

The Higher Education
Application and Information
Service - VPIS

**Application and
admission procedure
for enrolment into the
first year of studies**
for foreign citizens
of non European Union
member states and
Slovenians without
Slovenian citizenship

2021

Univerza v Ljubljani



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

Official hours by phone:

+386 1 241 85 85,

+386 1 241 85 86

from February to October on weekdays,
from 9:00 to 11:00 and from 12:00 to 15:00

Online consulting:

portal POPR https://popr.uni-lj.si/unauth?locale=en_GB

on Wednesdays from 13.00 to 14.30

(prior registration required)

E-mail: admission@uni-lj.si

Web site: www.uni-lj.si/eng/

Degree programmes

The Call for Enrolment in the Academic Year publication (electronic publication by the Ministry of Higher Education, Science and Sport, 9 February 2021, on <https://portal.evs.gov.si/information-in-english>) contains the conditions for enrolment into the first year of first cycle degree programmes and single cycle master degree programmes.

Information on the individual degree programmes is available to candidates on the websites of the faculties and academies: <https://www.uni-lj.si/study/members/>. In order to be able to enrol into certain degree programmes, the candidates must also perform tests of ability, capacity and skills.

The degree programmes at the University of Ljubljana that require **tests of ability, capacity and skills** and the dates of the tests, are published in the Call for Enrolment in the Academic Year (electronic publication by Ministry of Higher Education, Science and Sport and on web site <https://www.uni-lj.si/study/bachelor/>).

The degree programmes in English:

- a degree programme Academy Study Programme in Economics and Business at the School of Economics and Business,
- the degree programmes Geology and Material Engineering at the Faculty of Natural Sciences and Engineering. Study will be offered in case of at least 15 enrolment candidates.

Enrolment slots

The University of Ljubljana's **table of enrolment slots** for Slovenians without Slovenian citizenship and for foreign citizens from countries that are not member states of the EU is published in the Call for Enrolment into the First Year during the Academic Year and on <https://www.uni-lj.si/study/bachelor/>. Foreign citizens who have a permanent residence in the Republic of Slovenia (here in after referred to as the RS) and who themselves or their parents/guardians are taxpayers in the RS, persons granted international protection and applicants for international protection should apply for enrolments slots for citizens of the RS and citizens of member states of the EU. An information on the admission procedure for those citizens are published on web site <https://www.uni-lj.si/study/bachelor/>.

The first application

The candidates have to submit their application **between 16 February and 20 April 2021**.

The candidates have to apply through an on-line application in Slovene or in English language. The application is filed on-line on the eVŠ web portal: <http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>. The foreign candidates can apply with the user's name and password (SI PASS) or with the digital certificate or AAI-account.

In the application, in order of preference, they can indicate a maximum of three degree programmes on which they wish to enrol and for which they meet, or will meet before the deadlines published with this call expire, the conditions for enrolment. The order the degree programmes are written down is important, because the candidates will, under the conditions indicated in this call under the chapter on the selection procedure, be placed in the first programme for which they meet all the conditions and reach the minimum points in the case of limited enrolment.

There is **no age limitation** for enrolment in the Republic of Slovenia.

Communication with candidates

An information about the further admission and recognition procedure shall be provided to **each candidate through the eVŠ portal in May or June 2021**.

Evidence of the fulfilment of the enrolment conditions

The candidates who have finished **secondary school abroad** must electronically submit through the portal eVŠ:

- **Copy/scan** of the final certificate, 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 University of Ljubljana
Or
Original of the final (upper secondary school) certificate(s) legalized according to the system of legalization in the country of issue.
- Copy/scan of translation of the final certificate(s) into Slovene or English language (only for certificates which are not composed in latin script and they are handwritten). Candidates can consult the authorized persons at the universities or directly at the higher education institution where they are applying regarding the need for translations.
- Copies/scans of annual report cards, transcripts, diploma supplement or other evidence on the contents and duration of education (for all years of pre-university education) and translation into Slovene or English language for the last two years of education (only for certificates not composed in latin script and hand written). Candidates have to consult the authorized persons at the universities or directly at the higher education institution where they are applying regarding the need for translations.
- Copy/scan of short chronological description of the entire education (statement by the applicant).

- a copy/scan of a **personal document**: a 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 personal document in order to establish the identity and citizenship of a candidate, the candidate will be invited to attach the document.

Evidence of the **Slovene language examination at level B2** if they wish to enrol at the University of Ljubljana on degree programmes of Academy for Theatre, Radio, Film and Television, Faculty of Pharmacy, Faculty of Medicine, Faculty of Law, Faculty of Health Sciences and 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 of other universities and independent higher education institutions have to check their enrolment conditions regarding the Slovene, English or Italian language exam in annual call for enrolment.

Candidates who have completed primary or secondary education in Slovenia or completed a bilingual secondary school do not have to participate in the Slovenian language exam.

The International Baccalaureate Diploma (IB) and **The European Baccalaureate Certificate** are equivalent to the general matura certificate in the Republic of Slovenia and therefore does not require a special recognition procedure for secondary education.

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 2021.

