



## DEAR EXCHANGE STUDENT,

Greetings from the University of Ljubljana! With the present letter we would like to offer you some important information about academic calendar, application procedure, residence permit, medical insurance, accommodation. Information is also available on our website:

[https://arhiv.uni-lj.si/international\\_cooperation\\_and\\_exchange/incoming\\_students/](https://arhiv.uni-lj.si/international_cooperation_and_exchange/incoming_students/)

### Academic calendar 2024 - 2025

- Semester 1/winter semester: **1 October 2024 – 20 January 2025**

Winter Examination period: **21 January 2025 – 14 February 2025**

- Semester 2/summer semester: **17 February 2025 – 6 June 2025**

Summer Examination period: **9 June 2025 – 4 July 2025**

Autumn Examination period: **25 August 2025 – 19 September 2025**

Lectures free period: **31 October 2024, 1 November 2024, 25 and 26 December 2024, 1 and 2 January 2025, 21 April 2025, 1 and 2 May 2025, 25 June 2025.**

**Please note that faculties are allowed to change/adjust the academic calendar according to their internal processes! So consult also the faculty web page for more information on this!**

### APPLICATION DEADLINES FOR EXCHANGE:

**15 MAY 2024** – winter semester and full year

**15 NOVEMBER 2024**– summer semester

### APPLICATION PROCEDURE:

1. After your home university has nominated you to study at the University of Ljubljana as an exchange student, you should fill in an online application [https://studij.uni-lj.si/studexchange/tujci\\_prva.asp](https://studij.uni-lj.si/studexchange/tujci_prva.asp). We **don't need** paper copy of the application.
2. Your first step is to complete the FIRST TIME REGISTRATION FORM. When you confirm the form, the system will generate the unique code which will also be sent to your e-mail address. For entering the application form you should use it together with your date of birth in the LOGIN FORM.
3. The second step is to fill in the LOGIN FORM:

Date of birth (DD.MM.YYYY- ex. 01.01.1990):

Unique code (Please save the code!):

This way you enter to the Application Forms section, Housing form included

4. Please, type your data correctly and don't use capital letters (only where it is necessary e.g. Mary Novak). **You should enter your full name as it is written in your passport or ID (ex. Joao Miguel Ferreira Santos da Silva).** Once you enter and confirm the data you can't change them!
5. At the end of the online application you will find the necessary documents to upload to your application: Transcript of Records, Learning Agreement and Language Certificate (B2 level of English), copy of your personal document. If you have more pages of one document (e.g. Learning Agreement) you should save them as **one file** and upload the file.
6. Your application is complete and will be processed only after you have followed all the steps of the application system and entered all the required information and documents. Learning Agreement has to be confirmed and signed by you and your home coordinator and uploaded to our system. Our coordinator will sign it after the deadline. **Art students have to send their portfolio separately by e-mail to the faculty coordinator.**
7. After your application is completed it will be processed and approved by the relevant department at our university. In the middle of June/December we will send you the *Acceptance letter* and some more information on living and studying in Ljubljana.

## SELECTION OF COURSES

Courses can be selected only from the list of courses of the faculty your university has a bilateral agreement with. Some of the faculties offer courses in English, other offer tutorials and some other arrangements. Please check the web site or contact the relevant faculty coordinator. Updated lists of courses are usually available at the end of April, beginning of May.

**ACADEMY OF MUSIC** - <https://www.ag.uni-lj.si/study/erasmus-and-other-student-exchanges/erasmus-and-other-student-exchanges-1> ; contact: [nina.podlipnik@ag.uni-lj.si](mailto:nina.podlipnik@ag.uni-lj.si); [aginter@ag.uni-lj.si](mailto:aginter@ag.uni-lj.si)

**ACADEMY OF THEATRE, FILM, RADIO AND TELEVISION** – <https://www.agrft.uni-lj.si/en/international-cooperation> ; contact: [international@agrft.uni-lj.si](mailto:international@agrft.uni-lj.si)

**ACADEMY OF FINE ARTS AND DESIGN** - <http://www.aluo.uni-lj.si/en/international/>; [rok.korencan@aluo.uni-lj.si](mailto:rok.korencan@aluo.uni-lj.si)

