

APPLICATION AND ADMISSION PROCEDURE FOR ENROLMENT INTO THE FIRST YEAR OF STUDIES FOR SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP AND FOREIGN CITIZENS FROM COUNTRIES THAT ARE NOT MEMBER STATES OF THE EUROPEAN UNION

THE PERFORMER OF THE PROCEDURE FOR ENROLMENT INTO THE FIRST YEAR

The procedure for enrolment into the first year of the undergraduate studies at the **University of Ljubljana** 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, Ljubljana, Slovenia

By phone: *386 1 241- 85- 05, *386 1 241-85-08

Official hours: Mondays and Wednesdays from 9:00 to 11:00 and from 14:00 to 15:00 and on Fridays from 9:00 to 11:00

Via e-mail: vpis.tujina@uni-lj.si

STUDY PROGRAMMES

[The Call for Enrolment in the 2015/2016 Academic Year publication](#) (electronic publication in Slovene language by the Ministry of Higher Education, Science and Sport, January 30, 2015) contains the conditions for enrolment into the first year of first cycle study programmes and single cycle masters' study 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 and certain non-licensed private independent higher education institutions.

The introduction of the Call for Enrolment describes the rules, procedures and deadlines that apply to the application and admission procedure. A special section contains enrolment conditions, criteria for selection and the number of enrolment slots for all the announced study programmes.

Information on the individual study programmes and regarding studies at individual higher education institution is available to candidates on the websites of the faculties and academies: http://www.uni-lj.si/akademije_in_fakultete/fakultete.

In order to be able to enrol into certain study programmes, the candidates must also perform tests of ability, capacity and skills. The study 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 2015/2016 Academic Year (electronic publication by Ministry of Higher Education, Science and Sport) and on web site www.uni-lj.si.

ENROLMENT SLOTS

For Slovenians without a Slovenian citizenship and for foreign citizens from countries that are not member states of the European Union, an additional 10% of enrolment slots have been announced for full-time courses, which depends on the number of enrolment slots for the citizens of the Republic of Slovenia and citizens of member states of the European Union, and an additional 50% of slots for part-time courses. 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 2015/2016 Academic Year (www.mizs.gov.si/).

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

APPLICATION

The deadline in the first application period:

The candidates must submit their application **between February 5 and 1 June, 2015**.

The candidates can apply through an on-line application in Slovene or in English language. The application to the first call is filed on-line **on the eVŠ web portal:** portal.evs.gov.si/prijava/?locale=en.

The candidates may submit only one application. In the application, in order of preference, they can indicate a maximum of three study 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 study 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 deadline in the third application period:

The candidates must submit their application **between October 1 and 5, 2015**.

The candidates can apply through an on-line application in Slovene or in English language. The application to the first call is filed on-line **on the eVŠ web portal** portal.evs.gov.si/prijava/?locale=en.

The eVŠ web portal on-line application

- The candidates **applying with a qualified digital certificate** do not print the application and 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 call for applications without the qualified digital certificate** (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 with the registered **mail between February 5 and June 1** to the postal address of the respectful higher education application-information services or to the postal address of a respectful independent higher education institution.
- The candidates applying to **the third call for applications without the qualified digital certificate** (with the user's name and password) have to print the filled in application form, sign it in writing and send it with the registered mail by the deadline to the postal address of the faculty or academy.

COMMUNICATION WITH CANDIDATES

Candidates who do not have a permanent or temporary residence in Slovenia and who cannot participate in the procedure themselves in person must authorize a person in Slovenia. In the application for enrolment, they should indicate the authorized person's address in the Address for Notices section.

Written information on the procedure of application and admission shall be sent by post to the candidates no later than **July 1, 2015**.

EVIDENCE OF THE FULFILMENT OF THE ENROLMENT CONDITIONS

Foreign citizens who have finished secondary school abroad should send:

- a final certificate of a four-year secondary school,
- records of the last two years of secondary school,
- a decision on the recognition of education for the purpose of continuing education (or a decision on the nostrification of certificates acquired abroad, if it has been issued in Slovenia before January 21, 2005 in accordance with previous regulations on recognition of education),
- an identification document (birth certificate or passport or identity card),
- a certificate indicating that the candidate has passed the Slovene language (B2 level) at the Center for Slovane and in accordance with the Slovenian for Foreigners programme (if they wish to enrol on study programmes of the Academy for Theatre, Radio, Film and Television and Faculty of Pharmacy or the Journalism programme at the Faculty of Social Studies, the Slovene Language programme and Interlingual Communication at the Faculty of Arts of the University of Ljubljana).

The candidates must send copies of supporting documents, certified by a notary or an official of the administrative unit; the decision on the recognition of the right to continue education or the decision on nostrification can be original.

Foreign citizens, who have finished secondary school in Slovenia, should send:

- a final certificate of a four-year secondary school,
- the records of the last two years of secondary school,
- an identification document (birth certificate or passport or identity card),
- the candidates who have finished the matura in the RS after June 1, 1995 or a vocational matura in 2002 or later do not have to submit certificates. The National Examinations Centre will submit the data on the candidates' behalf.