Deadlines for submitting the supporting documents

The candidates should attach the school certificates of the completed secondary school **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. The candidates must submit all supporting documents indicating the fulfilment of enrolment by the **23 July 2021** at the latest. The candidates who have already finished high school before 2020/2021 have to submit them through the portal eVŠ by **9 June 2021**. The candidates will be included in the selection procedure if they receive their final certificates after 20 July 2021 and the recognition decision by August 20, 2021.

In the second application period the candidates must attach all supporting documents indicating the fulfilment of enrolment along with an e-application through the portal eVŠ on **6 and 7 September 2021**.

Information on the number of candidates who applied in the first application period

The data on the number of applications for individual degree programmes performed by the members of the University of Ljubljana is published on the website <https://www.uni-lj.si/study/bachelor/> on **14 May 2021**.

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

Univerza v Ljubljani

(University of Ljubljana)

Kongresni trg 12, 1000 Ljubljana, Slovenia

Official hours by phone: +386 1 241 85 85, +386 1 241 85 86

from February to October on weekdays from 9:00 to 11:00 and from 12:00 to 15:00.

E-mail: recognition@uni-lj.si

Information regarding the recognition of school certificates is available to candidates on the *web site* <https://www.uni-lj.si/study/information/recognition-of-foreign-secondary-education>.

The Slovene language examination

The candidates can pass the Slovene language exam at every language school in Slovenia or abroad which offer the Slovene language exam on a **level B2**. At the University of Ljubljana they can get an information on exam at the Centre for Slovene as a second/ foreign language:

Address:

Univerza v Ljubljani (University of Ljubljana)
Center za slovenščino kot drugi/tuji jezik
(Centre for Slovene as a Second/Foreign Language)

Kongresni trg 12, 1000 Ljubljana, Slovenia

Phone: +386 1 241 86 77

Official hours: every day from 9.00 to 11.00 and from 14.00 to 15.00 and every first Wednesday from 9.00 to 11.00 and from 14.00 to 17.00.

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

Website: <http://www.centerslo.si/>

Limitation of enrolment and the criteria for selection

The degree programmes with the limitation of enrolment and the number of applications submitted shall be published on the website <https://www.uni-lj.si/study/bachelor> on **15**

June 2021.

The selection procedure

If the number of candidates applying significantly greater than the number of announced enrolment slots for Slovenians without Slovenian citizenship and foreign citizens from countries that are not EU members, the candidates are selected according to the criteria of each degree programme in accordance with the call for enrolment.

Evaluation of secondary school performance 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 on the eVŠ portal by **3 September 2021**. Each candidate will use their user account to access the decision on the result of the selection procedure on the portal eVŠ <http://portal.evs.gov.si/prijava/?locale=en>. Candidates must enrol by **30 September 2021** at the faculties and academies. They are invited to enroll in writing or electronically by the faculties and academies.

The second application

The candidates have to submit their application on **6 and 7 September 2021** on the eVŠ web portal in Slovene or in English language. The application is filed on-line on the eVŠ web portal: <http://portal.evs.gov.si/prijava/?locale=en>. The foreign candidates can apply with the user's name and password (SI PASS) or with the digital certificate or AAI-account.

The admission procedure is run by the faculties and academies which announce available enrolment slots. It is opened for the candidates **who have already applied** in the first application period and haven't been accepted and the candidates who have been accepted but not enrolled in the degree programmes in the first application period:

- the candidates who already have the decision on the recognition, issued this year or by 2005,
- the candidates who have already completed Slovenian high school,
- the candidates with IB or European diploma.

School fee

Foreign citizens from countries that are not member states of the European Union are required to pay a school fee for full-time undergraduate courses. As a rule, the school 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 school fee for part-time courses for citizens of the RS. The price list is available on the website <https://www.uni-lj.si/study/information/tuition/>. The school fee does not include the compulsory health insurance. The insurance must be arranged before the studies start.

The following are not required to pay school 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 štipendijski, razvojni, invalidski in preživninski sklad Republike Slovenije),
- citizens of countries with which the Republic of Slovenia has concluded bilateral or multilateral agreements regarding cooperation in the area of education or reciprocity (Bosnia and Herzegovina, Montenegro, North Macedonia, Serbia and Kosovo),
- persons granted international protection and applicants for international protection.

All foreign citizens are required to pay the scholarship fee for part-time courses.

Scholarships

Candidates can obtain data on scholarships at the following address:

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

Dunajska 22, 1000 Ljubljana, Slovenia,

Phone: +386 1 434 10 81

E-mail: info@sklad-kadri.si

Website: www.srips-rs.si

Health insurance

An information on health insurance is available to candidates at the faculties and academies and at the competent Regional Unit of the Health Insurance Institute of Slovenia.

Web site: www.zzvs.si/indexeng.html

Housing in Ljubljana

An information on renting rooms or flats is available at the following address:

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

Web site: www.stud-dom-lj.si

Zavod Študentska svetovalnica,

Brezplačna posredovalnica sob m2

(The Student Consultation Centre Institute m2

– Free Accommodation Search Service)

Kersnikova 4, 1000 Ljubljana, Slovenia

Phone: +386 1 438 02 53

E-mail: info@svetovalnica.com

Website: www.mkvadrat.si

Residence permits for the Republic of Slovenia

An information on applications for issuing residence permits and visas are available on web sites:

www.mzz.gov.si/en/;

<http://e-uprava.gov.si/en/>;

www.mnz.gov.si/en/

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