

Information on admission procedure for enrolment into the first year

The Higher Education Application and Information Service of the University of Ljubljana

Kongresni trg 12, PO box 524,

1001 Ljubljana, Slovenia

Phone: +386 1 241 85 85

in person: Wednesdays 9:00 – 11:00 a.m. and

12:00 – 3:00 p.m. CET

by phone: weekdays 9:00 a.m. – 3:00 p.m. CET

Online consulting: portal POPR popr.uni-lj.si/unauth?locale=en_GB Wednesdays 1:00 –

2:30 p.m. CET (prior registration required)

E-mail: admission@uni-lj.si

Web site: www.uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/call-for-enrolment/slovenian-and-eu-citizens

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Degree programmes

The Call for Enrolment in the 2025/2026

Academic Year publication (electronic publication by the Ministry of Higher Education, Science and Innovation, 31 January 2025, [Vpis v visokošolski študij | GOV.SI](http://vpis.vvisokošolski študij.gov.si)) contains the conditions for enrolment into the first year of bachelor's and single cycle master's degree programmes that are conducted by the higher education institutions of the University of Ljubljana and other universities and public and licensed independent higher education institutions.

Information on the individual degree programmes of the University of Ljubljana and regarding studies at individual higher education institution is available on the websites of faculties and academies:

www.uni-lj.si/en/university/member-faculties-and-academies-ul.

To enrol into certain degree programmes, the candidates must pass tests of ability, capacity and skills. The degree programmes at the University of Ljubljana that require tests and their dates are published in the Call for Enrolment and on website www.uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/call-for-enrolment.

The degree programme in English:

University Degree Programme in Business and Economics, full-time study, at the School of Economics and Business - it is open to Slovenians without Slovenian citizenship, citizens of non-European Union member states.

Enrolment slots

The enrolment slots in the first application period for citizens of the Republic of Slovenia (RS) and citizens of the member states of the European Union (EU) are published in the Call for Enrolment on the website [Vpis v visokošolski študij | GOV.SI](http://vpis.vvisokošolski študij.gov.si) and <https://www.uni-lj.si/en/study/bachelors-and->

single-cycle-masters-study/call-for-enrolment/slovenian-and-eu-citizens.

This call is also open for candidates with international/temporary protection and applicants for international/temporary protection in RS, international citizens with permanent address permit, who (or their parents/guardians) are taxpayers in RS, citizens of non-EU member states who have completed high school in Slovenia and graduated in Slovenia with Matura (except candidates who have finished international high school in Slovenia and have to pass the procedure of foreign recognition). Enrolment slots for Slovenians without Slovenian citizenship are announced separately.

Application

Candidates can submit an electronic application in Slovene or English (portal.evs.gov.si/prijava/) in all application periods. It can be submitted: with the user's name and password (SI PASS) either by means of electronic identification of at least a medium level of reliability (with a qualified digital certificate, smsPASS, e-ID card) or by means of an AAI account (authentication and authorisation infrastructure account). All the candidates must follow the accompanying instructions. There is no age limitation for enrolment in RS.

In the first and the second application period: one can indicate in order of preference, a maximum of three degree programmes into which they wish to enrol. The order of listed programmes is important, because the candidates will be selected in the first programme for which they meet all the conditions published in the call under the chapter on the selection procedure and reach the minimum points in the case of limited enrolment.

The first application period: between 18 February and 18 March 2025.

The second application period: between 20 and 27 August 2025

Available slots will be published on 19 August 2025 on the websites of the Higher Education Application and Information Services.

The second application period is open to candidates:

- who didn't apply in the first period,
- who weren't admitted in the first period,
- who did not enrol in the programme to which they were admitted in the first period,
- who withdrew from that programme before 14 August 2025,
- for whom the selection procedure of the first application period has not yet finished. In case of admission to the program listed in the first application, the procedure of the second application period will be terminated with the candidate's consent.

The application period for still-available enrolment slots: from 24 to 25 September 2025 until 10 a.m. CET

Still-available enrolment slots will be published on 23 September 2025 after 3:00 p.m. CET on the web sites of the higher education institutions.

In the application for still-available enrolment slots candidates apply with a maximum of three applications with one programme each.

The following candidates may apply:

- candidates who did not apply in the first- or second-round application period,
- candidates who weren't admitted to any degree programme in the first or the second application,
- candidates admitted in the first- or second round application period in a degree programme which will not be implemented.

Number of applicants and limitation of enrolment in the first application period

The data on the number of applications for individual degree programmes and limitation of enrolment are published on the website www.uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/call-for-enrolment by 25 March 2025.

