

# Welcome Package for Foreign Researchers in Slovenia



## COUNTRY YOU ARRIVED TO: REPUBLIC OF SLOVENIA

### GENERAL INFORMATION

Population: 2.070.000<sup>1</sup>

Position: Slovenia is in central Europe.

Area: 20,273 km<sup>2</sup>

Government: Slovenia is a democratic republic founded on the principle of the separation of powers of the legislative, executive and judicial branches of authority.

Capital city: Ljubljana, population: 288.000

Other major centres: Maribor, Kranj, Celje, Koper, Novo Mesto, Velenje, Murska Sobota.

Official language: Slovene; also Hungarian and Italian in their respective ethnically mixed areas.

Religion: The majority of the population is Roman Catholic; Slovenia also has 40 other officially registered religious communities.

Currency: euro (EUR), since 1 January 2007.

### IMPORTANT TELEPHONE NUMBERS

- 112 - Ambulance
- 112 - Firefighters
- 113 - Police
- 1188 - General information
- 1977 – Roadside assistance

### SPEED LIMITS (KM/H)

Roads	Car	Bus
Urban areas	50	50
Regional roads	90	80
Main roads	110	80
Motorways	130	80

### IN SLOVENIA IT IS COMPULSORY TO

- use dipped headlights,
- use safety belts on all seats (where fitted),
- wear appropriate motorcycle helmets for motorbike riders and passengers
- wear helmet for bicycling and headlamp or use bike lamp and make sure to have a good lock or use bike lamp

### BLOOD ALCOHOL LEVEL

The legal blood alcohol limit for drivers is 50 mg of alcohol per 100 ml of blood.

### TELEPHONE

To make a telephone call to another country, dial 00 and then the country code, followed by the number. To call Slovenia from another country, dial +386, then the number without the first 0.

Slovenia is almost entirely covered by mobile phone networks whose operators have contacts with larger European and International operators.

<sup>1</sup> Source: <https://www.stat.si/StatWeb/en>



## ELECTRICITY

Like other European countries, the current is 220 V, 50 Hz.

## DRINKING WATER

The water is safe and drinkable throughout the country.

## PUBLIC TRANSPORT

You can travel around Slovenia by public bus or train.

Train travel is mostly on local trains, and on some routes there are also Eurocity and Intercity (ICS) trains, which provide the fastest means of train travel. Connections between larger cities and towns are regular and quite frequent and the trains are comfortable and air-conditioned. The main train station in Ljubljana is located very near the centre of the city. Ljubljana is directly connected with other cities: Vienna, Graz, Villach and Salzburg in Austria; Sofia in Bulgaria; Prague in the Czech Republic; Solun (Thessaloniki) in Greece; Zagreb, Pula, Opatia and Rijeka in Croatia; Venice in Italy; Budapest in Hungary; Skopje in Macedonia; Munich in Germany; Belgrade in Serbia; and Zurich in Switzerland.

Train timetables can be found [HERE](#).

The main bus station in Ljubljana is located directly across the road from the train station. Bus connections are frequent and available to distant locations throughout the country. Bus timetables can be found [HERE](#).

Public transport in Ljubljana is mainly organized by city bus. Passenger transport is provided all days of the year; the extent is only reduced during the vacation season

and on holidays. Network of LPP lines covers a large part of the central Ljubljana region. More info [HERE](#).

In Ljubljana and some other cities in Slovenia, the city bicycles can be hired. Info for Ljubljana [HERE](#).

Ljubljana city bus can be paid only by Urbana (pre-paid smart card), which can be used also to pay cable-car rides to the Ljubljana Castle, parking fees for white zones and public parking lots

## CAR POOLING

When travelling between bigger cities, you can opt for a carpooling, either as a driver or as a passenger [HERE](#) (in Slovene)

## WORKING HOURS

**Shops** are open continuously, on weekdays usually from 8:00 am to 7:00 pm, and on Saturdays from 8:00 am to 1:00 pm. Private shops, department stores and larger shopping centres are usually open until 8 or 9 pm, and on Sundays and public holidays until 3:00 pm.

