

The authorised person in charge of the procedure of recognition for the purpose of continuing the education at the University of Ljubljana:

**Univerza v Ljubljani  
(University of Ljubljana)**

Kongresni trg 12  
1000 Ljubljana, Slovenia  
*Phone:* +386 1 241 85 85,  
+386 1 241 85 86

*Official hours:* on weekdays: from 9:00 to 11:00 personally and from 12:00 to 15:00 by phone.

*E-mail:* [recognition@uni-lj.si](mailto:recognition@uni-lj.si)

### The Slovene language exam

The candidates can pass the Slovene language exam at every language school in Slovenia or abroad which offers 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:

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](mailto:center-slo@ff.uni-lj.si)

*Website:* [www.centerslo.si/](http://www.centerslo.si/)

### Foreign citizens who are not required to pass the Slovene language exam

Candidates applying for degree programmes which require the Slovene language exam before the enrolment into the first year of study do not need to pass the exam in case they have finished primary and/or secondary school in Slovenia or a bilingual school abroad.

### The selection procedure

If the number of candidates applying for enrolment is greater than the number of published enrolment slots, the universities and public and licensed independent higher education institutions will adopt a **decision on the limitation of enrolment** with the agreement of the Government of the Republic of Slovenia by the end of **April 2020**. For enrolment into degree programmes with limited enrolment, the candidates are chosen according to the criteria for each degree programme in accordance with the call for enrolment.

The evaluation of secondary school performance from foreign certificates is carried out by the Higher Education Application and Information Service or public and licensed independent higher education institutions.

### Enrolment

The candidates shall receive the decision on the results of the selection procedure in the first deadline period by **July 24, 2020**, and they shall be placed subsequently by **20 September 2020** at the latest, and during the second deadline period by **24 September 2020**. In the **application for still-available enrolment slots** the faculties send the decision on the results by **28 September 2020**. If they are admitted during the first deadline period, the candidates shall enrol during the period **from 27 July to 30 September 2020** and during the second deadline period **from 24 to 30 September 2020**. The enrolment is carried out by the faculties and academies.

### School fee

Slovenian citizens, citizens of the Member States of the European Union and foreign citizens with permanent residence in the Republic of Slovenia who themselves or their parents/guardians are taxpayers of the Republic of Slovenia, persons granted international protection and applicants for international protection are **not required to pay the school fee** for full-time undergraduate studies.

### 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](mailto:info@sklad-kadri.si)

*Website:* <http://www.sklad-kadri.si/en/>

### 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.zzs.si/indexeng.html](http://www.zzs.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@siol.net](mailto:studentski.domovi@siol.net)

*Web site:* [www.stud-dom-lj.si](http://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](mailto:info@svetovalnica.com)

*Web site:* [www.mkvadrat.si](http://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://www.mzz.gov.si/en/)

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

[www.mnz.gov.si/en/](http://www.mnz.gov.si/en/)

## The Higher Education Application and Information Service - VPIS

# Application and admission procedure for enrolment into the first year of studies for Slovenian citizens with high school education abroad and foreign citizens of the European Union member states

# 2020

University of Ljubljana

**The Higher Education  
Application and  
Information Service**

Kongresni trg 12  
1001 Ljubljana

[www.uni-lj.si](http://www.uni-lj.si)

Univerza v Ljubljani



## Performer of the procedure for enrolment into the first year

The procedure for enrolment into the first year of studies at the University of Ljubljana and public and licensed independent higher education institutions is carried out by the Higher Education Application and Information Service of the University of Ljubljana.

## Information on the application and admission procedure for enrolment into the first year

*In person:*

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

Kongresni trg 12, PO box 524, 1001 Ljubljana, Slovenia

*By phone:* +386 1 241 85 85, +386 1 241 85 86

*Official hours:*

on weekdays: from 9:00 to 11:00 personally and from 12:00 to 15:00 by phone.

*Via e-mail:* [admission@uni-lj.si](mailto:admission@uni-lj.si)

## Degree programmes

**The Call for Enrolment in the 2020/2021 Academic Year** publication (electronic publication by the Ministry of Higher Education, Science and Sport, 31 January, 2020) contains the conditions for enrolment into the first year of Bachelor and Single cycle masters' degree programmes that are performed by the higher education institutions of the University of Ljubljana, University of Maribor, University of Primorska, University of Nova Gorica, public and licensed independent higher education institutions.

Information on the **individual degree programmes** and regarding studies at individual higher education institution 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 2020/2021.

**The degree programmes in English:**

- a degree programme Academy Degree Programme in Economics and Business at the Faculty of Economics,
- 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

Citizens of the Republic of Slovenia who have finished their secondary school education abroad, citizens of the member states of the European Union and other foreign citizens who themselves or their parents are taxpayers in the Republic of Slovenia and who have a permanent residence in the Republic of Slovenia should apply in the first application period for enrolment slots **announced for citizens of the Republic of Slovenia and citizens of the member states of the European Union, which are published in the Call for Enrolment of the individual degree programme** on portal eVŠ: <http://www.mizs.gov.si/en/>.

