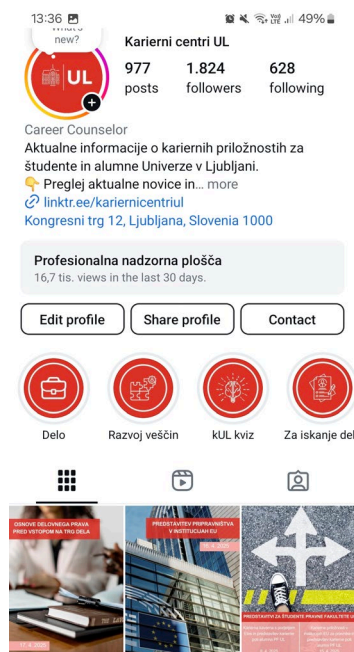
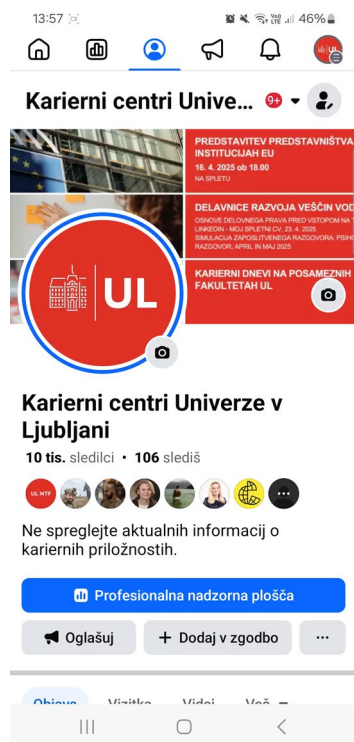
- UL Career Centers workshops and events,
- various career opportunities, events, competitions, scholarships... at UL and other organizations,
- student jobs and jobs openings.



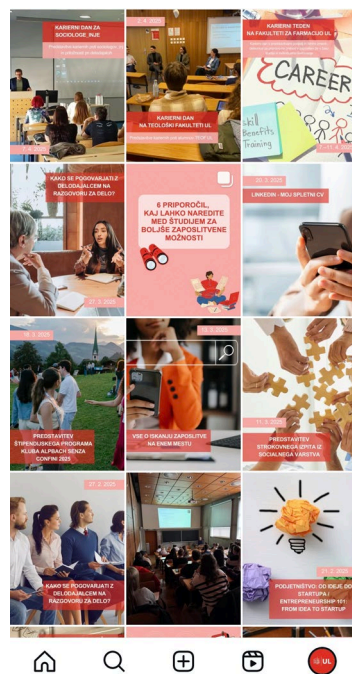
Social media

Instagram – 2.128 followers

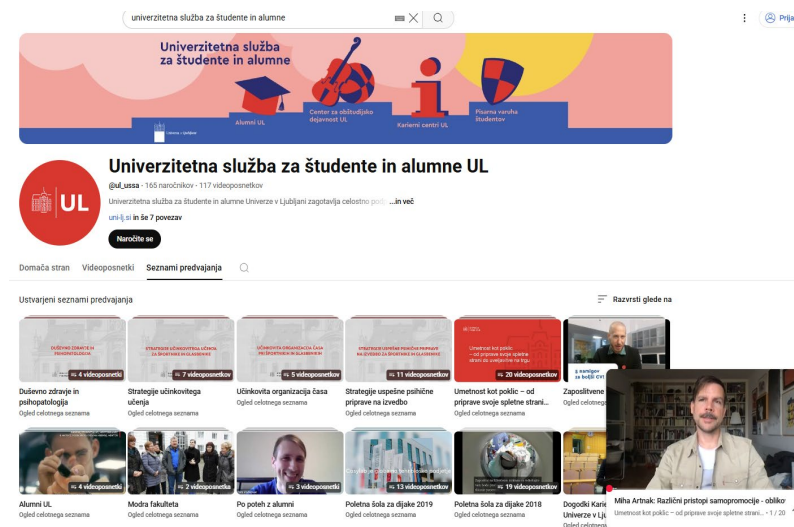
Facebook – 10.768 followers



Posts and stories about our events, career opportunities and jobs.



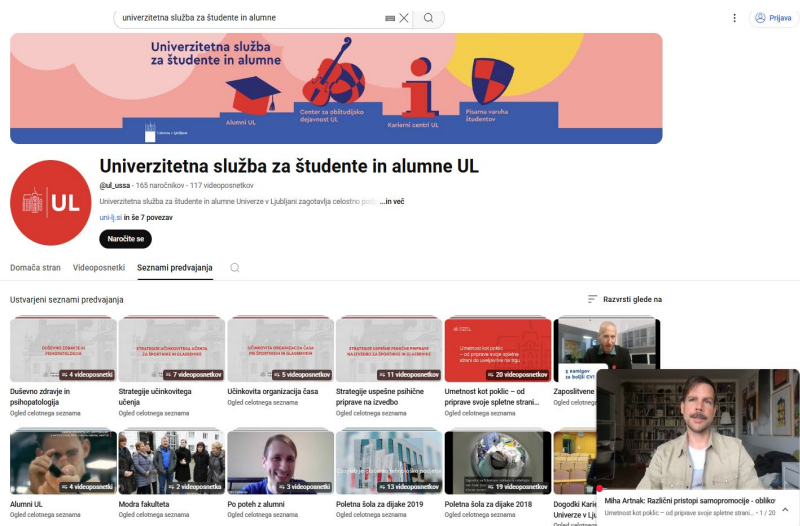
Youtube



Video series:

