

INFORMATION FOR INTERNATIONAL STUDENTS OF THE FACULTY OF ARTS



UNIVERSITY
OF LJUBLJANA

FF

Faculty
of Arts



RESIDENCE PERMIT/ VISA

It is necessary to submit an application for a residence permit within 90 days of your arrival in Slovenia. The residence permit is issued at the Administration Unit (AU) (Slo. *Upravna enota*) located at [Tobačna ulica 5](#) – Department for foreigners (Slo. *Oddelek za tujce*).

To make the process of completing and submitting an application for a residence permit as smooth as possible, the University of Ljubljana has prepared a video with detailed steps for completing the application for students coming from EU member states and students coming from non-EU countries.

HEALTH INSURANCE

Since Slovenia and other countries have an agreement regarding student health insurance, all you need is a health insurance form from your country, which you can obtain from the Health Insurance Fund. To acquire this document, you must submit proof of enrolment or a certificate of registration.

Bosnia and Herzegovina	BIH/SI 3 form
Montenegro	MNE/SI 03 form
Serbia	SRB/SI 03 form
Macedonia	RM/SI 3 form

- To have valid health insurance in Slovenia, you must personally submit your health insurance document/form at the Health Insurance Institute of Slovenia (*Zavod za zdravstveno zavarovanje Slovenije*) located at Mala ulica 3 (on the left on the second floor). The process can be completed in approximately 10 minutes.
- Afterward, you will receive a document titled *Potrdilo o pravici do zdravstvenih storitev za tujo zavarovano osebo*, which includes an ID number (*ZZZS številka*) that serves as a substitute for the Slovenian insurance card. This document is one of the required submissions to the AU.
- If you experience any health issues, the Student Health Centre is a valuable resource. It is important to note that you will not have a personal family doctor, but any doctor at the Centre can provide you with the care needed. Simply find a doctor and contact them to schedule an appointment. Some services are free, while others typically require a copayment of 3 to 10€ per visit. Each doctor can prescribe medication, and you can collect it from the nearest pharmacy.

[Web site.](#)

STUDENT MEAL SYSTEM - ŠTUDENTSKI BONI

Being a student, you can use a system of subsidized student meals, which allows you to enjoy reduced prices at almost every restaurant in Ljubljana and also in other cities in Slovenia. The subvention for the meal is 4,10€.

How to obtain subsidized meals:

1. Complete an online application by visiting [this link](#).
2. Upon filling out the online form, you will receive an application number. Within 90 days, it is necessary to visit the *Študentski Kampus* point located at Pivovarniška ulica 6 (suggestion: do this as soon as possible to avoid the inconvenience of not being able to enjoy meals at reduced prices).
3. At *Študentski Kampus*, you will need to submit your ID and certificate of registration.
4. To register successfully, make sure to have your smartphone with you for identification purposes (suggestion: consider purchasing a SIM card from providers like Telekom, A1, Telemach, or T-2 as soon as possible.).

Additionally, you have the option to download the *Študentska prehrana* app (from the Apple App Store or Google Play). This app enables you to check your meal subsidy balance, search for restaurants near your location, and view their menus.

You can use the subsidized meals twice a day, between 7:00 a.m. and 10:00 p.m. However, please note that there must be a minimum 4-hour interval between the first and second use of the meal subsidy (e.g., if you have a meal at 1:00 p.m., your next meal can be at 5:00 p.m.).



ACCOMMODATION

- a) Student Counsel Institute, Free Room Rental Agency m2 – info@svetovalnica.com, www.mkvadrat.si.
- b) Exchange students – International exchange students can receive general information about student life in Ljubljana and help with finding private accommodation by emailing rooms@sou-lj.si or findmeroom@gmail.com.
- c) The University of Ljubljana is a partner of www.HousingAnywhere.com, the international student-to-student housing platform.
- d) Websites:
 - www.nepremicnine.net
 - www.bolha.com/oddaja-sobe
 - www.airbnb.com
 - www.mojcimer.si
- e) Facebook groups:
 - www.facebook.com/groups/195726830526565
 - www.facebook.com/groups/497174780740226
 - www.facebook.com/groups/179363618908304

LOCAL TRANSPORTATION (LPP)

It is very easy to get around the city on foot, and there is a good public transport system covering the city and all the main suburbs. The most effective means of public transport in Ljubljana are the [city bus](#) and [city bikes](#).

City bus

Tickets:

- Value type (up to 50€ prepayment), validity 90 min
- Time type (monthly): general, for (high school) students, for retired
- Payment with mobile phone or credit card – just one ride

How to obtain a card?

