

Grant agreement

Upon your arrival, we looking forward to welcoming you in Ljubljana! You can find us here:

**Office of International Relations
University of Ljubljana
Kongresni trg 12
SI-1000 Ljubljana**

**Tel.: 00386 1 2418 543
Fax: 00386 1 2418 593
E-mail: aljosa.belcijan@uni-lj.si
Contact person: Aljoša Belcijan**

Office hours: MON – THUR: 9 am – 11am, 2pm – 3pm, FRI: 9 am – 11 am.

To prepare your grant agreement, we will need several documents.

Students

For the preparation and signing of the grant agreement, you will have to present the following documents:

- Slovene tax number
- Slovene bank account number
- Passport
- Invoice for your travel ticket + travel ticket (This is very important! Without the invoice, we cannot reimburse your travel costs!)
- Invoice for your visa/residence permit (Without the invoice, we cannot reimburse your visa costs!)
- Learning Agreement signed by both institutions

First, you should get your Slovene tax number and open a bank account. Then you should visit the Office of International Relations of the University, where you will sign the contract for the scholarship, get your student card and receive further instructions.

Once the agreement is signed, you will receive 70% (first part) of the entire scholarship and reimbursement of travel and visa costs on your Slovene bank account in a few days. The rest of the money (second part) will be transferred to your Slovene bank account after the submission of the final documents to your [on-line application](#)

Slovenian tax number

You can get a Slovene tax number at:

Tax Office Ljubljana (Davčni urad Ljubljana)
Sector for Foreigners (Odsek za tujce)
Davčna ulica 1, Ljubljana
Phone: +386 1 369 30 00
E-mail: gp.durs-lj@gov.si

Office hours:

Monday, Tuesday: 8 –12, 13 –15

Wednesday: 8 –12, 13 –18

Friday: 8 –12

If you already hold a regular residence permit, you will be issued a residential tax number, otherwise you will receive a non-residential one.

Bank account

As a foreigner, you can open a bank account in practically any bank. You will be able to open a residential or a non-residential bank account, depending on your residence permit status. To open a bank account you need either your passport or ID, plus a Slovenian tax number.

Staff

For the preparation and signing of the grant agreement, you will have to present the following documents:

- Invoice for accommodation
 - Invoice for your travel ticket + travel ticket
 - Invoice for your visa/residence permit
- Without the invoices, we cannot reimburse your accommodation, travel or visa costs!

Once the agreement is signed, we will reimburse your costs in cash up to the highest possible amount set by the financial rules of the Erasmus+ International Credit Mobility Programme.

Final documents and payments

Our on-line application system is also very important for completing the mobility programme in cases where a student's mobility includes receiving the second part of the scholarship. **Before departure, students and staff must upload several documents.**

Students

Before departure, you will need to upload the final documents and come to our office. After checking your final documentation, the second part of the scholarship will be transferred to your Slovene bank account. The second part of the transfer is the difference between the maximum and actual amount of:

- Scholarship. The remaining 30% of your scholarship. Calculation and the final amount will be based on the exact days of your actual mobility versus the planned mobility (in days) if different.
- Travel grant. The remaining 30% of your travel grant. If you did not receive the highest possible amount of the travel grant in the first part of the payment and you did not already have a return ticket at the time of your arrival, then you will receive the difference between the maximum and actual amount for your travel. The calculation will be done with respect to the real costs (invoices).
- Visa costs. The remaining 30% of visa costs.

The student's final documents:

- Final report (completed and exported from Mobility Tool)
- Travel cost confirmation (scan of the invoice)
- Transcript of records (issued by the host department)
- [Confirmation of stay](#) (issued by the host department)

Staff

Your cost will be reimbursed to you in cash upon your arrival. No other payments will be made. **Nevertheless, you will have to upload documents from the on-line application before your departure.** Final documents for staff:

- Confirmation of Staff Mobility (issued by the receiving faculty)
- Final report (completed and exported from Mobility Tool)