- Art as a profession, from setting up your website to entering the market (20 videos)
- Strategies for successful mental preparation for performance for musicians and athletes (over 20 videos, interviews ...)
- Short tips for writing CV and motivation letter, job interview
- What mentorships/job shadowing's offer

YouTube



Video series:

- 🎤 Art as a profession, from setting up your website to entering the market (20 videos)
- 🎤 Strategies for successful mental preparation for performance for musicians and athletes (over 20 videos, interviews ...)
- 🎤 Short tips for writing CV and motivation letter, job interview
- 🎤 What mentorships/job shadowing's offer

... in strong Collaboration and Knowledge Exchange



Employers



Academic Staff



University Services



Alumni

Alumni Clubs Association

- Connecting and supporting 65 alumni clubs - Alumni Club Network
- alumniUL Portal
- Workshops and events
- Job posting
- Mentoring
- Special benefits organised by the University and its partners

Number of alumni in
alumni clubs

19.832

Number of alumni clubs
at the faculties and
academies

65

Number of benefits
available to alumni

21

Number of events per
year

100+

Contact

Website: www.kc.uni-lj.si

POPR: www.popr.uni-lj.si

Email: kc@uni-lj.si

Phone: +386 1 241 87 32

DO NOT FORGET

1.

Career Centres provide valuable information, advice and opportunities **from the beginning of your study**

2.

We are supporting you **throughout your study and on your way to labour market**

3.

Use POPR



UNIVERZA V LJUBLJANI
University of Ljubljana

Thank you!

Tamara Boh– Tamara.Boh@uni-lj.si



UNIVERZA V LJUBLJANI
University of Ljubljana

Office for Equality and Inclusion

Sabina Mikuletič Zalaznik
Office for Equality and Inclusion

Ljubljana, 16. 9. 2026

Formation - Equality and inclusion at UL

2024: the establishment of the **Office for Equality and Inclusion**



**information
center**



consultative body



**planner of new
paths**



Students with special needs and special status

- students with special needs
- special status: athletes/coaches, recognised artists, participants in international competitions, student parents
- application form + documentation → obtaining the status → self advocacy and reasonable adjustments
- [Contact persons for students with special needs and special status | University of Ljubljana](#)

Student Ombudsperson

- a point of contact for students and employees who find themselves in distress due to unequal treatment and discrimination or have questions regarding how to ensure an inclusive (academic) environment
- [Student Ombudsman's Office | University of Ljubljana](#)

Psychosocial counselling service

- 5 locations, 17 counsellors
- (everyday) problems that you would like to "talk" to someone about, fears, unpleasant experiences, difficulties in achieving goals, motivational problems, issues relating to self-esteem, identity etc.
- [Psychosocial counselling service | University of Ljubljana](#)

Trusted persons

- offer support, provide a safe place to talk
- inform about rights and possibilities to take action against the perpetrator of violence, about possible forms of psychosocial support
- offer other support before and during the reporting procedure if the victim wishes
- protect all information of which it is aware – information can only be passed on to third parties if the victim agrees
- [Trusted persons | University of Ljubljana](#)

Tutelage

Main tasks of a **tutor-teacher**:

- advising students on studies, subject choices, further study and career options;
- help with study or other problems that arise during the course of studies.

The main task of the **student tutor**:

- to provide students with appropriate support in their studies.
- [Tutelage | University of Ljubljana](#)

Social and economic inclusion

Srčna UL / Heart UL

- for students who find themselves in a financial emergency and consequently have no means of survival
- next Call for applications: follow are social media
- contact: srcnaul@uni-lj.si
- [Heart UL | University of Ljubljana](#)
- [Social and economic inclusion | University of Ljubljana](#)



FOR MORE INFORMATION:

[Equality and inclusion | University of Ljubljana](#)

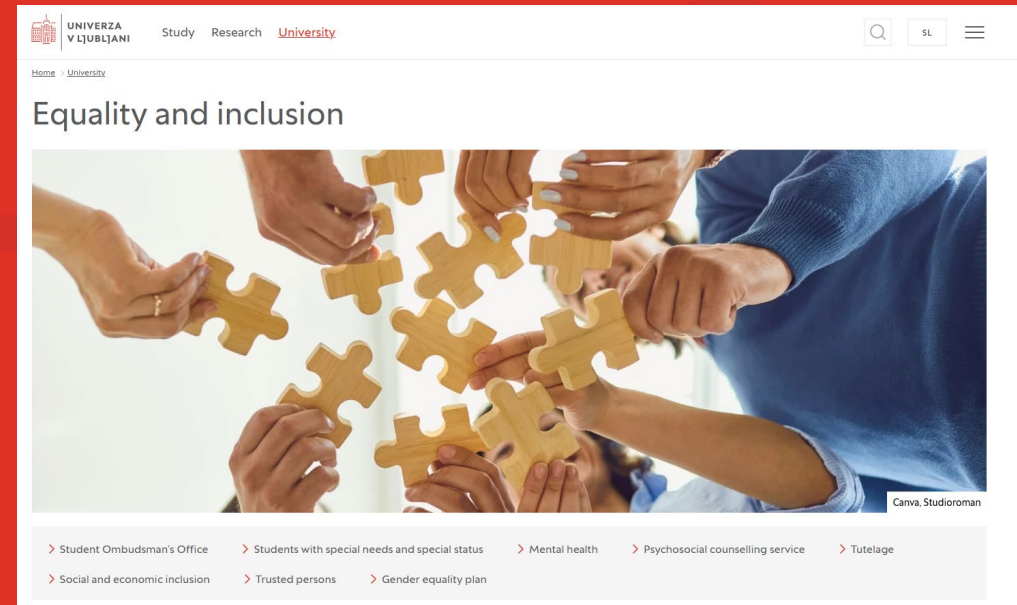
HOW CAN YOU REACH US?