**BIOTECHNICAL FACULTY**- <https://www.bf.uni-lj.si/en/study/international-relations/course-catalogue/> contact: [international@bf.uni-lj.si](mailto:international@bf.uni-lj.si)

**FACULTY OF ECONOMICS** - [http://www.ef.uni-lj.si/content/static\\_english/international\\_office/exchange\\_students/course\\_catalog.asp](http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp) ; contact: [petra.burgar@ef.uni-lj.si](mailto:petra.burgar@ef.uni-lj.si), [incoming@ef.uni-lj.si](mailto:incoming@ef.uni-lj.si)

**FACULTY OF ARCHITECTURE** - The official language in all courses is Slovene, although in design studios and courses the Erasmus+ students can communicate and work individually with the assistants and professors in English; [http://predmet.fa.uni-lj.si/erasmus/erasmus\\_eng\\_homepage/erasmus\\_fa\\_eng.htm](http://predmet.fa.uni-lj.si/erasmus/erasmus_eng_homepage/erasmus_fa_eng.htm);

contact: [matevz.juvancic@fa.uni-lj.si](mailto:matevz.juvancic@fa.uni-lj.si)

**FACULTY OF SOCIAL SCIENCES** - <https://www.fdv.uni-lj.si/en/study/exchange-programmes/international-office/subjects/name/level-1/type-all/language-all/23/semester-all> ; contact: [int.office@fdv.uni-lj.si](mailto:int.office@fdv.uni-lj.si)

**FACULTY OF ELECTRICAL ENGINEERING**- [http://www.fe.uni-lj.si/en/education/exchange\\_students\\_guide/general\\_information/](http://www.fe.uni-lj.si/en/education/exchange_students_guide/general_information/) contact: [bostjan.murovec@fe.uni-lj.si](mailto:bostjan.murovec@fe.uni-lj.si); [katarina.erjavec-dresar@fe.uni-lj.si](mailto:katarina.erjavec-dresar@fe.uni-lj.si)

**FACULTY OF ARTS** – <https://www.ff.uni-lj.si/studij/international-office-incoming-students/courses-english>  
contact: [anja.golec@ff.uni-lj.si](mailto:anja.golec@ff.uni-lj.si) ; [mobility@ff.uni-lj.si](mailto:mobility@ff.uni-lj.si)

**FACULTY OF PHARMACY** - <http://www.ffa.uni-lj.si/en/international-relations/erasmus-programme/programmes-courses>; contact: [international@ffa.uni-lj.si](mailto:international@ffa.uni-lj.si)

**FACULTY OF CIVIL AND GEODETIC ENGINEERING**- <https://www.en.fgg.uni-lj.si/students/> ; contact: [romana.hudin@fgg.uni-lj.si](mailto:romana.hudin@fgg.uni-lj.si)

**FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY**- <https://fkkt.uni-lj.si/en/international/international-students> ; contact: [stojka.oman@fkkt.uni-lj.si](mailto:stojka.oman@fkkt.uni-lj.si)

**FACULTY OF MATHEMATICS AND PHYSICS** – <https://www.fmf.uni-lj.si/en/study-physics/erasmus-/incoming-students/> ; contact: [andrej.student@fmf.uni-lj.si](mailto:andrej.student@fmf.uni-lj.si) (physics); <https://www.fmf.uni-lj.si/en/study-mathematics/erasmus/> ; [oliver.dragicevic@fmf.uni-lj.si](mailto:oliver.dragicevic@fmf.uni-lj.si) (math); international officer: [nina.rogelja@fmf.uni-lj.si](mailto:nina.rogelja@fmf.uni-lj.si)

**FACULTY OF MARITIME STUDIES AND TRANSPORT** - <https://www.fpp.uni-lj.si/en/erasmus/incoming-students/erasmus-courses-in-english/> ; contact: [erasmus@fpp.uni-lj.si](mailto:erasmus@fpp.uni-lj.si)

**FACULTY OF COMPUTER AND INFORMATION SCIENCE**- <https://www.fri.uni-lj.si/en/incoming-students> ; contact: [erasmus@fri.uni-lj.si](mailto:erasmus@fri.uni-lj.si)

