

SLOVENIA BUSINESS VISA

Documents	Particulars
Passports	* Original Passport with atleast 6 months validity and atleast 2 blank pages. * Original old passport booklets if any
Photographs	* 3 photographs each * White background; Glossy finish; 80% face coverage with a little shoulder to be seen; Eyes and face to be clearly visible; Dimensions: 45mm x 35mm
Covering Letter	* A covering letter per individual / family/ company addressed to The Visa officer, Embassy of the Republic of Slovenia * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates * Covering Letter has to be on the company letterhead for officials / sponsored applicants
Bank Statements	* Original last 3 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	* Latest 2 years Income Tax Acknowledgement / ITR-V (SaraI) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	* Original guarantee letter authenticated by the Administrative Unit in Slovenia; * Invitation from the inviting company or organization. * Cover letter from the applicant's employer stating The applicant's identity, The purpose of the journey (meetings, conferences, training or business related events), The period of intended stay and The place of stay. * If the applicant is sponsored: proof of sponsorship and/or private accommodation by completing a national form of the Schengen State concerned (FOR SLOVENIA; AUTHENTICATED GUARANTEE LETTER) * Internet/on-line bookings for the accommodation (booking.com, hotels.com and other) are not acceptable for first time travellers to Schengen. Applicants have to make the reservation for the accommodation in the Republic of Slovenia directly through the hotel in Slovenia by credit card or by payment through a registered travel agency in India or Slovenia. The mentioned travel agency has to provide a written confirmation of the accommodation reservation from Slovenia to the visa applicant (via fax or E-mail). All accommodations have to be confirmed with full name (name and surname) and contact number (phone number) of the person confirming the house/apartment/room reservation in Slovenia.
Supporting Credentials	Businessmen: * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed * NOC from other partners or Directors in case of partnership Employees: * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) * Pension statements for the last three months; Students: - Leave sanction letter from the educational institution (for travel during working days) - Bonafide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports): * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) Children travelling and unaccompanied by both the parents / either parent * A notary attested NOC on a stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents * In case parents don't have passports, birth certificate of the applicant and copies of the ID cards of the parents. Travellers unaccompanied by spouses/partners * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. Additional supporting documents if available * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Travel Insurance	* Valid Travel Insurance from the Embassy approved companies which covers the days of travel with minimum coverage of EUR 30,000
Disclaimers	* The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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