Post offices are usually open from 8.00 am-11.30 am and from 14.30 pm-18.00 pm on weekdays, and 8:00 am to 12:00 pm on Saturdays. In major towns, the main post offices are open until 7:00 pm on weekdays and until 1:00 pm on Saturdays. Some post offices are also open on Saturday afternoon and Sunday morning.

Banks are usually open on weekdays from 9:00 am to 12:00 pm and from 2:00 pm to 5:00 pm. Selected banks are also open on Saturdays from 9:00 am to 12:00 pm.

Full working hours in Slovenia are recorded on a weekly basis, i.e. 40 hours per week. Full working hours can be shorter, but not

less than 36 hours per week. The *30-minute break* is included in the working time. Generally, businesses are open from 8:00 am to 16:00 pm.

You can check if the shop or service you want to visit is open in [HERE](#) (in Slovene).

## HOLIDAYS

<b>January 1 and 2</b>	New Year
<b>February 8</b>	Prešern Day, Slovenian Cultural Holiday
	Easter Monday
<b>April 27</b>	Day of Uprising Against Occupation
<b>May 1 and 2</b>	Labour Day
<b>June 25</b>	Statehood Day
<b>August 15</b>	Assumption Day
<b>August 17*</b>	Union of Slovenians in Prekmurje with the Mother Nation
<b>September 15*</b>	Restitution of Primorska to the Mother Nation
<b>October 31</b>	Reformation Day
<b>November 1</b>	All Saints' Day
<b>November 23*</b>	Rudolf Maister Day
<b>December 25</b>	Christmas
<b>December 26</b>	Independence and Unity Day

## \*WORKING DAYS

## WHO ARE SLOVENES?

Generally, Slovenes describe themselves as industrious, honest, a bit jealous, good singers who enjoy a good glass of wine, perhaps a bit on the melancholy side, and with a slight propensity for extremism.

We also see our mother tongue, Slovene, as a value and a distinctive feature, which unites us and makes us who we are – Slovenian. We tend to be individualistic, yet we do know how to play in a team. We are passionate about what we love. And that is precisely what we excel at most.

Nature and quality of life are the major advantages. Slovenia has it all – diverse landscape, cultural heritage, numerous opportunities for sports, many cultural events, excellent cuisine and wine. Slovenes are very interested in culture and Sport is important; Slovenians are traditionally very keen on mountain hiking and climbing. There is a great variety of mountaineering options. The mountain hiking trails are well-tended and marked. No wonder that Slovenia's highest mountain, Mount Triglav (2,864 meters or 9,396 feet), became a symbol of Slovenia. A great majority of Slovenes live in their own flats or houses.

Over a third of the population lives in towns of more than ten thousand inhabitants. Slovenia's largest town is its capital, Ljubljana. Other major towns are Maribor, Celje, Koper and Novo mesto. Most people can at the same time enjoy some advantages of rural and urban lifestyles. Slovenes like to build holiday homes in natural settings, away from urban areas, in order to improve the quality of life. One of the most popular hobbies is gardening.

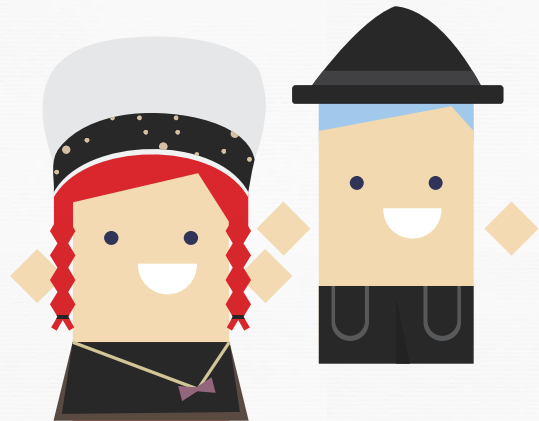
## CULTURE, CUSTOMS AND ETIQUETTE MEETING AND GREETING

- Greetings are initially quite formal and reserved.
- When meeting someone for the first time the most common greeting is a handshake and a welcoming smile. Also at end of the meeting you shake hands.
- It is customary to maintain eye contact during the greeting process.
- Close friends and family may kiss twice on the cheek.
- First names are only used among close friends and family. For others, we use a person's first name when we are invited to do so.
- Others are addressed using the honorific titles "Gospa" (Madam), "Gospodična" (Miss), or "Gospod" (Sir).
- Slovenians are somewhat reserved and may not initially appear friendly to people from other cultures. However once a relationship is built, this changes rapidly.

