

The following must be attached to an application for the issuance or extension of the single permit based on the consent of the Employment Service for internship (Article 25 of the Employment, Self-employment and Work of Foreigners Act):

- a photograph of the foreigner or reference number from the clipboard for electronic photographs;
- passport or a certified photocopy of passport of the foreigner;
- proof of adequate health insurance that covers at least emergency medical services in the Republic of Slovenia, when the foreigner states that they are not covered by compulsory health insurance in the Republic of Slovenia;
- proof of sufficient means of subsistence;
- a certificate from the criminal record of the home country of the foreigner; always in the case of a request for the issuance of the first permit, and in other cases if the authority so requests;
- an employment contract signed by the employer for the purpose of internship or a civil law contract for the purpose of internship;
- an internship programme;
- proof of short-cycle higher vocational education or higher education obtained in the last two years before the submission of the application, or proof of enrolment in a study programme that enables the acquisition of short-cycle higher vocational education or higher education;
- a signed statement from the employer or contracting authority that hosts the intern on the coverage of the costs of their accommodation, return or removal, if the foreigner does not have their own funds, or other obligations determined for the employment of an illegally residing foreigner, in accordance with the law regulating the prevention of undeclared work and employment;
- a positive opinion of the business association, competent chamber or ministry in charge of the activity regarding the internship programme (if the training or upskilling is provided by a business association, competent chamber or ministry in charge of the activity, a positive opinion is not required).

In the case of an employer that has been registered for less than six months, a statement from the employer and proof that, prior to the submission of the application for the issuance of a single permit for the purpose of employing a foreigner, it had invested at least EUR 50,000 in the activity as part of which the foreigner will perform work, must be attached to the application (second paragraph of Article 17 of the Employment, Self-employment and Work of Foreigners Act).

In the procedure of the issuance of a single permit, the administrative unit and the Employment Service of the Republic of Slovenia will obtain the following information under compulsory powers:

- on compulsory health insurance in the Republic of Slovenia, when the foreigner states that they have compulsory health insurance in the Republic of Slovenia when providing proof of health insurance;
- from the criminal record, the record of final judgements or decisions on misdemeanours kept by the Ministry of Justice in the Republic of Slovenia;
- from the record on misdemeanours kept by the competent authorities in the Republic of Slovenia;
- final indictments filed and non-final judgments issued by the competent court;
- from the records kept by the tax authority on overdue unpaid tax obligations and on tax offences that are classified as confidential tax information;
- that there are no suitable unemployed persons in the register of unemployed persons;
- that the employer has been appropriately registered or entered in the Register of Agricultural Holdings or in the Business Register to pursue the activity in which the foreigner concerned is to carry out work;
- that the employer is not in liquidation or bankruptcy proceedings;

- that the employer operates actively;
- that the employer filed monthly withholding tax returns for income from the employment relationship, if the employer employed workers over the last six months prior to the month in which the application was submitted or during the period of operation, if shorter than six months, and had no outstanding tax liabilities;
- that the quota that limits the number of foreigners in the labour market has not been reached.

Information regarding personal data protection:

- the personal data from the form is processed for the purpose of issuance of a residence permit in accordance with Article 93 of the Foreigners Act;
- the authority has the right to obtain other data as well, if this is in your interest and you have given your consent or if this is permitted by law. You can withdraw your consent from the authority at any time;
- if the required conditions are met, you have the right to access your personal data, the right to restrict processing and the right to object to processing;
- you have the right to check the accuracy of your personal data that is entered in the residence permit and the right to request for the data to be altered or, if the required conditions are met, its deletion.
- The controller stores your data in accordance with Article 115 of the Foreigners Act;
- the authorised person of the controller for the protection of personal data at the Ministry of the Interior can be contacted at the e-mail address: dpo.mnz@gov.si;
- if you are of the opinion that your data is being processed illegally, you can file a complaint with the Information Commissioner.