Evidence of the fulfilment of the enrolment conditions

The candidates who have finished secondary school abroad must submit electronically in their e-applications on the web portal eVŠ:

- E-copy/scan of the final certificate(s), representing general requirement for access to higher education in the country of issue without legalization. The copy shall be verified by the issuing institution at the request of the higher education institution. If the higher education institution is unable to verify the authenticity of the document, applicants will be asked to send original of the final certificate(s) legalized according to the system of legalization in the country of issue.
- E-copy/scan of certified translation of the final certificate(s) into Slovene or English. If a translation of the certificate(s) is required, the applicant will be asked for it subsequently in the e-application.
- E-copies/scans of annual report cards, transcripts, diploma supplement or other evidence on the content and duration of education (for all years of pre-university education) and certified translation into Slovene or English for the last two years of (upper) secondary education. If a translation of the certificate(s) is required, the applicant will be asked for it subsequently in the e-application.
- E-copy/scan of short chronological description of the entire education, relevant to the enrolment application and recognition procedure of foreign education, prepared by the applicant.
- E-copy/scan of an ID document:

EU member state citizens (Slovenian citizens excluded): e-copy/scan of identity card or the passport page with personal data. The attachment is optional. If the higher education application and information service or higher education institution needs insight into ID document to verify the identity and citizenship of a candidate, the candidate will be asked to attach the document.

- E-copy/scan of the evidence of the Slovene language examination at B2 level if enrolling at the University of Ljubljana on degree programmes of Academy for Theatre, Radio, Film and Television, Faculty of Pharmacy, Faculty of Medicine (requires exam, passed at ALTE-approved Slovene Examination Centres), Faculty of Law, Faculty of Health Sciences, the Professional Degree programme in Business Administration at the School of Economics and Business, the Administration programme at the Faculty of Administration, the Journalism programme at the Faculty of Social Studies, the Slovene Language programme, Psychology, Comparative Literature and Literary Theory at the Faculty of Arts, and Pedagogical Mathematics at the Faculty of Mathematics and Physics.

The candidates applying to the degree programmes at other higher education institutions should check their enrolment conditions of language proficiency in the Call for Enrolment.

Adequate certificates of B2 level Slovenian:

- a certificate of passing B2 level Slovenian language exam (for the UL Faculty of Medicine at ALTE-approved Slovenian Language Examination Centres),
- a final certificate of primary school in RS or of a foreign primary school with Slovene as the language of instruction,
- a final certificate of secondary school or a last year certificate of a secondary vocational education programme, showing that the subject Slovenian language has been completed,
- a certificate of completion of bilingual secondary education (in Slovene and in a foreign language) or a certificate of completion of foreign secondary education with Slovene as the language of instruction,
- a diploma of higher education in RS and a declaration, that the applicant has completed the study programme in the Slovene language.

The International Baccalaureate Diploma (IB) and The European Baccalaureate Certificate are equivalent to the general Matura certificate in the Republic of Slovenia and therefore they do not undergo the recognition procedure for foreign qualifications. The candidates can attach an electronic printout from the website where the results of the International Baccalaureate were published. On behalf of candidates who will be performing the International Baccalaureate Diploma in Slovenia this year, the secondary school will submit the diploma to the Higher Education Application and Information

Service by 10 July 2025. Applicants with an IB certificate must submit the required documents themselves and undergo the recognition procedure for foreign qualifications.

Deadlines for submitting supporting documents

The candidates should submit all required documents as soon as possible, because the procedure for the recognition of foreign education can last up to two months from the date the complete application was submitted. They will be asked for missing documents subsequently in the e-application on the web portal eVŠ.

First application period: Candidates must submit all supporting documents by 1 August 2025 in the e-application. Candidates who have already completed secondary education at the time of application and who already have final certificate(s) must submit it by the end of the application period, by 18 March 2025. Other evidence of having fulfilled the entry requirements (e.g. a certificate of having passed the B2 level Slovenian language exam) must be submitted by 1 August 2025 at the latest.

Second application period: by 27 August 2025.

Application for still-available enrolment slots: by 25 September 2025 until 10 a.m. CET.

The procedure for the recognition of education for the purpose of continuing education

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1001 Ljubljana, Slovenia

Phone: +386 1 241 85 85

in person: Wednesdays 9:00 – 11:00 a.m. and
12:00 – 3:00 p.m. CET

by phone: weekdays 9:00 a.m. – 3:00 p.m. CET

E-mail: recognition@uni-lj.si

Information on the recognition of foreign qualifications is available on the website: uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/call-for-enrolment/recognition-and-validation-procedure.