enakost@uni-lj.si

WHO TO CONTACT:

izr. prof dr. Petra Videmšek (**petra.videmsek@fsd.uni-lj.si**)

Sabina Mikuletič Zalaznik (**sabina.zalaznik@uni-lj.si**)





UNIVERZA V LJUBLJANI
University of Ljubljana

Možnosti za štipendiranje

Scholarship opportunities

Indira Džopa, Javni štipendijski,
razvojni, invalidski in
preživninski sklad RS

Public Scholarship,
Development, Disability and
Maintenance Fund
of the Republic of Slovenia

Štipendije v Sloveniji

Scholarships in Slovenia

- Regulirane z Zakonom o štipendiranju, večino štipendij podeljuje Javni štipendijski sklad
 - Za slovenske državljane in mednarodne študente, ki izpolnjujejo posebne pogoje: Zoisova štipendija, štipendija za študijske obiske in za študij v tujini, državna štipendija, ...
 - Omejene štipendije za tuje državljane
-
- Regulated by Scholarship act and granted mostly by Public Scholarship Fund
 - Slovene citizens & international students who comply with special conditions: Zois scholarship, Scholarships for study visits and to study abroad, State scholarship,
 - Limited Scholarships for foreign nationals

Štipendije za spodbujanje mobilnosti v Slovenijo

Scholarships for fostering mobility to Slovenia

- Štipendije Ad futura za podiplomski študij tujih državljanov Sloveniji na podlagi razvojnih dogovorov
- Štipendije za študij Slovencev v zamejstvu in Slovencev po svetu v Sloveniji
- Štipendije za državljane Zahodnega Balkana za podiplomski magistrski študij
- Ad futura scholarships for postgraduate study in Slovenia for foreign nationals based on development agreements
- Scholarships to study in Slovenia for Slovenes from abroad
- Scholarships for Western Balkan nationals for postgraduate master studies

Štipendije Ad futura za podiplomski študij tujih državljanov na podlagi UL razvojnih dogovorov

Ad futura scholarships for foreign nationals to study in Slovenia based on development agreements

- Magistrski ali doktorski študij
- Upravičence se določi z razpisom v dogovoru z MZEZ RS
- Letna štipendija: 8.400 € za življenjske stroške in do 5.000 € za šolnino
- Trenutno odprti razpisi: podiplomski magistrski študij državljanov Vzhodnega Timorja, Etiopije in oseb, ki jim je Republika Turčija podelila status begunca oz. status mednarodne zaščite ter Palestincev
- Master or doctoral study programme
- Eligible recipients are determined in agreement with the Slovene Ministry of Foreign Affairs
- Annual scholarship: €8.400 for living costs & up to €5.000 for tuition fee
- Current public calls: for postgraduate masters studies in Slovenia for nationals of East Timor, Ethiopia and persons with refugee status from the Republic of Türkiye and Palestinians

Stipendije za študij Slovencev v zamejstvu in Slovencev po svetu v Sloveniji

Scholarships to study in Slovenia for Slovenes from abroad

- Za študij na višješolski stopnji in na univerzitetni visokošolski 1. ali 2. stopnji
- 258,40 € + dodatek za obvezno zdravstveno zavarovanje (210,91 €)
- Pogoji: Slovenci brez stalnega prebivališča v Sloveniji, drugi pogoji: višji letnik, višja stopnja
- Merila: povprečna ocena, aktivno sodelovanje v slovenskih strukturah zunaj Republike Slovenije; ocena Urada RS za Slovence v zamejstvu in po svetu
- Rok za prijavo: konec septembra 2026
- College programmes and university bachelor or master study programme
- € 251,61 monthly + allowance for mandatory health insurance (€ 195,85)
- Conditions: Slovenes without permanent residence in Slovenia; other conditions: higher year or level of study than the one already achieved,
- Selection criteria: average grade, candidate's active engagement in Slovene structures outside Slovenia, assessment from the Office for Slovenians abroad
- Deadline: end of September 2026

Štipendije za podiplomski magistrski študij Zahodnega Balkana v Sloveniji

Scholarships for Western Balkan nationals for postgraduate master studies in Slovenia

Med države Zahodnega Balkana po tem razpisu

štejejo: Bosna in Hercegovina, Črna gora, Republika Kosovo, Republika Severna Makedonija in Republika Srbija.