## Application

**The first application deadline**

The candidates have to submit their application from **February 12 to March 18, 2020**. They can submit an electronic application in Slovene or English language on eVŠ: <http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>. In the application, in order of preference, they can indicate a maximum of three degree programmes into 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.

**The second application deadline**

It runs from **20 to 28 August 2020**, the candidates can apply for free slots for Slovenian citizens and citizens of the Member States of

the European Union, which will be published on **19 August 2020** on the website.

The candidates have been accepted in the first application can also apply in this application period. The candidates have been accepted in the degree programme selected in the first application and have been already enrolled, can apply too, but they have to disenrol from the degree programme by **17 August 2020**.

The candidates for whom **the first deadline of the selection procedure has not yet expired by 20 August**, have to submit the Second Application from **20 to 28 August 2020**.

They can submit an electronic application in Slovene or English language on eVŠ:

<http://portal.evs.gov.si/prijava/> or <http://portal.evs.gov.si/prijava/?locale=en>.

**The application period for still-available enrolment slots**

It runs from **24 September to noon on 25 September 2020**. Information on the degree programmes with still-available enrolment slots will be published on **24 September 2020** on the eVŠ web portal and on the websites of the higher education institutions.

The following candidates may apply:

- candidates who did not apply in the first- or second-round application period,
- candidates who have submitted their first or second application and have not been admitted to any of the chosen degree programmes listed in their application in the selection procedure of the current year,
- candidates admitted in the first- or second-round application period in a study programme which will not be implemented.

## The eVŠ web portal on-line application

The candidates **applying with a qualified digital certificate** or **AAI account** do not print the application and do not send it by post. The filled in application is considered to have arrived in good time if it is digitally signed and sent with the qualified digital certificate on-line through the eVŠ web portal by the deadline. The information about where and how to obtain the qualified digital certificate is available on the eVŠ web portal.

The candidates applying to the **first and the second call for applications without the qualified digital certificate** or **AAI account** (with the user's name and password) have to send the filled in application form on-line through the eVŠ web portal, then print the filled in application form, sign it in writing and send it by the registered mail by the deadline (in the first application period **from 12 February to 20 March, 2020**; (in the second application period **from 20 August to 31 August, 2020**) to the postal address of the respectful higher education application-information services or to the postal address of a respectful independent higher education institution.

In the **application for still-available enrolment slots** they have to send it together with all required documents **from 24 September to noon on 25 September 2020** to the faculties. There is **no age limitation** for enrolment in the Republic of Slovenia.

## Communication with candidates in the first application period

**Written information** on the procedure of application and admission shall be sent by post and via e-mail to the candidates in **April and May 2020** in the first application period and in **September 2020** in the second application period.

## Evidence of the fulfilment of the enrolment conditions

**The candidates who have finished secondary school abroad must send:**

- **original of the final certificate(s)**, representing general requirement for access to higher education in the country of issue, legalised on the basis of:
  - the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed or
  - the Authentication of Documents in International Traffic Act,
- **verified photocopy of the original certificate(s) and verified translation into Slovene language (please consult [recognition@uni-lj.si](mailto:recognition@uni-lj.si) regarding the**

**need for translations**) referred to in the previous box

- **verified copies of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education** (last four years of education) and **verified translation into Slovene language (please consult [recognition@uni-lj.si](mailto:recognition@uni-lj.si) regarding the need for translations)**
  - **short chronological description of the entire education** (statement by the applicant)
  - **a certificate indicating that the candidate has passed the examination of Slovenian** at the B2 level, if he/she wishes to enrol at the University of Ljubljana on degree programmes of Academy for Theatre, Radio, Film and Television, Faculty of Pharmacy, Faculty of Law, Faculty of Medicine, 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 certified copies have to be certified by a notary, an official of the administration unit or an official at VPIS UL.
- The International Baccalaureate Diploma**
- This is equivalent to the matura certificate in the Republic of Slovenia and therefore does not require a special recognition procedure for secondary education.

The candidates can send a computer printout from the website where the results of the International Baccalaureate were published.

**The European Baccalaureate Certificate**

This is equivalent to the matura certificate in the Republic of Slovenia and therefore does not require a special recognition procedure for secondary education.

## Deadlines for submitting supporting documents

The candidates should send 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.

**First deadline**

Candidates who finish secondary school abroad must submit all the necessary documents by 6 July or 10 September 2020 at the latest. Candidates should send the required documents as soon as possible because the procedure of the recognition of foreign education can last up to two months from the day of submitting a complete application.

**Second deadline**

Candidates must submit all the supporting documents **during the Second Application Period** (by **10 September 2020** at the latest) **by registered post** to the respectful Higher Education Application and Information Service.

In the **application for still-available enrolment places: the faculties have to receive** all the supporting documents by **noon on 25 September 2020**.

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

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