



**NOVA
UNIVERZA**
EVROPSKA
PRAVNA
FAKULTETA

Dear Student,

With this letter, we would like to inform you that you will have a room in student dormitory during your stay in Ljubljana.

You can take a look at our dorms on page: (<http://www.stud-dom-lj.si/en/residence-halls/locations>).

You can't book in advance any dorm. The room will be assigned to you in any of the dormitories available at the time of your arrival.

The preferable period to move to the dorm is during August or September, depending on your study calendar.

For admission (to all dormitories), you have to come to the reception office of student dormitories. The address is:

**Študentski domovi v Ljubljani,
Sprejemna pisarna (Uprava),
Svetčeva ul. 9.
1000 Ljubljana**

OFFICE HOURS ARE:

Monday, Tuesday, Thursday from 9 am – 12 am and 12.30 pm – 2 pm;

Wednesday 9 am – 12 am and 12.30 pm – 4 pm; Friday **from 9 am - 12 am**;

First working day of the month **from 12 am – 2 pm (except 1 October)**

The office is quite near/10 min walk/ to the city centre. If you arrive to the Train or Bus stations go to the bus stop Bavarski dvor (everybody knows where it is) and take bus number 14 (direction Bokalce) and you get off the bus at the 5th stop where the Student dormitories are (Študentsko naselje) or you can take bus number 18 (direction Center Stožice or Litostrojska) and step off at the 4th station (Svetčeva). You have to buy the Urbana Card to use the bus (<http://www.jhl.si/en/single-city-card-urbana/cards>)

IMPORTANT!

YOU CAN ONLY MOVE TO THE DORMITORY ON A WORKING DAY DURING OFFICE HOURS OF THE RECEPTION OFFICE! IF YOU PLAN TO ARRIVE LATER OR DURING WEEKEND PLEASE BOOK SOME HOSTEL FOR A NIGHT OR TWO (<https://www.visitljubljana.com/en/visitors/places-to-stay/?category=42>).



The reception office will not stay open and wait for you after office hours.

To sign a contract you will need a **passport or identity card** and **300€ of advanced payment as a deposit**. The payment is done **in Euros at the cash register office (same address) in cash only on your arrival day**. The deposit will be returned to you at your departure.

These are the rent prices for the dorms available to exchange students. All dorms are not available for **Erasmus+ students, since they are located mainly in the dorm IV, XIV and the dorm D**. In the rest, only if there is a lack of beds in them.

ROŽNA DOLINA DORMITORY	RENT PRICE PERSON/MONTH (in EUR)
I.	119,63
III.	119,63
IV.	119,63
ap.IV.	175,44
VII.	119,63
VIII.	119,63
ap.VIII.	189,26
IX.	119,63
ap.IX.	189,26
X.	119,63
ap.X	189,26
ap.X.K	147,94
XI.	147,94
XIII.	147,94
XIV.ap	184,67
Ap.= appartment	
BEŽIGRAD - DORMITORY	RENT PER PERSON/MONTH
A	147,94
B	147,94
C	147,94
D	147,94
ILIRSKA	147,94
AK	95,41
ap.AK double room	147,94
VŠZ	147,94
TOPNIŠKA	175,44
AK	95,41



Ap.= apartment

The rent is paid **regularly** each month. The bill is brought to your room by the housekeeper or left in a box in a gatekeepers lodge and it has to be paid until the **20th of the month**. If the bill is NOT paid regularly, the dormitories will cease the contract with you and you will have to move out. The rent will be charged according to these rules.

The resident must pay the rent when moving in and moving out, namely:

- if he/she moves in on or prior to the 15th of the month, he/she pays the rent for the entire month,
- if he/she moves in after the 15th of the month, he/she pays the rent for half the month,
- if he/she moves in during the last 5 days of the month, he/she pays the rent for 5 days,
- if he/she moves out on or prior to the 5th of the month, he/she pays the rent for 5 days,
- if he/she moves out on or prior to the 15th of the month, he/she pays the rent for half the month,
- if he/she moves out from the 16th day of the month until the end of the month, he/she pays the rent for the entire month.

Parking in Rozna dolina is very difficult to find, you have to be very resourceful (or rich). You can also park in a parking house under the stadium Stožice. The price is app.60€ per month (more information www.lpt.si/parkirisca).

The internet connection is available in all the dorms and is included in the price, Wi-Fi is available everywhere. **The dormitory also charges you some extra costs (damage, 24 hours professional security service- up to 20€) that vary each month.**

You get **bedclothes and blankets** in the dormitory (they are changed every 2 weeks at the housekeeper's). You have to bring your own towels, toilet requisites and some kitchen devices (pots, cups, utensils) or buy them here.



The rooms and shared places (kitchen, bathroom) are cleaned by students. Cleaning service only takes care of common places (corridors, TV rooms) in **dom IV** also common kitchens and bathrooms.