The International Baccalaureate (IB) is equivalent to the matura certificate in the Republic of Slovenia and therefore does not require a special recognition procedure for secondary education. Candidates who already have the international baccalaureate (IB) should submit it together with the first or second application.

Candidates who will finish secondary school with the international baccalaureate diploma abroad this year can submit a computer printout of the international baccalaureate diploma. On behalf of candidates who will be performing the international baccalaureate diploma in Slovenia, the secondary school will submit the diploma to the Higher Education Application and Information Service.

DEADLINES FOR SUBMITTING THE 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.

In the first application period

The candidates who have **already finished secondary school abroad** must submit all supporting documents indicating the fulfilment of enrolment by **August 3, 2015** at the latest). The selection procedure includes also candidates who have been leaving certificate issued after **July 20, 2015** and they issued a decision on the recognition of education for the purpose of continuing education to **August 26, 2015**.

In the third application period

Candidates must send a written application form and the supporting documents indicating the fulfilment of enrolment conditions during the period from **October 1 to 5, 2015** to the higher education institutions (faculties or academies).

INFORMATION ON THE NUMBER CANDIDATES WHO APPLIED

The data on the number of applications for individual study programmes performed by the members of the University of Ljubljana will be published on the website <http://www.uni-lj.si/> on **June 15, 2015**. Information regarding limitations of enrolment for each study programme will be available **6 July 2015**.

THE PROCEDURE FOR THE RECOGNITION OF EDUCATION FOR THE PURPOSE OF CONTINUING EDUCATION

Information regarding the recognition of school certificates is available to candidates on the website: http://www.uni-lj.si/study/registration_and_enrolment/recognition_of_foreign_education/.

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

Svetlana Matijević

Univerza v Ljubljani (University of Ljubljana)

Kongresni trg 12, PO box 362, 1001 Ljubljana, Slovenia

Phone: *386 1 241- 85- 95

Official hours: Mondays and Wednesdays from 9:00 to 11:00 and from 14:00 to 15:00 and on Fridays from 9:00 to 11:00

E-mail: priznavanje@uni-lj.si

THE SLOVENE LANGUAGE EXAMINATION

The candidates should pass level B2 Slovene Language Exam at the Centre for Slovene as a second/foreign language.

Address:

Univerza v Ljubljani (University of Ljubljana)

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 11.00 to 13.00, Wednesday from 11.00 to 15.00, every first Wednesday in month from 11.00 to 17.00

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

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

Candidates must pass the Slovene language exam (B2 level) **before enrolling into the second year of studies**. The exception are candidates enrolling into the programmes of the Academy for Theatre, Radio, Film and Television and Faculty of Pharmacy or the Journalism programme at the Faculty of Social Studies, the Slovene Language programme and Interlingual Communication programme at the Faculty of Arts of the University of Ljubljana. The candidates must pass the Slovene language exam **before enrolling into the first year of studies**.

Foreign citizens who are not required to pass the Slovene exam

Candidates who have finished primary and/or secondary school in Slovenia or a bilingual school abroad do not have to pass the Slovene language exam.

LIMITATION OF ENROLMENT AND THE CRITERIA FOR SELECTION

If the number of candidates who applied for enrolment is greater than the number of announced enrolment slots, the higher education institutions can adopt a decision on the limitation of enrolment. The study programmes with the limitation of enrolment and the number of applications submitted shall be published on the website on **July 6, 2015**.

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 study programme in accordance with the call for enrolment. The criteria for selection are defined in the Call for Enrolment of the individual study programmes.

Evaluation of secondary school performance from foreign certificates is carried out by the Higher Education Application and Information Service.

ENROLMENT

During the first deadline period, the Higher Education Application and Information Service will send the decision regarding the result of the selection procedure via mail to the indicated address for notifications by **September 7, 2015**, and during the third deadline period, the decision will be sent by individual higher education institutions after the application deadline expires.

Candidates who have been accepted during the first application deadline period must enrol **by September 30, 2015**, and those accepted during the third deadline period by **October 10, 2015**.

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 in Slovene language available on the website http://www.uni-lj.si/studij/cenik_storitev_za_studente/. 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,
- 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, Macedonia and Serbia),
- scholarship holders of the ministry competent for higher education or of an authorised provider of such scholarships (Javni sklad za razvoj kadrov in štipendije – Slovene Human Resources Development and Scholarship Fund), website: <http://www.sklad-kadri.si/>),

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

SCHOLARSHIPS

Slovenians without Slovenian citizenship can obtain data on scholarships at the following address:

Javni sklad Republike Slovenije za razvoj kadrov in štipendije (Slovene Human Resources Development and Scholarship Fund)

Dunajska 22, 1000 Ljubljana, Slovenia

Phone: *386 1 434 10 80

E-mail: info@sklad-kadri.si

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