The Slovene language exam

The candidates can pass the Slovene language exam at any language school in Slovenia or abroad which offers it on a level B2. For the UL Faculty of Medicine the exam must be passed at ALTE-approved Slovenian Language Examination Centres. Within University of Ljubljana they can take the exam at the University of Ljubljana at **Center za slovenščino kot drugi in tuji jezik** (Centre for Slovene as a second and foreign language), Trubarjeva cesta 3 (1st floor), 1000 Ljubljana
Office hours: every working day 9:00 – 11:00 a.m. CET and 2:00 – 3:00 p.m. CET and every first

Wednesday 9:00 – 11:00 a.m. CET and 2:00 – 5:00 p.m. CET

Phone: +386 1 241 86 47

E-mail: center slo@ff.uni-lj.si

Website: center slo.si/en/

The selection procedure

If the number of applicants significantly exceeds the number of available enrolment slots, a decision on the limitation of enrolment shall be made by 25 March 2025. If the number of applicants listed first exceeds 10 percent or more of slots available, an enrolment limitation shall be set for those degree programmes and the applicants will be selected according to the criteria of each degree programme in accordance with the Call for Enrolment. The evaluation of secondary school achievement from foreign certificates is carried out by the Higher Education Application and Information Service.

Decision on the result and enrolment

Each candidate will access the result with his user account in the e-application.

The candidates shall receive the decision on the results of the selection in their application in the first period by **25 July 2025** (for everyone who will submit all the required documents by 10 July 2025 and have a decision on the recognition of foreign education issued before the selection procedure) or they shall be placed subsequently by 19 September 2025 at the latest (Slovenians without Slovenian citizenship by 6 August 2025), and in the second period by **19 September 2025** (in case of technical problems, the decisions will be notified electronically on 22 September 2025). In the application for still-available enrolment slots the decision on the results will be available in the e-application by **26 September 2025**.

The selected candidates in the first period shall enrol from 25 July to 14 August, and up until 30 September 2025 subsequently selected applicants. The selected candidates in the second period and in the application for still-available enrolment slots shall enrol by 30 September 2025.

The candidates are invited to the enrolment in writing or electronically by the faculties and the academies.

Tuition fee

Slovenian citizens, citizens of the member states of the European Union, citizens of Switzerland, Norway, Liechtenstein, Iceland, foreign citizens with permanent residence in the RS who themselves or their parents/ guardians are taxpayers of the RS, persons granted international/temporary protection, applicants for international/temporary protection in Slovenia and citizens of non-EU member states who have completed high school in Slovenia and graduated in Slovenia with the Matura examination

(except for candidates who have completed international high school in Slovenia and have to pass the procedure of recognition of foreign education) **are not required to pay the tuition fee** for full-time studies. Slovenians without Slovenian citizenship who are scholarship holders of the public scholarship fund of the RS also do not have to pay it.

All students are required to pay the tuition fee for **part-time studies**. The pricelist is available on the website www.uni-lj.si/en/study/tuition-fees-and-other-study-contributions.

Scholarships

Javni štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije (Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia)

Dunajska 20, 1000 Ljubljana

Phone: +386 1 434 10 81

E-mail: gp@sklad-kadri.si

Website: www.srips-rs.si/en

Health insurance

Information on health insurance is available at the faculties and the academies and at the competent regional unit of the **Health Insurance Institute of Slovenia**:

Phone: +386 1 307 73 00

Website: www.zzzs.si/en/

Housing in Ljubljana

Information on student dormitories in Ljubljana:

Študentski dom Ljubljana

(Student Dormitory Ljubljana)

Svetčeva ulica 9, 1000 Ljubljana

Phone: +386 1 242 10 00

E-mail: studentski.domovi@stud-dom-lj.si

Website: stud-dom-lj.si/en/

Information on private accommodation:

Zavod Študentska svetovalnica,

Posredovalnica sob m2

Vojkova cesta 63, 1000 Ljubljana, Slovenia

E-mail: info@mkvadrat.si

Website: www.mkvadrat.si/

Residence permits for Slovenia

Information on temporary residence permit:
Oddelek za tujce Upravne enote Ljubljana
(Department for Foreigners of the Ljubljana Administrative Unit)

Tobačna ulica 5, 1000 Ljubljana

Phone: + 386 1 306 32 60

E-mail: ue.ljubljana@gov.si

Website: www.gov.si/drzavni-organi/upravne-enote/ljubljana/o-upravni-enoti/sektor-za-maticne-zadeve-tujce-in-drzavljanstvo/

General information: infotujci.si



UNIVERZA
V LJUBLJANI

The Higher Education Application and Information Service – VPIS UL

Application and admission procedure for enrolment into the first year of studies

for Slovenian citizens with high school education abroad, foreign citizens of the European Union member states and Slovenians without Slovenian citizenship

2025

University of Ljubljana

The Higher Education Application and Information Service

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