Here are some important regulations on residence permit:

Foreign students, **EU and non-EU citizens**, do not need any visa (some non-EU citizens need visa C for entering the country) or residence permit **for entering** to the Republic of Slovenia. They can enter into the Republic of Slovenia with a valid identity card or valid passport. Foreign students who want to live in dormitories, **are obliged to apply for the temporary residence permit in the Republic of Slovenia in 3 days AFTER moving to the dormitory.**

The procedure is as follows:

1. Apply for the residence permit at *Upravna enota Ljubljana, Oddelek za tujce, Tobačna ulica 5, Ljubljana.*
 - **EU citizens need these documents:**
 - A valid identity card or passport
 - Evidence of enrolment (**bring your original Acceptance letter with you!**)
 - Health insurance covering all risks in the host member state (copy of European Health Insurance Card),
 - Sufficient means for living (300€ per month) - a statement handed in writing and signed by the student as to his means is sufficient (you can get it in international office).
 - Photo (3,5 x 4,5 cm)
 - App. 10€ for the expenses
 - **NON-EU citizens need these documents (valid also for non-EU citizens studying in EU):**
 - a valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
 - Evidence of enrolment (**bring your original Acceptance letter with you!!**)



- health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement;
 - sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (300€);
 - a police clearance certificate of not older than **three months from your home country** (if the country in question issues it), translated into Slovenian, and verified;
 - an authentic photograph of yourself
 - Price of the permit is 66,54€.
2. After you apply, you get a confirmation document, which you should take **to the reception office of the dormitories (Rožna dolina)**.
 3. After a month or more the Upravna enota will notify you on the residence permit card. **Pick it up at Tobačna ulica 5.**
 4. **Take the residence permit card to the reception office of the dormitories (Rožna dolina)**. They will make a copy and report your temporary address to the authorities.
 5. **It is very important that this procedure is concluded properly (all 4 steps), otherwise your stay in the dorm is illegal and can lead to payment of the fine to the police and termination of the contract.**

Foreign students **non-EU citizens** can apply also for **visa D** prior to entering to the Republic of Slovenia, at the nearest diplomatic or consular representative office (DCRO) of the Republic of Slovenia in their own country and it has to be submitted/shown to the reception office of the dormitories **AT THE ARRIVAL**. Holders of Visa D do not need to apply for residence permit.

For more information on visa and residence permit procedures please check the web page of the Ministry of Foreign Affairs: http://www.mnz.gov.si/en/services/slovenia_your_new_country/residence_permit_for_the_third_country_national/temporary_residence_permit/

Please check the procedures especially if you are a non-EU citizen having a residence permit in another EU country.



Some rules of the Student dormitories:

VISITORS:

Each resident has the right to accept visitors.

A resident may accept a visitor in his/her room if the co-resident agrees with it, while the resident is responsible for the visitor's behaviour and possible damage caused.

An overnight visitor is a person who stays in the room between 3 a.m. and 6 a.m.

Each resident may have one overnight visitor at a time. The visitor cannot stay overnight if there is no resident in the room. The resident can have overnight visitors in total of 36 nights in a calendar year, which means up to 3 times during one month, twice a year overnight visitors are allowed to stay up to 5 days in one month.

FOREIGN VISITORS:

A foreign visitor has to be reported to the reception office during the office hours and has to provide personal document (ID card, passport). The procedure is necessary because the reception office has to report the visitor to the police. Tourist tax will be included in the next month bill of the resident (2,50€ per night per guest).

MOVING OUT:

At the end of your stay you must leave the room and settle all the formalities on the last day of the expiration of the contract, at the latest. You should pack your things, clean the room, inform the housekeeper. The housekeeper inspects the room and if everything is OK, he signs the paper called "Zapisnik o vselitvi in izselitvi" and takes the key. Finally you go to the reception office in Rozna dolina to finish the procedure. Your deposit will be returned to you at the spot if everything is OK with your room and payments, otherwise it will be transferred to your bank account (Slovene or home bank) in 30 days at the latest after your departure. The transfer cost will be charged to you.

Parties are not permitted in the dorms or outdoor premises. Organizing a party and causing damage can lead to eviction from the dorm.

ANIMALS:

Animals (dogs, cats, others...) are not allowed.

MORE INFORMATION ON RESIDENTIAL ORDER:

All the rules and regulations and of course your rights are described in a document, that can be found on web page:

<http://www.stud-dom-lj.si/en/residence-halls/residential-order>



All the questions related to staying in the dorm can be addressed to the reception office (Rozna dolina) or to e-mail address: studentski.domovi@siol.net

More contacts: <http://www.stud-dom-lj.si/en/institute/contact>

HOW TO GET THERE:

The Airport of Ljubljana "Jože Pučnik" (<http://www.lju-airport.si/en/Main>), Slovenia's main airport, is located in Brnik, 26 kilometres from the city. You can take a bus which goes to the bus terminal in the centre of Ljubljana for the price of 4,10€. The ride is approximately 45 minutes long and the bus leaves every hour from 05:00 a.m. till 20:00 p.m.

By shuttle and taxi - <http://www.lju-airport.si/en/passengers-and-visitors/getting-here/>

From the **main bus station or railway station** (Trg osvobodilne fronte) you have two options:

- to take a taxi (the drive will cost you app. 4-5 EUR to Rozna dolina)
- to go by bus - there is a bus number 14 (direction BOKALCE) or bus number 18 (direction Center Stožice or Litostrojska) that takes you directly to Rozna dolina. The nearest bus stop to the railway station is called Bavarski dvor.

You have to buy the Urbana Card to use the bus (<http://www.jhl.si/en/single-city-card-urbana/cards>)

If you have any other questions, please do not hesitate to ask us: studentski.domovi@siol.net.

We are looking forward to meet you soon.

Best regards,

Nova univerza, European faculty of Law

Nova univerza, Faculty of Government and European studies

Študentski dom Ljubljana