Med izbrana področja študija spadajo: naravoslovje, matematika, statistika, informacijske in komunikacijske tehnologije (IKT), tehnika, proizvodne tehnologije, gradbeništvo, kmetijstvo, gozdarstvo, ribištvo, veterinarstvo, zdravstvo in socialna varnost.

Rok prijave: sreda, 2. 9. 2026 (za štud. leto 2026/2027)

Višina štipendije: Za življenjske stroške v višini 9.600 EUR letno.

Posebnosti: Zaključena prva stopnja študija v eni od držav Zahodnega Balkana

Vse ostale informacije (ostali pogoji, merila,...) najdete v 380. javnem razpisu med razpisno dokumentacijo.

The countries of the Western Balkans: Bosnia and Herzegovina, Montenegro, the Republic of Kosovo, the Republic of North Macedonia and the Republic of Serbia.

The selected fields of study: natural sciences, mathematics, statistics, information and communication technologies (ICT), engineering, production technologies, construction, agriculture, forestry, fisheries, veterinary medicine, health and social security.

Application deadline: Wednesday, 2 September 2026 (for study year 2026/2027)

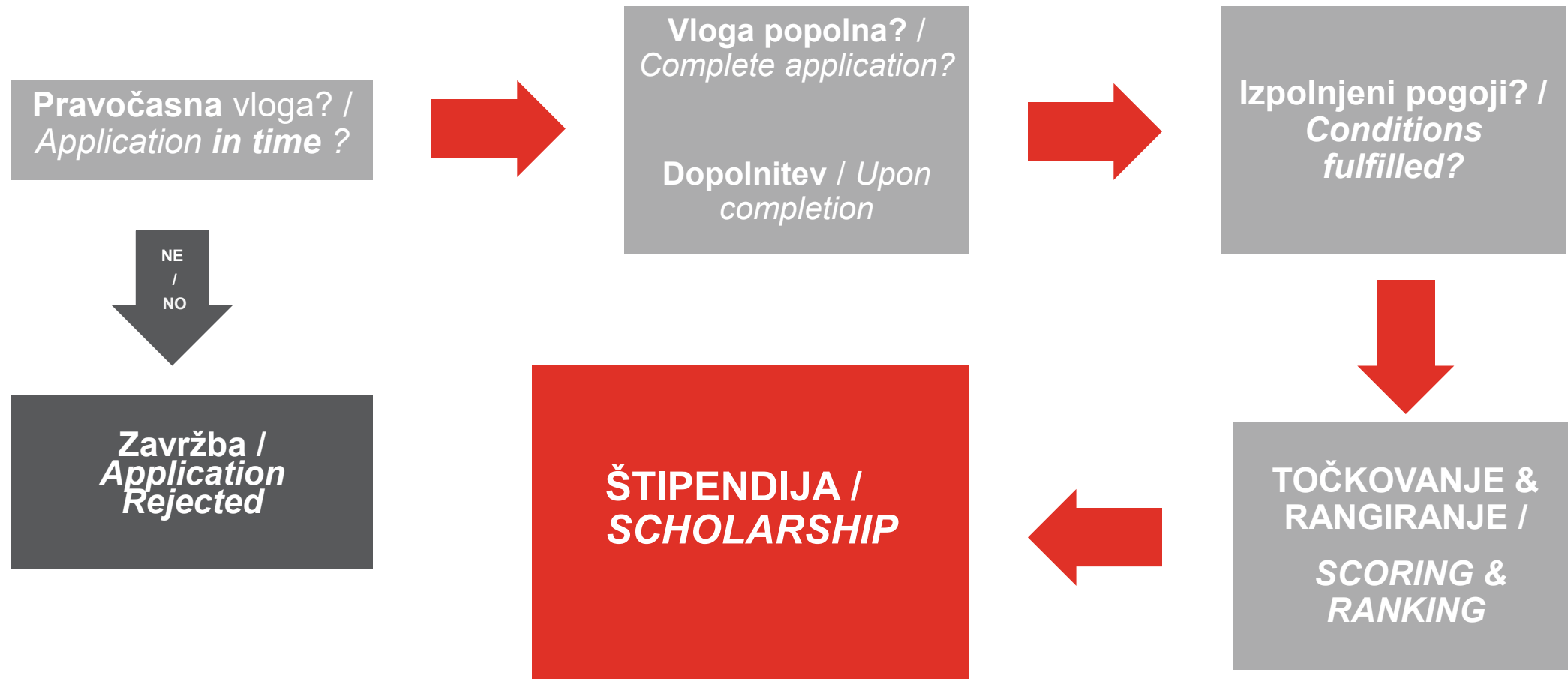
Scholarship amount: For living expenses in the amount of EUR 9,600 per year.

Special features: Completed first cycle of study in one of the Western Balkan countries

All other information (other conditions, criteria, ...) can be found in the documentation of 380th public call for applications.

Postopek dodeljevanja štipendij

Scholarship awarding procedure





UNIVERZA V LJUBLJANI
University of Ljubljana

**Naslov / Address: Javni štipendijski, razvojni,
invalidski in preživninski sklad Republike
Slovenije, Dunajska 20, 1000 Ljubljana**

**Spletna stran / Website:
www.srips-rs.si**

Elektronski naslov / *Email:*
ad-futura@sklad-kadri.si

Telefon / Phone: 00386 1 434 15 66

Mestni prevoz

Local transport

Gregor Cunder
Ljubljana Public Transport
Ljubljanski potniški promet d. o. o.





