
IBS

FREQUENTLY ASKED QUESTIONS:

1. What is your visa refusal and refund policy?

Tuition and enrollment fees are non-refundable, including in the event of a visa refusal. Our programmes run also fully online via MS Teams, so you can study from anywhere while your visa or residence permit is being processed. Once it is issued, you are welcome to join us in person in Ljubljana.

2. What is the payment deadline? Do you offer payment in installments?

The tuition fee must be paid in full by the indicated deadline in order to proceed with enrollment. Unfortunately, we do not offer payment in installments. Once payment is received, you receive an education contract, enrolment sheets, and we issue you a Certificate of enrollment to support your visa application at the embassy and the TRP process.

3. Do you offer a Letter of Guarantee?

No. We do not issue accommodation or financial guarantees. After payment, we provide an official tuition payment receipt, which you may include in your visa application as well as an education contract, enrolment sheets, and a Certificate of enrollment to support your visa application at the embassy and the TRP process.

4. Do you arrange proof of funds for a visa?

No. Proof of funds must be arranged by the student independently, in line with embassy requirements.

5. Do you provide student benefits such as food and housing?

No. As a private higher education institution, IBS does not arrange housing, dormitory placements, or subsidized meal plans. Students are responsible for their own accommodation and daily living. By enrolling, you gain the status of a student, on the basis of which you have certain benefits and discounts.

6. How do I obtain a residence permit, and where can I find more information?

The Temporary Residence Permit (TRP) process is handled by the student directly with the Slovenian authorities.

CANDIDATES FROM THIRD COUNTRIES (VISA REQUIRED)

If you are a citizen of a country whose nationals need a visa you must submit your application before arrival at the nearest Slovenian embassy or consulate. You have two options:

- 1. Long-term visa (type D)** — the most common route for new students. It allows a stay of up to one year and lets you enter Slovenia to begin your studies. Submit your application 3 weeks to 3 months before your intended arrival; processing usually takes around two weeks. A type D visa cannot be extended — if you continue your studies beyond its validity, you must apply for a Temporary Residence Permit at the Administrative Unit (*upravna enota*) in Slovenia before it expires.
- 2. Temporary Residence Permit (TRP) for studies** — applied for directly at the Slovenian embassy in your home country. Processing takes longer, but the permit covers your full period of study.

Main documents required: valid passport (valid at least 3 months beyond your intended stay), IBS Certificate of Enrolment, proof of sufficient funds, health insurance valid in the Schengen area (min. EUR 30,000 coverage), proof of accommodation in Slovenia, and a police clearance certificate from your home country (not older than 3 months, translated into Slovenian and notarized).

After arrival in Slovenia: you must register your temporary address at the local Administrative Unit within 8 days. Fees for the residence permit are approximately EUR 50 + EUR 4.50 application fee + EUR 15.47 for the card.

Full official guidance: studyinslovenia.si — [Visa and Residence Permit](#).

CITIZEN OF AN EU/EEA COUNTRY

If you are a citizen of an EU/EEA country or from a country that does not require a visa to enter Slovenia, the simplest option is to travel to Slovenia first, complete your enrollment at IBS, and then apply for your Temporary Residence Permit (TRP) directly at the local Administrative Unit (*upravna enota*) where you will be staying. You can normally enter Slovenia on your passport (or under visa-free travel rules) and submit your TRP application once you are here. You will need your valid passport, your Certificate of Enrolment from IBS, proof of accommodation (rental contract or landlord's statement), proof of sufficient funds, and health insurance.

Full official guidance: studyinslovenia.si — [Visa and Residence Permit](#).

7. Can I apply for a student visa or Temporary Residence Permit based on the Certificate of Enrolment?

Yes. Students apply using the Certificate of Enrolment. If a Letter of Invitation is also required, we issue one once tuition and administrative fees have been paid in full. Once payment is received, you receive an education contract, enrolment sheets.