**FACULTY OF MECHANICAL ENGINEERING** - <https://www.fs.uni-lj.si/en/study/international-exchange-students/programme-information/> ; contact: [davorin.kramar@fs.uni-lj.si](mailto:davorin.kramar@fs.uni-lj.si); [international@fs.uni-lj.si](mailto:international@fs.uni-lj.si)

**FACULTY OF SOCIAL WORK** - [https://www.fsd.uni-lj.si/en/research\\_and\\_development/international\\_cooperation/erasmus\\_programme/student\\_mobility\\_undergraduate\\_students/](https://www.fsd.uni-lj.si/en/research_and_development/international_cooperation/erasmus_programme/student_mobility_undergraduate_students/) ; contact: [office@fsd.uni-lj.si](mailto:office@fsd.uni-lj.si)

**FACULTY OF SPORTS** – only in the first semester <https://www.fsp.uni-lj.si/en/our-faculty/international-cooperation/> ; contact: [jozef.krizaj@fsp.uni-lj.si](mailto:jozef.krizaj@fsp.uni-lj.si)

**FACULTY OF PUBLIC ADMINISTRATION** – only in the second semester <http://www.fu.uni-lj.si/en/international-relations/incoming-students/> ; contact: [marija.susnik@fu.uni-lj.si](mailto:marija.susnik@fu.uni-lj.si); [international@fu.uni-lj.si](mailto:international@fu.uni-lj.si)

**FACULTY OF MEDICINE**: [https://www.mf.uni-lj.si/en\\_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/courses](https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/courses); contact: [tomaz.mars@mf.uni-lj.si](mailto:tomaz.mars@mf.uni-lj.si); Jerneja Čelofiga: [international.erasmus@mf.uni-lj.si](mailto:international.erasmus@mf.uni-lj.si)

**FACULTY OF NATURAL SCIENCES** - <https://www.ntf.uni-lj.si/ntf/en/study/international-exchange/erasmus-student-mobility/>; contact: [alenka.salejlah@ntf.uni-lj.si](mailto:alenka.salejlah@ntf.uni-lj.si)

**FACULTY OF EDUCATION** - <https://www.pef.uni-lj.si/en/exchange-students/courses-in-english/> ; contact: [international@pef.uni-lj.si](mailto:international@pef.uni-lj.si)

**FACULTY OF LAW** - <http://www.pf.uni-lj.si/en/international-program/erasmus-108/courses-offered-in-english/>; contact: [lea.kremic@pf.uni-lj.si](mailto:lea.kremic@pf.uni-lj.si) ;

**THEOLOGICAL FACULTY** - <https://www.uni-lj.si/study/eng/subjects-in-english-2023-2024/> contact: [erasmus@teof.uni-lj.si](mailto:erasmus@teof.uni-lj.si)

**VETERINARY FACULTY** - <https://www.vf.uni-lj.si/en/node/158> ; contact: [vfinternational@vf.uni-lj.si](mailto:vfinternational@vf.uni-lj.si)

**FACULTY OF HEALTH SCIENCES** - <https://www.zf.uni-lj.si/en/international-cooperation-3/erasmus-incoming-students> ; contact: [mihaela.petkovic@zf.uni-lj.si](mailto:mihaela.petkovic@zf.uni-lj.si)

Faculty coordinators: [https://www.uni-lj.si/international\\_cooperation\\_and\\_exchange/erasmus\\_plus\\_coordinators/](https://www.uni-lj.si/international_cooperation_and_exchange/erasmus_plus_coordinators/)

## LANGUAGE REQUIREMENTS

Students must present a language certificate of their English (or Slovene) language skills. Very good language skills refer to level B2 on the CEFR scale of [the European Language Portfolio](#) Levels.

### How to prove the language skills in English (or Slovene)

- Language skills listed on the Transcript of Records of the home university;
- Language Certificate with CEFR scale;
- TOEFL score of 79 (IBT) or IELTS score of 6 for English;
- Online language support (OLS) result
- Any official language certificate

## FIRST RESIDENCE PERMIT – IMPORTANT

You can find all relevant and updated information here: <https://arhiv.uni-lj.si/study/information/temporary-residence-permit-in-the-republic-of-slovenia>

## MEDICAL INSURANCE

Foreign students coming from the EU member countries and the countries of the European economic region should have the E 128 form, E 111 form or E-card. The document type depends on the authorized insurance agency of the country of their origin. Namely, the students should contact the authorized insurance agency, where they have been insured, and ask for one of the above-mentioned forms.