Mestni prevoz v Ljubljani

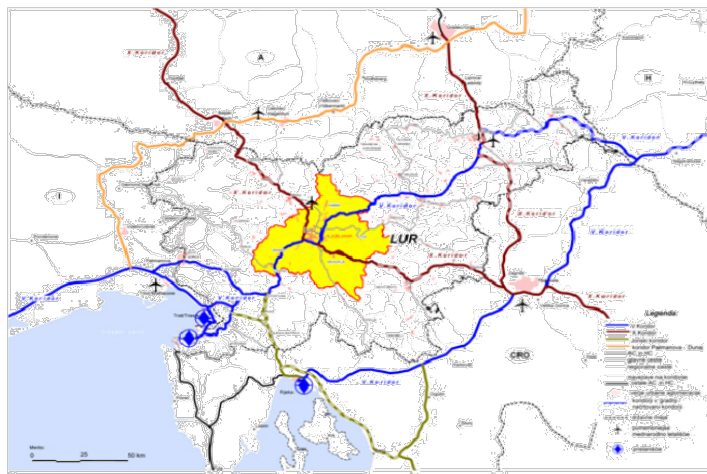
Local transport in Ljubljana



- Ustanovljen leta 1901
 - Do leta 1958 obratovanje s tramvajem
 - Od leta 1958 do leta 1971 obratovanje s trolebusi
 - Od leta 1971 obratovanje z avtobusi
- Established in 1901
 - Untill 1958 operation with trams
 - From 1958 untill 1971 operation with trolleybuses
 - From 1971 operation with buses

Območje delovanja

- Mestna občina Ljubljana in 17 primestnih občin
- 9% celotne površine Slovenije
- 20% prebivalcev Slovenije



Operating area

- Municipality of Ljubljana and 17 suburban municipalities
- 9% of total area of Slovenia
- 20% of inhabitants of Slovenia



Mestni prevoz v Ljubljani

- 29 linij
- Skupna dolžina prog: 410 km
- 39.000 kilometrov dnevno
- 459 voznikov

Local transport in Ljubljana

- 29 lines
- Total length: 410 km
- 39.000 daily driven kilometers
- 459 voznikov / drivers

Enotna mestna izkaznica

Unified city card- Urbana



Vozovnice

- Vrednostna vozovnica (do 50,00 € predplačila): veljavnost 90 minut
- Mesečna vozovnica: splošna, šolska, upokojenska
- Plačilo z mobilnim telefonom: samo ena vožnja

Tickets

- Value type (up to €50.00 prepayment): validity 90 min
- Time type (monthly): general, school, for retired
- Payment with mobile phone: just one ride



Mestni prevoz

Local transport

- Plaćilo parkirnine
 - - Nakup na parkomatih
 - - Plaćilo parkiranja v garažni hiši
- Nakup vozovnice za tirno vzpenjačo na Ljubljanski grad



- Parking tickets
 - - Purchase on parking machines
 - - Parking garage ticket purchase
- Purchase of funicular ticket



Mestni prevoz

- Turistična vozovnica
- - Časovno omejena
- - Vstopnina (muzeji, galerije...)
- - Vozovnica za PT in tirno vzpenjačo na Ljubljanski grad
- Mestno kolo – Bicike(lj)
- Mestna knjižnica Ljubljana

Local transport



- Tourist card
- - Time limited
- - Entrance fee (museums, galleries....)
- - Tickets for PT and funicular
- City bike – Bicike(LJ)
- City library Ljubljana

Izdaja izkaznice

Issuing of student pass

Application code: _____
(to be filled in by the ticket seller)

SUBSIDIZED PASS APPLICATION

Applicant's data – TO BE FILLED IN BY THE APPLICANT				
Last name		First name		Personal registration number
Permanent residence address ¹				
Temporary address during study ^{2,3}				
Address of the student home				
Legal representative's data – TO BE FILLED BY THE LEGAL REPRESENTATIVE OF UNDERAGE APPLICANT				
Last name		First name		Personal registration number
Permanent residence address ¹				
Data on educational institution – TO BE FILLED IN BY THE EDUCATIONAL INSTITUTION				
Title ¹				
Address ^{1,3}				
School/academic year		Status: ☐ secondary school student		
Year of study		☐ university student		
		☐ enrolled in adult education		
Date		Stamp, signature		
Travel details, from-to – TO BE FILLED IN BY THE APPLICANT				
Distance between place of residence and educational institution: _____ km				
Pass category:				
☐ MONTHLY PASS				
☐ PASS FOR 10 JOURNEYS IN MONTH				
	Type of transport ⁴	From (departure station)	To (arrival station)	Area of urban transport
1.				
2.				
3.				
4.				
I the undersigned declare under material and criminal liability that the above data are true, accurate and complete. I also agree that the above personal data may be used by the Ministry responsible for transport for the purposes of granting a subsidy and for issuing the subsidized pass and monitoring its use.				
Date		Signature of applicant or legal representative		

¹ title, town, street, house number with any addition, postal code, post office name

² address of temporary residence (when the applicant does not reside at the permanent residence address)

³ exact address of the location where the educational programme is being carried out