1. Visit the LPP (Ljubljanski potniški promet) point located at Slovenska cesta 56. It is open every day from 8:00 a.m. to 3:30 p.m.
2. Required documents: LPP document provided by your faculty and certificate of registration.
3. A fee of 20€ per month is payable.
4. Each month, you can top up your card at the LPP, Post Office, Mercator, or the machines located at the bus stations.

Bicikelj

- Ljubljana has established a bicycle system called [Bicikelj](#) since 2011, with 84 stations and 840 bikes.
- Bicycles are available all days of the year (24/7); the first hour is for free.
- When registered and subscribed, you can use it without any limitations. Stations are some 300 to 500 meters apart and connected via terminals. Stations are easily accessible (near shopping malls, bus stops, and so on) and ideal for overcoming short distances. It is easy to rent and return a bike with this system.
- You can register into the system weekly (for 1€) or yearly (for 3€).

TAX NUMBER

You will need a tax identification number to open a bank account (for working through a student job centre, or receiving a scholarship from a Slovene institution), and this is also a requirement for opening a bank account.

How do you obtain a tax number?

1. Visit the [Financial Office \(FURS\)](#) at Davčna ulica 1.
2. Complete the application form DR-02 ([dr_02.i.en.pdf \(durs.si\)](#)).
3. Bring your ID and passport.
4. Provide your certificate of registration.
5. There is no fee for obtaining a tax identification number, and the process takes approximately 15 minutes.

BANK ACCOUNT

Opening a bank account is possible in every bank in Slovenia, such as OTP, NLB, Gorenjska Banka, Addiko bank, UniCredit Bank, LON d.d., Intesa Sanpaolo bank, and Delavska hranilnica, among others.

Which documents do you need?

1. Certificate of registration.
2. Tax number.
3. Visa/temporary residence permit.
4. Certificate of temporary residence (showing your address in Slovenia).

**** Note:** After 6 months in Slovenia, you can become a resident of the Republic of Slovenia and avoid double taxation (i.e., paying tax in both your home country and Slovenia).



STUDENT WORK

During your studies in Slovenia, and while holding a valid student status, you have the opportunity to work part-time or on a temporary basis. There are numerous job opportunities available for students in Slovenia, allowing them to find suitable employment.

To find a job, you can utilize the services provided by Student Services (SS). Various SS offices throughout Slovenia offer a list of available student jobs and assist with payment processes. Examples of such services include e-Študentski Servis, Mjob, Agado, Adecco, and others. Additionally, you can also search for a job independently, you simply need to register with one of the SS offices.

Here's how to proceed:

1. Visit your preferred SS office and bring your ID.
2. Provide evidence of your student status, such as your certificate of registration.
3. Present your personal registration number (EMŠO).
4. Provide your Slovene tax number.
5. Have your Slovene personal transaction account number ready.
6. Submit a signed statement of (non-) residence.
7. Once you have enrolled in the system, the SS agency will provide you with a referral form (*napotnica*), which you need to give to your employer.



SLOVENE LANGUAGE

There are various ways to learn the Slovene language, and as a student you have access to numerous benefits and free courses. Here are a couple of options:

Year Plus (Leto Plus)

- Designed for international students in their 1st year at the University of Ljubljana.
- This course is free of charge.
- It consists of three lessons per week, along with additional activities.
- If certain requirements are met, it is possible to extend your student status.
- The application period for enrolment usually takes place from September until the early days of October, or until all vacancies are filled.
- Please note that this programme is not suitable for those who are required to have a B2 level of Slovene language proficiency during the application process.

The number of places available is limited.

E-mail: Letoplus@uni-lj.si

Slonline – Slovene Learning Online

- Slonline is an accessible online course for foreigners who wish to learn Slovene.
- Developed by the Centre for Slovene as a Second and Foreign Language in collaboration with the company DigiEd.
- The course is available in eight languages: German, English, Spanish, French, Croatian, Italian, Russian, and Slovene.
- It offers a simple, fun, and effective way to learn Slovene at your own pace.

The Centre for Slovene as a Second and Foreign Language (CSDTJ)

- It operates within the Department of Slovene Studies at the University of Ljubljana's Faculty of Arts.
- It offers various options of courses for [learning Slovene](#).

These resources provide excellent opportunities for learning the Slovene language. Take advantage of these options and enjoy your language-learning journey.

DIGITAL IDENTITY

Every student at the University of Ljubljana receives a digital identity called the UL-ID. Student digital identities are a part of the Slovenian digital identity federation, ArneSAAI. The standard form of a UL-ID username comprises two letters and four or five digits followed by @student.uni-lj.si (e.g., ab1234@student.uni-lj.si).

You need to obtain the UL-ID at the [ID portal website](#).

With the digital identity, you can access the wireless network at the University of Ljubljana faculties and other participating institutions within the Eduroam system. You can also access VIS, student email, calendar, and document-sharing.

