



Dear Sir/Madam,

for the purpose of the preparation of the contract and for the payment on foreign account we kindly request you carefully fill in the form and provide us a copy (scan) of your passport.

Thank you

*Human Resource Department  
University of Ljubljana, Faculty of Education  
Further information: [kadrovska@pef.uni-lj.si](mailto:kadrovska@pef.uni-lj.si)*

**REQUIRED INFORMATION FOR FOREIGN TRANSFER:**

<b>Name and surname:</b> (in accordance with the personal document):	
<b>E-mail:</b>	
<b>Contact Number:</b>	
<b>Date of birth:</b>	
<b>Home address:</b>	
<b>Organization/Company:</b>	
<b>The name and full address of the bank:</b>	
<b>SWIFT code:</b>	
<b>Account number in the form of IBAN:</b>	
<b>VAT number:</b>	
<b>I have attached the copy (scan) of my passport:</b>	

Date: \_\_\_\_\_

Signature: \_\_\_\_\_