## GIFT GIVING ETIQUETTE

- Slovenians exchange gifts with family and close friends at Christmas and birthdays.
- This is a culture where it is the thought that counts so the cost of the gift is not important.
- If invited to dinner at a Slovene's house, it is considered good manners to bring flowers to the hostess and a bottle of wine to the host.
- Gifts are usually nicely wrapped; there are no real colour prohibitions.

- Gifts are usually opened when received.



## DINNING ETIQUETTE

If you are invited to a Slovenian's house:

- Arrive on time or within 5 minutes of the stipulated time as this demonstrates respect for your hosts.
- Dress casual smart and in clothes you might wear to the office.
- It is common to remove your shoes at the door. Most hosts will offer slippers to guests to wear.
- Slovenians tend to separate their business and personal lives. Therefore, it is a good idea to refrain from initiating business discussions in social situations.
- Expect to be offered some form of refreshments, even if you have not been specifically invited to a meal.

## COMMUNICATION STYLE

Slovenians are egalitarian, yet interestingly our natural communication style tends to be indirect. Nonetheless we are willing to adapt our communication style to the person with whom we are conversing.

We prefer to communicate indirectly with people whom we do not know well. This can

be demonstrated by offering vague, roundabout, or non-committed explanations rather than offer a negative response. We are inclined to prefer non-confrontational business dealings when possible. This means that even when giving a straightforward response, we will generally proceed cautiously rather than hurt another person's feelings.

We admire modesty and humbleness in business associates. We tend to dislike people who boast about their accomplishments and achievements.

We are naturally soft-spoken and do not raise our voices when conversing. We are also polite, courteous, and respectful of others. We do not interrupt a speaker, preferring to wait for their turn to enter the conversation. Although we have a good sense of humour, we do not always understand self-deprecating humour. Some caution is advised when teasing others, as such behaviour may be interpreted as putting someone down.

## BUSINESS MEETINGS

Meetings typically start after a brief period of social chit chat. Make sure this is not rushed as it is all part of the relationship building process. Although not a relationship-driven culture in the classic sense, Slovenes prefer to do business with those we know and trust. When meeting with a company for the first time, this period of social interchange may be somewhat extended so that your Slovene colleagues get the opportunity to learn something about you as a person and create a perception about your character.

The Slovene business culture is a mix of German efficiency and Italian gusto for life.

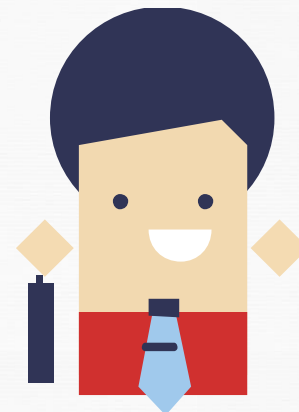
Business decision-making processes are often based on hierarchy, and many decisions are still reached at the highest echelons of the company. Final decisions tend to be translated into comprehensive action plans that are followed explicitly.

## DRESS CODE

### Business dress code

The Slovenian business community considers appearance important and Slovenians tend to spend a lot on designer clothing and jewellery, as the ability to dress well is an expression of social status, affluence and personal success. The way Slovenians dress is also a demonstration of individual style and personal taste.

However, we advise you to choose conservative business attire and avoid bright colours when attending a business meeting, if you want to be taken seriously. For men, a dark coloured suit or jacket and trousers with tie are appropriate business wear, and women are recommended to wear something similarly formal and avoid anything that might be considered provocative.



Companies usually have some form of dress code, with larger companies adopting a more formal style and smaller companies preferring their employees to dress in a more business casual style.