VIS – STUDENT INFORMATION SYSTEM

The VIS website offers a tool for maintaining students' records of passed exams and simplifies the procedures for exam registration.

To access the tool, you need to log in using your username and password, such as ab1234@student.uni-lj.si.

1. Student's records:

MY DATA

- Personal information
- Photo upload
- My student records**
- My financial situation
- Password
- Certificate of Enrolment
- NOTICES
- EXAMS
- PRELIMINARY EXAMS
- END OF STUDY
- SURVEYS
- MISCELLANEOUS
- ENROLLMENT
- LOGOUT

My student records

Passed courses

Course	ECTS	Year of study	Course type	Weight	Estimation date	Grade	Grade (practice)
+ German from Diachronic Perspective	3	1	obligatory course	1	21.03.2019	excellent (10)	
Ancient Comedy	3	1	obligatory course	1	2.06.2019	satisfactory (6)	

Unperformed courses

Course	Year of study	Course type	ECTS	Weight
Contemporary General History	1	obligatory course	5	1
Introduction to Art History	1	obligatory course	5	1
Studies of human adaptability	1	obligatory course	0	1
The Art System and Exhibiting Contemporary Art	1	obligatory course	5	1

Average grade of passed exams and practices is 8
Average grade of passed practices is 8
Average grade of passed exams is 0
Calculation: The average score = (Sum (Weight * Score)) / (Sum (Weight))

Number of passed exams 1. year: 2 / 6
Number of passed exams 2. year: 0 / 0
Number of passed exams 3. year: 0 / 0

Total number of credit points 1. year: 6 / 21
Total number of credit points 2. year: 0 / 0
Total number of credit points 3. year: 0 / 0

There are two tables:

- The upper table displays passed exams.
- The lower table shows other courses that have not been passed yet.

2. Registering for an exam:

- Click on the EXAMS menu and select the course you wish to register for. Then click the Submit button to view the registration dates.

MY DATA

- NOTICES
- EXAMS
- Exam registration**
- Withdraw from exam
- View registrations
- Exam results
- Exam dates
- PRELIMINARY EXAMS
- END OF STUDY

Exam registration

Course: Studies of human adaptability.

	Exam date	Time	Special condition	Lecture room	Notes	Lecturer	The preparer	Application deadline
REGISTER >	29.09.2021	09:30	full-time study	Fonolaboratorij 12	Lifelong exam, be also prepared for anytime later.	Nataša Pirih Svetina		24.09.2021
OP2	20.12.2021	11:00	full-time study	Koncertna dvorana UL		Petra Teslić		15.12.2021

OP2: Exam registration starts 22 days before the exam.

- For courses available for registration, there is a REGISTER button shown in the first column. If there is no button, it means that the time conditions for registration have not been met yet, and registration is not possible at the moment.
- Instead of a registration button, you may see the remark OP2, which indicates that you must wait until at least 22 days before the exam date to register.
- After you click the registration button, you will receive a message confirming successful registration.

**** Note:** Please pay **attention** to the registration window. The earliest you can register for an **exam is 22 days before the exam date**. The registration window closes **5 days** before the exam, so you cannot register within **4 days of the exam**.

3. **Withdrawing from the exam:**

- If you have already registered for an exam but feel unprepared, you have the option to unregister.
- The latest deadline for withdrawal is 12 noon the day before the exam. You can thus withdraw your registration in the morning of the day before the exam, but not in the afternoon. For example, for an exam scheduled for November 29, the last day to unregister is November 28, and it must be done by 12 noon (as indicated in the right column under "Application deadline").

MY DATA							
NOTICES	Withdraw from exam registration						
EXAMS	Standard registrations:						
Exam registration	Course	Exam date	Registration date	Attend. No.	Lecturer	Application deadline	
Withdraw from exam	WITHDRAW	Studies of human adaptability	29.09.2021	9.09.2021	1	Natasa Pirih Svetina	28.09.2021 do 12:00
View registrations							
Exam results							



SOCIAL AND PSYCHOLOGICAL SUPPORT

The Faculty of Arts has its own Psychological Counseling office located within the premises of the faculty. The counseling service is free for students of the Faculty of Arts (provided in the Slovene language).

You can contact the student counseling center in the event of:

- distress related to learning or studying,
- feelings of anxiety, stress or panic attacks,
- distress related to personal or family life,
- problems with self-image and self-confidence or the desire to talk to someone in a confidential and safe environment.

Contact us via [email](#) and we will arrange a time for your first meeting.

You can also follow the office on Instagram, [@psiholoska_svetovalnica_ff](#).

More information can be found [here](#).

Psychosocial counselling services are also offered by the University of Ljubljana, [at several locations and in several languages](#).