⁴ R – train and inter-urban bus, M – urban bus

- Potrdilo o vpisu
- Oseba izkaznica ali potni list
- Prodajno mesto: Slovenska 56
- Confirmed application
- ID card or passport
- Saling point: Slovenska 56

Kontakt / Contact

Elektronski naslov / Email:

gregor.cunder@lpp.si

Spletna stran / Website: www.lpp.si

Aplikacija za Android / Api on Android:

- Urbana
- Ljubljana bus
- LPP vozni redi

Aplikacija za iOS / Api on iOS:

- A to B: Ljubljana
- LPPbus

Google zemljevidi / Google transit (Google maps)





UNIVERZA V LJUBLJANI
University of Ljubljana

Bicikelj

Cycle with „Bicike(lj)“



Najhitrejša in najcenejša pot okoli Ljubljane

The fastest and cheapest way around Ljubljana

- Vzpostavljeno maja leta 2011
- 86 postaj, 860 koles, 1.702 ključavnic
- VSAKA prva ura uporabe brezplačna
- Na voljo 24 ur na dan, 7 dni na teden, 365 dni na leto
- Launched in May, 2011
- 86 stations, 860 bikes, 1.702 locks
- EVERY first hour for free
- Available 24 hours, 7 days per week, 365 days per year





Uporabnikom prijazna storitev

User friendly service

STATIONS / POSTAJE

300 – 500 meters distance
Razdalja na 300 – 500 metrov
Connected via terminals
Povezan preko terminalov

BICYCLES / KOLESA

Robust, 20 kg weight
Robustna, težka 20 kg
Anti-theft, anti-vandalism
Protivlomna, proti-vandalizmu

SERVICE / SLUŽBA

Maintenance, repairs, regulation
Vzdrževanje, popravila, regulacija
Call center, mobile application
Klicni center, mobilna aplikacija

Postaje Stations

COVERING AREA / OBMOČJA

Easy access
Enostaven dostop
Short distances
Kratke razdalje

TERMINALS / TERMINALI

Easy rent – return procedure
Enostaven postopek izposoje in vračila
Free occupant bikes and locks
Brezplačna kolesa in ključavnice

LOCKS / KLJUČAVNICE

Two locks per bike
Dve ključavnici za kolo
Safety
Varnost



Postaje Stations

No.	BিকেLJ station	No.	BিকেLJ station	No.	BিকেLJ station	No.	BিকেLJ station
1	Prešernov trg - Petkovškovo nabrežje	22	Špica	43	BS4 - Stožice	65	Viško polje
2	Pogačarjev trg - Tržnica	23	Barjanska c. - Center starejših Trnovo	44	Savsko naselje 2 - Linhartova cesta	66	Koseški bajer
3	Kongresni trg - Šubičeva ul.	24	Zaloška c. - Grablovičeva c.	45	Savsko naselje 1 - Šmartinska cesta	67	Dravlje
4	Cankarjeva ul. - Nama	25	Tržnica Moste	46	Situla	68	Črnuče
5	Breg	26	Rožna dolina - Škrabčeva c.	47	Štepanjsko naselje 1 - Jakčeva ulica	69	Studenec
6	Grudnovno nabrežje - Karlovška c.	27	Dunajska c. - PS Petrol	48	Hofer - Kajuhova	70	Polje
7	Miklošičev park	28	Plečnikov stadion	49	Brodarjev trg	71	Zalog
8	Bavarski dvor	29	Dunajska c. PS Mercator	50	Preglov trg	72	Lidl - Rudnik
9	Trg OF - Kolodvorska ul.	30	Vojkova c. - Baragova c.	51	Lidl - Litijška cesta	73	Prušnikova
10	Masarykova DDC	31	Športni center Stožice	52	Živalski vrt	74	Povšetova - Kajuhova
11	Vilharjeva cesta	32	Koprška ulica	53	Cesta na Rožnik	75	Soseska Novo Brdo
12	Park Navje - Železna c.	33	Mercator center Šiška	54	Šmartinski park	76	Tehnološki park
13	Trg MDB	34	Citypark	55	Poljanska - Potočnikova	77	Vojkova - Gasilska brigada
14	Parkirišče NUK 2 - FF	35	BTC City - Dvorana A	56	Srednja frizerska šola	78	Gerbičeva - Športni park Svoboda
15	Ambrožev trg	36	BTC City - Atlantis	57	Povšetova - Grablovičeva	79	Dolenjska c. - Strelišče
16	GH Šentpeter - Njegoševa c.	37	Trnovo	58	Tržnica Koseze	80	Roška - Streliška
17	Ilirska ulica	38	P+R Barje	59	Lidl Bežigrad	81	Lek - Verovškova
18	Tržaška c. - Ilirija	39	P+R Dolgi most	60	Mercator Market - Celovška c. 163	82	Voka - Slovenčeva
19	Tivoli	40	Bonifacija	61	Rakovnik	83	Supernova Ljubljana Rudnik
20	Stara cerkev	41	Antonov trg	62	Aleja - Celovška cesta	84	Hofer-Polje
21	Kino Šiška	42	Bratovševa ploščad	63	Ikea	85	McDonald's Šmartinska
				64	Kopališče Kolesija	86	Kopališče Ilirija

