

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 MEMBER STATES OF THE EUROPEAN UNION

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 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 study programme** on portal eVŠ: [Razpisa za vpis v študijskem letu 2015/2016 \(30. 1. 2015\)](#).

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, Ljubljana

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

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

APPLICATION AND ENROLMENT SLOTS

The first application deadline

The candidates can submit their application from **February 5 to March 5, 2015**. 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>.

They may submit only one First Application. In the application, they can indicate a maximum of three study programmes in order of priority 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 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 second application deadline

From August 21 to 28, 2015, 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 **August 20, 2015** on the website.

The second call for applications is opened for the candidates who were not selected for any of the study programmes in the first application call and the candidates, who did not apply in the first application call.

The candidates for whom **the first deadline of the selection procedure has not yet expired by August 28**, can submit the Second Application from August 21 to 28, 2015. If the candidates are accepted in the study course selected in the First application their Second application is not included in the further selection procedure.

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>.

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

From **1 to 5 October, 2015**, the candidates can apply for the remaining slots that are published on **1 October, 2015** on website <http://portal.evs.gov.si/>. On the same page they can submit an electronic application in Slovene or English language (<http://portal.evs.gov.si/prijava/?locale=en>).

During the third deadline, candidates who have submitted the first or the second application and who **were not placed in any of the listed study programmes** during the selection procedure of the current year can apply for **full-time study** and candidates who are applying for **part-time study**. Likewise, the students who wish to **switch to another study programme** and who have not yet exercised this right or the right to repeat a year can also apply during the third deadline.

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 and the second 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 by the deadline (in the first application period from **February 5 to March 5, 2015**; in the second application period from **August 21 to 28, 2015**) 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 (from **1 to 5 October, 2015**) to the higher educational institutions (faculties, academies).

STUDY PROGRAMMES

The Call for Enrolment into the First Year in the 2015/2016 Academic Year lists the study programmes into which candidates can enrol and the enrolment conditions.

Information about the study is available to candidates on the websites of the faculties, academies and university colleges. The conditions for enrolment into the individual study programmes are indicated in the Call for Enrolment. In order to be able to enrol into certain study programmes, the candidates must also perform tests of ability, capacity and skills. The list of study programmes 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.

COMMUNICATION WITH CANDIDATES

Candidates who have a permanent residence abroad and do not have a temporary residence in Slovenia must authorise a person in Slovenia for the application and admission procedure if they themselves cannot participate in the procedure in person.

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

EVIDENCE OF THE FULFILMENT OF THE ENROLMENT CONDITIONS

Slovenian citizens who have finished secondary school abroad must send:

- **the final certificate** of a four year secondary school,
- **the school certificates of the last two years** of secondary school,
- **a decision on the recognition of the right to continue education** or a decision on the nostrification of school certificates acquired abroad if it has been granted in Slovenia before January 21, 2005 in accordance with the previous regulations on the recognition of education.

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

Foreign citizens from the Member States of the European Union must send the following to the Higher Education Application and Information Service:

- **the final certificate** of a four year secondary school,
- **the school certificates of the last two years** of secondary school,
- **a decision on the recognition of the right to continue education** or a decision on the nostrification of certificates acquired abroad, if the procedure of the recognition of school certificates was carried out before January 21, 2005.
- **identification document** (birth certificate or passport or identity card),
- **a certificate indicating that the candidate has passed the examination of Slovenian** at the B2 level at the Centre for Slovene as a second/foreign language:
 - if they wish to enrol into 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 the Interlingual Communication at the Faculty of Arts of the University of Ljubljana.
 - Candidates who are enrolled on other study programmes of the University of Ljubljana, the programmes of public and licensed independent higher education institutions must pass the Slovenian language examination before enrolling into the second year.

The candidates should send **copies of certificates and the identification document, certified by a notary, an official of the administration unit or an official at VPIS UL;** other supporting documents can be original.

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.

Candidates who already have the international baccalaureate diploma (IB) should submit it together with the application. Candidates who will perform the international baccalaureate abroad must submit the diploma by **September 10, 2015**, at the latest. The candidates can send a computer printout from the website where the results of the international baccalaureate were published.

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 have **already finished secondary school abroad** must submit all supporting documents regarding the fulfilment of enrolment conditions **during the First Application Period** (by **5 March, 2015**) and send them to the Higher Education Application and Information Service.

Candidates who **will finish secondary school abroad this year** must submit school certificates and all the necessary documents for the recognition procedure by **6 July** or **10 September, 2015** 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 the supporting documents on the fulfilment of enrolment conditions or all supporting documents for the procedure of the recognition of education **during the Second Application Period** (between **21 and 28 August 2015**) **by registered post, and the decision on recognition by September 10, 2015 at the latest.**

Third deadline

Candidates must submit the supporting documents on the fulfilment of enrolment conditions or all supporting documents for the procedure of the recognition of education **during the Third Application Period** (between **1 and 5 October 2015**) **by registered post to the faculty, academy or university college.**

COMMUNICATION WITH CANDIDATES

Candidates who have a permanent residence abroad and do not have a temporary residence in Slovenia must authorise a person in Slovenia for the application and admission procedure if they themselves cannot participate in the procedure in person.

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

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: www.uni-lj.si/studij/vpis_na_ul/priznavanje_izobrazbe/.

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)

p.p. 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 EXAM

The candidates should pass the 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, on Wednesdays 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: www.centerslo.net/

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.

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 2015**. For enrolment into study programmes with limited enrolment, the candidates are chosen according to the criteria for each study programme in accordance with the call for enrolment.

Candidates who are citizens of the Republic of Slovenia who have finished secondary school abroad and citizens of the Member States of the European Union who are unable to complete the procedure for recognition of education by **July 6, 2015** shall be placed on the list of admitted candidates subsequently during the first selection period. In the case of limitation of enrolment they are placed among the admitted candidates if they acquire at least as many points as were acquired by the candidate that is placed last on the list.

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, 2015**, and they shall be placed subsequently by **September 20, 2015** at the latest, and during the second deadline period by **September 24, 2015**.

If they are admitted during the first deadline period, the candidates shall enrol during the period **from July 27 to September 30, 2015**, during the second deadline period from **September 25 to 30, 2015** and during the third deadline period by **October 10, 2015**.

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 are **not required to pay the school fee** for full-time undergraduate studies.