### Private dress codes

Like most of Western Europe there is no dress code as such and really anything would be appropriate, but here are some general characteristics:

- Slovenians generally don't wear daring clothing with bold prints, patterns and colours;
- Slovenians value aesthetics;
- Slovenians are more careful about quality;
- Sports clothes and clothes with thermal insulation are highly popular in Slovenia due to climate and love of doing various activities outside.

### FOOD & DRINK

In major cities you can enjoy a wide range of world cuisine, while elsewhere majority of restaurants serve mostly Slovenian, Italian and Austrian dishes (various stews, meat dishes, desserts – pancakes, strukelj (rolled dumplings), pie, vegetables).

#### Average prices of food

Average prices of some basic foods in shops are the following:

- 1 kg of bread 2,50 EUR
- 1 litre of milk 1,00 EUR
- ½ litre of beer 1,20 EUR
- daily paper 1,40 EUR

**Average prices of some basic foods in restaurants** are the following:

- 1,20 EUR for a cup of espresso coffee,
- 1,50 EUR for 2 dl of cola,
- 8,00 EUR for a classical, large pizza,
- 8,00 EUR for a portion of pasta with Bolognese sauce

- 7.00 EUR for a Meal, Inexpensive Restaurant
- 28.00 EUR for a Meal for 2, Mid-range Restaurant, Three-course

All students with student card are entitled to subsidised meals in most restaurants around major cities More [HERE](#).

### HEALTHCARE SYSTEM IN SLOVENIA

Health care in Slovenia is a public service provided through the public health service network. This network also includes, on an equal basis, other institutions, private physicians and other private service providers on the basis of concessions.

The system of health insurance is divided into compulsory health insurance, voluntary health insurance for additional coverage, and insurance for services that are not a constituent part of compulsory insurance.

Primary health care services are organised locally, such that they are equally accessible to all people without discrimination. Everyone must be assured continuously accessible urgent medical attention and emergency services. Compulsory health insurance is mandatory for all citizens with permanent residence in Slovenia, whereby everyone is bound to pay contributions under the solidarity principle. Compulsory insurance does not, however, ensure the coverage of all costs that arise in treatment. Complete coverage of costs is provided only for children, schoolchildren and for certain illnesses and conditions. For others, voluntary health insurance can be bought.



## USEFUL LINKS ON HEALTHCARE SYSTEM

[The Health Insurance Institute of Slovenia](#)

[Vzajemna, Triglav](#) (insurance companies)

## HANDY SLOVENIAN PHRASES

English	slovenščina (Slovenian)
<b>Welcome</b>	Dobrodošli
<b>Hello (General greeting)</b>	Pozdravljeni Živjo Zdravo
<b>Hello (on phone)</b>	Halo
<b>How are you?</b>	Kako se imate? (frm) Kako se imaš? (inf)
<b>Reply to 'How are you?'</b>	Dobro, hvala, in vi? (frm) Dobro, hvala, in ti? (inf)
<b>What's your name?</b>	Kako ti je ime? (inf) Kako vam je ime? (frm)
<b>My name is ...</b>	Ime mi je ...
<b>Where are you from?</b>	Od kod ste? (frm/pl) Od kod si? (inf)
<b>I'm from ...</b>	Sem iz ...
<b>Pleased to meet you</b>	Me veseli
<b>Good morning (Morning greeting)</b>	Dobro jutro ( <i>until 8am</i> ) Dober dan ( <i>from 8am until sunset</i> )
<b>Good afternoon (Afternoon greeting)</b>	Dober dan ( <i>from 8 am until sunset</i> )
<b>Good evening (Evening greeting)</b>	Dober večer
<b>Good night</b>	Lahko noč