Štipendije za študij Slovencev v zamejstvu in Slovencev po svetu v Sloveniji

Scholarship to study in Slovenia for Slovenes from abroad

- Za študij na višješolski stopnji in na univerzitetni visokošolski 1. ali 2. stopnji
- 251,61 € + dodatek za obvezno zdravstveno zavarovanje (195,85 €)
- Pogoji: Slovenci brez stalnega prebivališča v Sloveniji, drugi pogoji: višji letnik, višja stopnja
- Merila: povprečna ocena, aktivno sodelovanje v slovenskih strukturah zunaj Republike Slovenije; ocena Urada RS za Slovence v zamejstvu in po svetu
- Rok za prijavo: konec septembra 2025
- College programmes and university bachelor or master study programme
- € 251,61 monthly + allowance for mandatory health insurance (€ 195,85)
- Conditions: Slovenes without permanent residence in Slovenia; other conditions: higher year or level of study than the one already achieved,
- Selection criteria: average grade, candidate's active engagement in Slovene structures outside Slovenia, assessment from the Office for Slovenians abroad
- Deadline: end of September 2025

Registracija

Registration

WEEKLY SUBSCRIPTION / TEDENSKE PRIJAVE

www.bikelj.si / BিকেLJ application

Costs 1 €

Stroški 1 €

E-mail address, credit card

Elektronski naslov, kreditna kartica

YEARLY SUBSCRIPTION / LETNE PRIJAVE

www.bikelj.si / BিকেLJ application

Costs 3 €

Stroški 3 €

E-mail address, credit card/direct debit,

Elektronski naslov, kreditna kartica/bančna kartica

PRICE LIST / CENIK

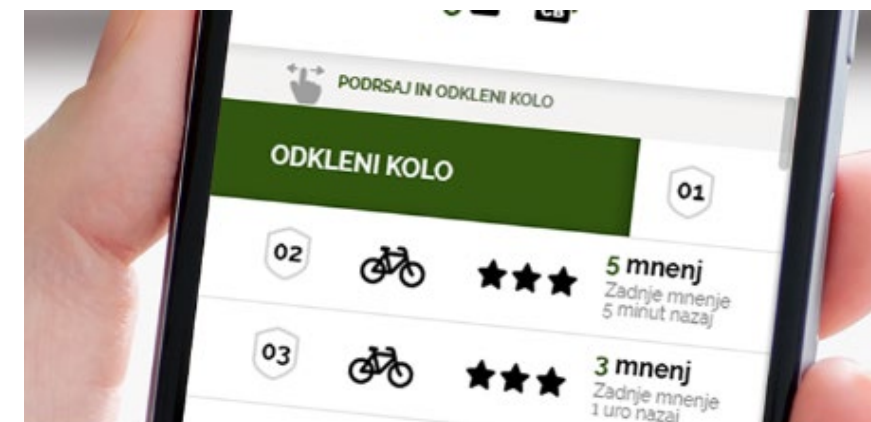
Each first hour of use is free / Vsaka prva ura uporabe je brezplačna

Second hour is 1 € / Naslednja ura stane 1 €

Third hour is 2 € / Tretja ura stane 2 €

Fourth and the next hours are 4 € / Četrta in vsaka naslednja ura stane 4 €

Hours are summed / Ure se seštevajo





UNIVERZA V LJUBLJANI
University of Ljubljana

Spletna stran / Website: www.bicikelj.si

Aplikacija / Application: BicikeLJ Official

Elektronski naslov / Email: info@bicikelj.si

Telefon / Phone: 080 23 34



UNIVERZA V LJUBLJANI
University of Ljubljana

Študentski svet Univerze v Ljubljani

The Student Council of University of Ljubljana

Maksim Miklič,
President of the Student Council
Predsednik študentskega sveta

ŠS UL SC UL

- Je organ študentov univerze.
 - Sestavljajo ga predsedniki in podpredsedniki študentskih svetov članic.
 - Obravnava in daje pristojnim organom univerze mnenje o statutu univerze in o vseh zadevah, ki se nanašajo na pravice in dolžnosti študentov.
-
- Is a body of the students at the University.
 - Consists of the presidents and vice presidents of the student councils of the University Members.
 - Discusses and submits its opinion on the University Statutes and all matters relating to the rights and obligations of students at the University to the relevant university bodies.

Naloge Študentskega sveta

Tasks of the Student Council

Študentski svet Univerze oblikuje mnenje o kandidatih za rektorja Univerze in voli člane organov Univerze in predlaga kandidate za njihova delovna telesa iz vrst študentov.

The Student Council puts forward an opinion on the candidates for university rector, elects the members of the university bodies and nominates candidates for their working bodies from among the students.



Smo GLAS študentov, ki POVEZUJE študente in univerzo.
Študentom nudimo PLATFORMO za izražanje mnenj, predlogov
in pripomb z namenom izboljšanja naše Univerze.

We are the VOICE of the student body who SERVES to
CONNECT students and the administration. We provide a
PLATFORM for the student body to state their opinions,
suggestions and comments on specific matters in order to
positively impact our University.



UNIVERZA V LJUBLJANI
University of Ljubljana

Elektronski naslov / E-mail:
studentski.svet@uni-lj.si

Facebook: @StudentskiSvetUL
Instagram: @StudentskiSvetUL

Welcome to Ljubljana!

