

STEPS IN EMPLOYING A NON EU FOREIGNER

STEP	DURATI ON	RESPONSIBLE INSTITUTION	(Max) COST	APPLIC ANT
Obtaining a Work Permit				
Issue of a work permit	A least 1 month	Employment service of Slovenia	€ 95.15	Employer
Obtaining a Residence Permit				
Issue of a temporary residence permit	1 month	Embassies or consulates of the Republic of Slovenia abroad	€ 102	Foreigner or
		Administrative Unit Offices	€ 66,54	Employer
Issue of a Blue card	1 month	Embassies or consulates of the Republic of Slovenia abroad	€ 66,54	Foreigner or
		Administrative Unit Offices		Employer
Upon Arrival				
Address Registration	1 day	Administrative Unit Offices		Foreigner
Issue of a tax card for income tax	1 day	Tax administration of the Republic of Slovenia (DURS)		Foreigner
Starting Employment/Work				
Registration of the commencement of work (TUJ -4A form)	1 day	Employment Service of Slovenia		Employer
or				
Social security registration (M-1 form)	1 day	The Health Insurance Institute of Slovenia (ZZZS)		Employer
Useful links:				
http://english.ess.gov.si/the_info_point_for_foreigners				
http://www.infotujci.si/index.php?setLang=EN&t=&id=				
http://e-uprava.gov.si/e-uprava/en/zivljenjskeSituacijeDrevo.euprava?dogodek.id=12479				

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