

Instructions for Arranging Employment and Residency for Foreign Language Assistants, 2000/2001

MINISTRY OF
EDUCATION, SCIENCE AND SPORT

1. EMPLOYMENT CONTRACT FOR ASSISTANTS

The Ministry of Education and Sport and the school shall sign a contract on co-financing the employment of an assistant for teaching a foreign language. On the basis of this contract and in accordance with its provisions the school shall draw up an **employment contract**, which it will conclude directly with the assistant. The contract must also be translated into a foreign language (English, German, French, or Italian).

2. ACQUIRING A WORK PERMIT FOR THE ASSISTANT

The school must obtain the following documents from the future assistant:

- a copy of his/her diploma
- an authentic copy of his/her passport

As the employer, the school must **register the need for an employee** at the district unit of the employment office. After 8 days from the date of their registration of the need for an employee, they shall **file an application for the issuance of a work permit (tax payment – SIT 750 + payment of tax for a work permit – SIT 15,000)**, which must include the following:

1. a completed TUJ1/1 form (application for the issuance of a work permit);
2. a statement by the employer that as soon as the work permit is issued he/she will begin an employment relationship or draw up an employment contract;
3. the signed employment contract in five copies (signed by both parties if the foreign person already has a residence permit in Slovenia, or only by the employer if the foreign person must still obtain this permit);
4. an authentic photocopy of the employer's (school's) registration document;
5. a note on the employer's classification according to the standard classification of activities by the Statistical Office of the Republic of Slovenia;
6. an explanation about the need for an employee;
7. an authentic copy of the passport;
8. a copy of the diploma (the diploma does not need to be translated – ref.: information by the Ministry of Labour, Family and Social Affairs, letter no: 111-02-024/97-002 from 3 October 1997);
9. the employer's (school's) statement that they will cover health and social insurance (retirement and disability pension) for the foreigner at the Institute for Health Insurance of the Republic of Slovenia before the person begins work.

The district unit of the National Employment Office (RZZ) shall issue the employment permit for the assistant in the shortest possible time and for the **duration of the employment relationship**, which will be evident from the employment contract. The school shall submit evidence of paid taxes to the ministry, which will reimburse the school's expenses.

3. DOCUMENTS NEEDED FOR THE ASSISTANT'S RESIDENCE PERMIT

The school must ensure the assistant's accommodation: the school must conclude a lease contract with the landlord. **This contract must be authenticated.** The basis standard is a private (single) room with a shared bathroom and kitchen, with telephone.

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Immediately after the granting of the work permit, **the school must send the following documents to the future assistant abroad:**

- **work permit**
- **employment contract drawn up between the school and the assistant**
- **lease contract for accommodations**

The school must send to the **Ministry of Education and Sport (International Co-operation Office)** all the listed documents for their information.

The assistant must request the issuance of a residence permit from the Slovene diplomatic/consular representative, for which the following documents will be required:

- a work permit
- an employment contract
- a lease contract
- confirmation of lack of a criminal record
- a passport
- a certificate of adequate health insurance in the foreign assistant's home country (a completed form on the right to medical services in the Republic of Slovenia or a certificate of health insurance in the applicant's country). If the foreign assistant is not insured in his/her home country, he/she must submit a certificate of commercial insurance issued by an insurance company which will cover his/her insurance in the Republic of Slovenia. The certificate must clearly show the amount of the insurance for this policy and the expiration date of the policy;
- a written statement on whether the applicant wishes to assert the right to the accompaniment of his/her spouse and juvenile unmarried children.

The assistant **must arrange for his/her residence permit prior to arrival in Slovenia.**

The **tax** for issuing the residence permit is EUR 81 + EUR 8 for the application for the issuance of a residence permit. The assistant shall submit the bill to the school, which shall reimburse the amount. The Ministry of Education and Sport shall subsequently reimburse the amount to the school after a request is made.

At the end of September the assistant shall arrive with a residence permit for Slovenia. If the assistant comes to Slovenia without a residence permit, the Ministry of Education and Sport shall not accept any liability (including financial) in connection with arranging the assistant's status in Slovenia.

4. EXTENSION OF THE EMPLOYMENT AND RESIDENCE OF A FOREIGN ASSISTANT

If the assistant wants to extend his/her residence in Slovenia and his/her work permit will be extended, he/she must, prior to the expiration of the residence permit in the Republic of Slovenia and on the basis of the issued permit, **request an extension of the residence permit** at the administrative unit of the district in which he/she lives or the district in which he/she is registered as a resident.

For this procedure he/she must submit the following:

- work permit (**this must be renewed – the procedure is the same as for the first application**)
- certificate of employment or work under contract
- proof of adequate means for living expenses
- certificate of lack of a criminal record

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- proof of ensured health insurance in the Republic of Slovenia (a copy of the M-2 or M-1/M-2 form – the stamp of the competent district unit of the Health Insurance Institute of Slovenia must be stamped on the left side)
- proof of adequate accommodation

The validity of the issued document for temporary residence depends on the validity of the work permit or the duration of the employment relationship, or the validity of the foreigner's passport if it expires earlier.

5. INTRODUCTORY SEMINAR FOR ASSISTANTS AND THEIR SUPERVISORS

The Ministry of Education and Sport shall organise an introductory seminar for assistants in foreign languages and their supervisors at the end of September. The school shall be obliged to receive the assistants at the end of the seminar and escort them to their places of residence.

6. SOCIAL AND HEALTH INSURANCE

Before the assistant begins work, the school must arrange for the assistant's social (retirement and disability pension) and health insurance (acquiring a health care document). The assistant shall himself or herself cover the expenses of voluntary additional insurance; the school shall be obliged to inform the assistant of this possibility.

7. REGISTRATION OF TEMPORARY RESIDENCE

Within three days after arrival in the place of residence, the assistant must register his/her temporary residence at the competent administrative unit (which also applies to a change of address). If registration with the competent body is not possible within this time limit (because the office is closed), the assistant must register his/her temporary residence at a police station or department within the same time limit.

*** Proof of adequate health insurance is a certificate, which covers all risks, and is a certificate on ensured health insurance in the foreign assistant's country. If the foreign assistant is a citizen of Austria, France, Italy, Germany or the United Kingdom, with which the Republic of Slovenia has agreements on social security or social insurance which also covers health insurance (hereinafter: agreement), this proof of health insurance shall be a completed form on the right to medical services in the Republic of Slovenia, as provided by each individual agreement. In the case that the agreement does not prescribe a special form for a specific purpose, the foreign assistant must submit a certificate of health insurance issued by the health insurance agency in his/her country, which must contain the following:**

- that the foreign assistant possesses health insurance in his/her home country;
- the basis for his/her health insurance;
- the extent of his/her right to medical assistance granted in his/her country;
- the expiration time of his/her certificate.

The foreign assistant must also submit the certificate if he/she possesses health insurance in his/her home country on such a basis that he/she cannot obtain the form prescribed by the agreement.

If the foreign assistant is a citizen of Switzerland, with which Slovenia has an agreement which does not cover health insurance, or a citizen of a country with which Slovenia does not have an agreement, the proof of health insurance for the application for a temporary residence permit shall be the certificate on health insurance issued by the health insurance agency in the foreign assistant's country, as explained in the preceding paragraph.