Gregor Jerebic



ESN

Erasmus Student Network
Ljubljana



ŠOU
v Ljubljani

RESOR ZA MEDNARODNO SODELOVANJE

Location of our office

lokacija naše pisarne

- Študentski kampus,
Pivovarniška ulica 6, 1000
Ljubljana



What does our office provide?

Kaj vam nudi naša pisarna?

- subsidized student meals system
sistem subvencionirane študentske prehrane
- private student accommodation search help
pomoč pri iskanju namestitve pri zasebnikih
- document support
pomoč pri izpolnjevanju in zbiranju potrebnih dokumentov
- events and trips registration
zbiranje prijav za udeležbo na dogodkih in izletih
- ESN card provider
ponudnik kartice ESN
- help with any other matter regarding your stay or education in Slovenia
pomoč glede vseh preostalih morebitnih izzivov povezanih z bivanjem in študijem v Sloveniji

Events and trips

Dogodki in izleti

- Welcome weeks

Tedni dobrodošlice

- educational workshops and lectures

izobraževalne delavnice in predavanja

- sports events and attendance of sports competitions in Ljubljana

športni dogodki in obisk le teh v Ljubljani

- one-day events

enodnevni dogodki

- one-day and multi-day excursions around Slovenia and Europe

enodnevne in večdnevne strokovne ekskurzije po Sloveniji in Evropi



Subsidized student meals system

Sistem subvencionirane študentske prehrane

- **EMŠO number** (*Unique personal identification number*)
EMŠO številka
- **First enrollment:** <https://www.studentska-prehrana.si/en/Account/Register>
Registracija: <https://www.studentska-prehrana.si/en/Account/Register>
- **mobile phone & acceptance letter** from your faculty or academy
mobilni telefon in potrdilo o vpisu s strani vaše fakultete ali akademije
- **mobile APP** – Student meal APP (iOS) & Študentska prehrana (Google Play)
mobilna aplikacija - Student meal APP (iOS) & Študentska prehrana (Google Play)
- **personal ID or passport**
osebni dokument ali potni list



Private student accommodation

Namestitev pri zasebnikih

- our accommodation email address: rooms@sou-lj.si
naš elektronski naslov za namestitve: rooms@sou-lj.si
- ESN Ljubljana Telegram private accommodation chat:
<https://t.me/+o6tq3s8bWJdhODdk>
ESN Ljubljana Telegram pogovor o zasebnih namestitvah: <https://t.me/+o6tq3s8bWJdhODdk>
- websites and Facebook groups
spletne strani in Facebook skupine
- vocabulary
slovar
- hostel
hostel
- price
cena
- University accommodation website: www.uni-lj.si/study/information/accommodation
univerzitetna spletna stran za namestitve: www.uni-lj.si/study/information/accommodation

Student work

Študentsko delo

- **Slovenian TAX number** (Administrative unit – Davčna ulica 1, 1000 Ljubljana)
slovenska davčna številka (Administrative unit – Davčna ulica 1, 1000 Ljubljana)
- **bank account** at one of the Slovenian banks
bančni račun na eni izmed slovenskih bank
- **referral** from the student service
napotnico za delo s strani študentskega servisa
- **International student card** (*internship only students*)
mednarodno študentsko izkaznico (študentje v Sloveniji izključno na študijski praksi)

ESN card

Kartica ESN

- membership discount card (international)

članska kartica ugodnosti (mednarodna)

- discounts with the ESN card:

ugodnosti s kartico ESN:

- Ryanair,
- Flixbus,
- Zalando
- Eurosender,
- many more useful discounts (www.esncard.org)
-



Ljubljana Erasmus discount card

Ljubljana Erasmus kartica ugodnosti

- membership discount card (**local**)
članska kartica ugodnosti (**lokalna**)
- discounts with the Ljubljana Erasmus discount card:
ugodnosti z Ljubljana Erasmus discount card:
 - events and trips organised by ESN Ljubljana,
dogodki in izleti organizirani s strani ESN Ljubljana,
 - RENTY rent-a-car,
 - GoOpti, ...



ESN Ljubljana

- our **email address**: esn@sou-lj.si
naš elektronski naslov: esn@sou-lj.si
- ESN Ljubljana 2025/26 – **Official Telegram CHANNEL**:
https://t.me/esnljubljana2025_26
- ESN Ljubljana 2025/26 – **Official Telegram CHAT**:
<https://t.me/+jN3Ru2erWldjMzA0>
- **Events registration website**: <https://esn-sou-lj.si/>
Spletna stran za prijavo na dogodke: <https://esn-sou-lj.si/>
- **Facebook** (@esnljubljana): <https://www.facebook.com/esnljubljana>
- **Instagram** (@esnljubljana): <https://www.instagram.com/esnljubljana/>
- all important links at one place – **LinkTree**: <https://linktr.ee/esnljubljana>
vse pomembne spletne povezave na enem mestu – **LinkTree**:
<https://linktr.ee/esnljubljana>
- ESN Ljubljana **office hours** are available on LinkTree
Uradne ure ESN Ljubljana pisarne so na voljo na LinkTree

**Thank you and
see you soon!**



ESN

Erasmus Student Network
Ljubljana



ŠOU
v Ljubljani

RESOR ZA MEDNARODNO SODELOVANJE

Hvala za vašo pozornost!

Thank you for your attention!