TUTORING SYSTEM AT THE FACULTY OF ARTS

Tutoring is organised help provided for students. We would like to make inclusion into the university environment easier for new students, provide counselling, and help with study and other issues new students might encounter.

How can a tutor help you:

- Welcomes you upon your arrival;
- Helps you with finding accommodation;
- Introduces you to the student life in Slovenia;
- Increases your success rate during studies, better student mobility, etc.;
- Becoming familiar with the department and the faculty.

[More information.](#)



CENTRAL HUMANITIES LIBRARY – OSREDNJA HUMANISTIČNA KNJIŽNICA (OHK FF)

The Central Humanities Library – Osrednja humanistična knjižnica (OHK FF) is the main research library of the University of Ljubljana in the field of humanities. It comprises 18 departmental libraries for 21 faculty departments.

International students of the Faculty of Arts become members when they register in one of the departmental libraries by filling in a registration form. There are no additional registration fees.

All OHK FF departmental libraries are virtually integrated into a local library catalogue in [COBISS+](#), which is available in the shared catalogue of Slovenian libraries on COBISS.SI.

OHK FF offers its users access to several licensed and open access electronic resources, the most important of which is [DiKUL](#) – Digital Library of UL.

For more information see [OHK FF website](#).

FACULTY OF ARTS BOOKSHOP

The Bookshop is open every day from 9 a.m. to 3:30 p.m., and on Wednesdays and Thursdays from 9 a.m. to 5 p.m.

The Bookshop is located on the ground floor of the Faculty of Arts and represents a space for creative meetings and various cultural events. In addition to the books of the Ljubljana University Press, Faculty of Arts, you will also find books by other Slovenian publishing houses. All books are also available in the online bookstore.

[Online bookshop](#)

STUDENT'S OFFICE – SERVICES

The Student Office provides support and information to (potential) students:

- Admission (conditions, documentation, deadlines, the outcome of the admission procedure)
- Registration (registration procedures)
- Process different student requests:
 - ✓ for changing of study programme or study field,
 - ✓ for changing the modality of your studies,
 - ✓ for exceptional progression to the next year (justified reasons),
 - ✓ for changing of optional subjects,
 - ✓ for extension of your student status,
 - ✓ for recognition of special student status etc.
- Billing
- Graduation (organization of award ceremony, issue your diploma and diploma supplement).

STUDENT OFFICE FOR UNDERGRADUATE STUDIES

Office Hours: Monday - Friday 11:00am - 1:00 pm, room: 35 and 1 (ground floor)

Email: studentski.referat@ff.uni-lj.si

[Website](#).

STUDENT OFFICE FOR MASTER STUDIES

Office Hours: Monday - Friday 11:00am - 1:00pm, room: 1 (ground floor)

Email: magistrski.studij@ff.uni-lj.si

[Website](#).

STUDENT OFFICE FOR DOCTORAL STUDIES

Office Hours: Monday - Friday 11:00am - 1:00 pm, room: 16 (ground floor)

Email: doktorski.studij@ff.uni-lj.si

[Website](#).

ADMINISTRATIVE OFFICES OF DEPARTMENTS – SERVICES

The Administrative Offices of Departments offer support and information on:

- Schedules and study process;
- Change of (internal and external) elective courses;
- Field training and practice;
- Conditions for progression to higher year of studies;
- Information on finishing studies:
 - ✓ submitting and confirming the topic of the final thesis,
 - ✓ submitting of the final thesis,
 - ✓ filling an application for defence of the final thesis.

At the Faculty of Arts there are 21 departments and Physical Education Division.
Department of Archaeology: Zavetiška 5, Ljubljana, room 104
Department of Art History: 3rd floor, room 340
Department of Asian Studies: Rimska extension of the main building, room R7B1
Department of Classics: 3rd floor, room 344
Department of Comparative and General Linguistics: Rimska extension of the main building, room R3
Department of Comparative Literature and Literary Theory: 4th floor, room 423
Department of Educational Sciences: 4th floor, room 420
Department of English: 3rd floor, room 301
Department of Ethnology and Cultural Anthropology: Zavetiška ulica, room 011
Department of Geography: 2nd floor, room 222
Department of German, Dutch and Swedish: 3rd floor, room 301
Department of History: 1st floor, room 101
Department of Library and Information Science and Book Studies: 5th floor, room 542
Department of Musicology: 5th floor, room 538
Department of Philosophy: 4th floor, room 429
Department of Psychology: 1st floor, room 134
Department of Romance Languages and Literatures: 4th floor, room 401
Department of Slavistics: 2nd floor, room 201 (and at Tobačna 5)
Department of Slovene Studies: 2nd floor, room 201
Department of Sociology: 4th floor, room 428
Department of Translation Studies: ground floor, room 30B
Physical Education Division: basement, room 010

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