<b>Goodbye (Parting phrases)</b>	Nasvidenje Zbogom Zdravo Adijo
<b>Good luck</b>	Srečno
<b>Cheers! (Toasts used when drinking)</b>	Na zdravje! ( <i>to your health</i> ) Živeli
<b>Have a nice day</b>	Lep dan vam želim! (frm) Lep dan ti želim! (inf)
<b>Bon appetite / Have a nice meal</b>	Dober tek!
<b>Bon voyage / Have a good journey</b>	Srečno Srečno pot
<b>Yes</b>	Da
<b>No</b>	Ne
<b>Maybe</b>	Mogoče
<b>I don't know</b>	Ne vem
<b>I understand</b>	Razumem
<b>I don't understand</b>	Ne razumem
<b>Please speak more slowly</b>	Govorite, prosim, bolj počasí (frm) Govorite počasí, prosim (frm) Govorite počasneje, prosim (frm) Prosim, govorite počasneje (frm) Govori počasneje, prosim (inf) Prosim, govori počasneje (inf)
<b>Please write it down</b>	Lahko to napišete, prosim? Ali napišete?
<b>Do you speak Slovenian?</b>	Ali govorite slovensko?
<b>Yes, a little (reply to 'Do you speak ...?')</b>	Ja, malo



<b>How do you say ... in Slovenian?</b>	Kako se reče po slovensko ...?
<b>Excuse me</b>	Oprostite (frm) Oprosti (inf)
<b>Sorry</b>	Oprostite (frm) Oprosti (inf)
<b>How much is this?</b>	Koliko je to? Koliko to stane?
<b>Thank you</b>	Hvala Hvala lepa Najlepša hvala
<b>Reply to thank you</b>	Prosim Ni za kaj
<b>Where's the toilet?</b>	Kje imate stranišče?
<b>This gentleman will pay for everything</b>	Ta gospod bo plačal vse
<b>This lady will pay for everything</b>	Ta gospa bo plačala vse
<b>Would you like to dance with me?</b>	Bi radi plesali z mano? (inf) Smem prositi za ples? (frm)
<b>I miss you</b>	Pogrešam te
<b>I love you</b>	Ljubim te (m/f) Rad te imam (m) Rada te imam (f)
<b>Get well soon</b>	Čimprej se pozdravi
<b>Leave me alone!</b>	Pustite me na miru! Pustite me pri miru!
<b>Help!</b>	Na pomoč!
<b>Fire!</b>	Gori!
<b>Stop!</b>	Ustavite se! (frm) Ustavi se! (inf)
<b>Call the police!</b>	Pokliči policijo! (inf) Pokličite policijo! (frm)
<b>Christmas and New Year greetings</b>	Vesel božič in srečno novo leto

<b>Easter greetings</b>	Vesele velikonočne praznike
<b>Birthday greetings</b>	Vse najboljše Vse najboljše za rojstni dan

Inf – Informal    Frm – Formal



## WHEN YOU SETTLE INTO SLOVENIA, YOU HAVE TO:

- Register residence at the Upravna enota – administrative unit (in 3 days after crossing of the border)
- Register residence at the police
- Get tax number (if needed)
- Open bank account (if needed)

You can find advice and assistance:

[Information for foreigners](#)  
[Employment service office of Slovenia](#)  
[State Portal of the Republic of Slovenia](#)

## WELCOME TO-DO-LIST

1. Sign renting contract.
2. Register yourself (and your family) at Administrative unit (Upravna enota) of individual's residence (if holding a valid permit for a temporary residence) within 3 days after your arrival (this can be done also by landlord).
3. Arrange health insurance.
4. Open a bank account.
5. Check your employment contract and sign it.
6. If coming with family – visit an educational institute (kindergarten, school) with your child.
7. Get familiar with your working and living environment: arrange transportation (bus ticket), meals at work, pharmacy, essential shops, apply for membership of library, sport clubs, etc.
8. Obtain information on potential taxation obligations and pension rights.

## GOODBYE TO-DO-LIST

1. Arrange departure formalities with your employer.
2. Close your bank account.
3. Give notice of departure at the Administrative unit.
4. Cancel subscription that you may have – library, telephone, newspapers, ...
5. Leave forwarding address.
6. Pack all your good memories.
7. Come back for another visit ☺

Sources:

<http://www.slovenia.si/>  
<http://www.101languages.net/slovenian/basics.html>  
<http://www.infotujci.si/>  
<http://www.slovenia.info>  
[www.slonline.si](http://www.slonline.si)

Please note that the content of this booklet is not official and is prepared only to assist individuals to get basic information about Slovenia. In order to follow the official procedures and national rules, please refer to public authorities.