**Make sure you have appropriate insurance coverage (also for accidents and liability) when you come to Slovenia.**

## ACCOMMODATION - IMPORTANT

**University of Ljubljana does not guarantee accommodation.** However, there are some options that you can use to find your own accommodation:

### Temporary accommodation

On the web page: <https://www.visitljubljana.com/en/visitors/plan-your-visit/accommodation/> is the list of hostels in Ljubljana, where you can book a room for the first week/month of your stay in Ljubljana and during that time you will be able to look for private accommodation by yourself.

### Student dormitories

There is a possibility that a very limited number of beds will be available in student dormitories. The rooms in dormitories are double with shared bathroom and kitchen. Single rooms are not available. You will be accommodated in any dormitory available at your arrival. You will be able to choose among options available at the time of your arrival to the reception office and NOT before. You can find more information on dorms here <https://www.stud-dom-lj.si/en/locations-fees/dormitories-for-students/> .

The average price is 197, 44 EUR (the most expensive 230,89 EUR in Dom XIV and the cheapest 119, 28 EUR in Dom AK) + extra expenses (cca 30,00 EUR). The price list is available [here](#) (look under Tržna oz. Ekonomska stanarina (economic price)).

- Foreign students pay the economic price. Rooms are given to students on "first come, first get" basis according to the date and hour of the online application.

### Private accommodation

It is very challenging to find private accommodation in Ljubljana, so you should start well in advance. The prices vary from 200 – 500€, depending on size, location, sharing the room with another student.

The local ESN groups will help you in searching for private accommodation after your arrival to Ljubljana. Before your departure please book yourself a hostel for a week or so. You can find the addresses of the hostels [on this web site](#):

<https://www.visitljubljana.com/en/visitors/plan-your-visit/accommodation/>

**We recommend you to contact the student organization before your arrival to Ljubljana. The e-mail address is: [rooms@sou-lj.si](mailto:rooms@sou-lj.si) or [findmeroom@gmail.com](mailto:findmeroom@gmail.com)**

After your arrival, you can visit the International Office of the Student Organization (Pivovarniška 6, office hours: Monday: 16.00 - 19.00, Tuesday: 16.00 - 19.00, Friday: 16.00 - 19.00.) and they will give you some information and advice on where and how to look for accommodation.

Here are some webpages where you can look:

**1. English one:**

<https://www.realestate-slovenia.info/ads-for-rent/ljubljana-city/apartment/>

**2. Slovene ones (your Slovene tutor can help you with this):**

<https://kamrica.dostop.si>

<http://www.mkvadrat.si/>

<http://oglasi.svet24.si/oglasi/nepremicnine/stanovanje?advertType=3&page=1&filters=1472s-90256>

FB group: Stanovanjce, stanovanjce, kje si?

<https://www.facebook.com/groups/195726830526565/>

## HousingAnywhere



The University of Ljubljana is a partner of [HousingAnywhere.com](https://www.housinganywhere.com), the international student-to-student housing platform. Students who are coming from abroad to Ljubljana can find and book a student room on [www.HousingAnywhere.com](https://www.HousingAnywhere.com). The rooms on this platform are offered by our students that go abroad for a study abroad semester, exchange, Erasmus, or internship. Using the platform itself is completely free for you as a student. When you make a concrete booking an administrative fee will be charged as a part of Housing Anywhere's secure booking system.

Sign-up [here](#) to receive a University of Ljubljana VIP profile on HousingAnywhere.com and a 20% discount on your booking fee. Please note that the discount will be refunded after completing the booking, by sending an email to [support@housinganywhere.com](mailto:support@housinganywhere.com).

Do you need more information or have a specific question? Send an email to [vip@housinganywhere.com](mailto:vip@housinganywhere.com) and be treated with priority!

