

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

Office hours

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/citizens-of-non-eu-countries-who-have-completed-secondary-education-abroad

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.v.visokošolski študij | GOV.SI)) contains the conditions for enrolment into the first year of bachelor's and single cycle master's degree programmes.

Information on the individual degree programmes 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 web site 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 members.

Enrolment slots

The University of Ljubljana's table of enrolment slots for citizens from countries that are not member states of the EU and for citizens of Western Balkan countries is published in the Call for Enrolment in the Academic Year 2025/2026 and on www.uni-lj.si/en/study/bachelors-and-single-cycle-masters-study/call-for-enrolment/citizens-of-non-eu-countries-who-have-completed-secondary-education-abroad.

The 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) should apply for enrolments slots for citizens of the RS and citizens of member states of the EU.

The first application

The candidates submit their application **between 18 February and 18 March 2025**.

Candidates can submit an electronic application in Slovene or English (portal.evs.gov.si/prijava/). The application 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 Slovenia.

In the application, 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.

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

The data on the number of applications for individual degree programmes conducted by the members of the University of Ljubljana 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.

Evidence of the fulfilment of the enrolment conditions

The candidates who have finished secondary school abroad must submit electronically 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 is required, the applicant will be asked for it subsequently.
- 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 is required, the applicant will be asked for it subsequently.
- 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: e-copy/scan of 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 universities and independent higher education institutions should check their enrolment conditions regarding the Slovene, English or Italian language exam 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/European Baccalaureate in Slovenia this year, the secondary school will submit the certificates 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.

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

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Kongresni trg 12, PO box 524,
1001 Ljubljana, Slovenia
Phone: +386 1 241 85 85

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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.

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 their e-application.

In the first application period candidates must submit all supporting documents by 1 August 2025. 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 language certificate of having passed the B2

level Slovenian language exam) must be submitted by 1 August 2025 at the latest.

The information about the missing documents and the deadlines shall be provided to each candidate in the e-application from April to June 2025. Applicants whose final certificate(s) will be issued after 1 August and whose decision on the recognition of the education will be issued by 22 August will also be included in the selection procedure.

In the second application period: with an application on **3 and 4 September 2025**.

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: centerslo@ff.uni-lj.si

Website: centerslo.si/en/

The selection procedure

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.

The decision on the results of the selection procedure and the enrolment

The result of the selection procedure in the first application period will be available in their e-application on the portal.evgs.gov.si/prijava/ by **29 August 2025** using one's user account to access the decision on the result of the selection procedure. Candidates must enrol by 30 September 2025 at the faculties and academies.

The second application

The applicants submit their on-line application in Slovene or English (portal.evgs.gov.si/prijava/) on **3 and 4 September 2025**. The foreign candidates can apply with the user's name and password (SI PASS) or with the digital certificate or AAI-account. The

application can be also submitted 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. The candidates may submit a maximum of three different applications in which they may indicate one study wish.

The admission procedure is run by the faculties and academies which announce available enrolment slots.

It is open for the applicants who have:

- a decision on the recognition of foreign education issued in the first application period at the University of Ljubljana this year and are not enrolled after the selection procedure in the first application period,
- a decision on the recognition of foreign secondary educational qualifications issued before 2005,
- the International Baccalaureate Diploma or the European Baccalaureate Certificate,
- finished secondary school in SFRY before 25 June 1991,
- decision on the recognition of foreign secondary education issued by other universities and independent higher education institutions in Slovenia with permanent validity.

Tuition fee

Foreign citizens from countries that are not member states of the European Union are required to pay a tuition fee for full-time undergraduate courses. As a rule, the tuition fee should be paid in its entirety at the time of enrolment into the faculty for the current academic year. The amount of the fee is determined by the higher education institution and is equal to the tuition fee for part-time courses for citizens of the RS. The price list is available on the website www.uni-lj.si/en/study/tuition-fees-and-other-study-contributions. The tuition fee does not include the compulsory health insurance. The insurance must be arranged before the studies start.

The following are not required to pay tuition fees for full-time undergraduate courses:

- foreign citizens with permanent residence in the RS who themselves or their parents/guardians are taxpayers in the RS,
- Slovenians without Slovenian citizenship who are scholarship holders of the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia (Javni študentski, razvojni, invalidski in preživninski sklad RS),
- citizens of countries with which the Republic of Slovenia has concluded bilateral or multilateral agreements on educational cooperation or reciprocity (Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia and Kosovo),
- persons granted international/temporary protection and applicants for international/

temporary protection in Slovenia,

- 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).

All students are required to pay the tuition fee for part-time studies.

Scholarships

Javni študentski, razvojni, invalidski in preživninski sklad RS (Public Scholarship, Development, Disability and Maintenance Fund of the RS)

Dunajska 20, 1000 Ljubljana, Slovenia

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
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studies

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2025

University of Ljubljana

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