## SPOTAHOME

Spotahome was founded in 2014 with the mission of reinventing real estate. Today, we are one of Europe's leading online platforms **specialising in mid to long term furnished accommodation**. Spotahome allows you to rent verified homes online from anywhere in the world, in 100 cities, for **Ljubljana** we currently offer more than 70 accommodation options, saving you time, energy and money.

Booking your new home on Spotahome is 100% safe and scam-free thanks to our **Fraud Protection Booking System**: As an extra security step, your first payment is made through Spotahome. We will transfer this money to the landlord 24 hours after you move in, unless you contact us with a problem.

Students from the **University of Ljubljana** can benefit from a **25% discount** on our service fee with the promo code **ULJU25**

Find and book your new home 100% online on Spotahome!

For more information, please contact [partners@spotahome.com](mailto:partners@spotahome.com)

## SLOVENE LANGUAGE COURSE

### Intensive Course of Slovene for Erasmus+ Students

**What:** 60 hours course, 3 ECTS

**When:** 2 September 2024 to 20 September 2024 - Monday to Friday from 9.00 am to 12.30 pm

**Where:** Faculty of Arts, Aškerčeva 2, Ljubljana

**Application deadline:** 19 August 2024 (places are limited)

**Price:** 110 € (textbook included in the price)

**Application form and more information:** <http://centerslo.si/en/courses-for-adults/courses/erasmus>

## SPORTS AT THE UNIVERSITY OF LJUBLJANA

Center for University Sport organizes different sport programs for all students of University of Ljubljana: ECTS evaluated programs (only for students who will study at University of Ljubljana the whole academic year and can take credit points), sports recreational programs, sports holidays and competition sport. More information is available on: <https://arhiv.uni-lj.si/study/activities/extracurricular-activities/>

Contact e-mail: [sport@uni-lj.si](mailto:sport@uni-lj.si).

## CONTACTS OF TWO ESN SECTIONS IN LJUBLJANA

**ESN LJUBLJANA**, International Office, Pivovarniška 6, Kampus.  
Office hours: check here <https://www.facebook.com/ESNljubljana>

<http://www.sou-lj.si/sl/international-students>

ESN LJUBLJANA FB GROUP: <https://www.facebook.com/ESNljubljana>

**ESN UNI LJ or YOLO team:**

FB PAGE:

<https://www.facebook.com/groups/erasmusljublijanaspring2022officialgroup>

Email address: [tutor@erasmusljubljana.si](mailto:tutor@erasmusljubljana.si) OR [fdv.tutor@gmail.com](mailto:fdv.tutor@gmail.com)

Website: [www.erasmusljubljana.si](http://www.erasmusljubljana.si)

Instagram: <https://www.instagram.com/erasmusljubljanauniversity/>

## STUDENT MEALS SYSTEM

Being an exchange student, you can use a system of subsidized student meals. The system is used in the majority of restaurants in Ljubljana and also in other cities in Slovenia. The subvention for meal is 3,86 EUR. To be able to register you need your mobile phone for identification (slovenian SIM card) and the student card issued by the university. More information you can find on: <https://www.studentska-prehrana.si/en>

## **LOCAL TRANSPORTATION**

The most effective means of public transport in Ljubljana is the city bus. The fare, which is uniform irrespective of the distance travelled, costs 1,30 EUR and is paid by URBANA card. For those planning to stay longer, a student monthly bus card is available at Ljubljanski potniški promet (Ljubljana Transport System). The price is 20€. Find more: <http://www.lpp.si/en/single-city-card-urbana>

## **AFTER YOUR ARRIVAL**

Most of the faculties will organize welcome days or meetings at the beginning of semester (or a day or two before), where you will get all necessary information and documents. You will get invitation to these events from the faculty coordinators before your arrival to Ljubljana.

We look forward to welcoming you in Ljubljana!

**Contact person: Helena Deršek Štuhec**  
**Office of International Relations**  
**University of Ljubljana**  
**Kongresni trg 12**  
**SI-1000 Ljubljana**

**Tel.: 00386 1 2418 592**  
**E-mail: [intern.office@uni-lj.si](mailto:intern.office@uni-lj.si)**

**Office hours: MON-THUR: 9 am-11am, 2pm - 3pm, FRI: 9am – 11am.**