

## 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 Higher Education Application and Information Service will send the decision regarding the result of the selection procedure via mail by **4 September 2020**. Candidates must enrol by **30 September 2020** at the faculties and academies.

## The second application

The candidates have to submit their application **between 9 and 11 September 2020** on the eVŠ web portal. The admission procedure is run by the faculties and academies which announce available enrolment slots. It is opened for the candidates who haven't been accepted in the selection procedure of the first application period and for candidates who haven't been enrolled in the degree programmes in the first application period. The candidates applying without the digital certificate or AAI account have to send the filled in application form on-line, then print the filled in application form, sign it in writing and send it with the required documents with the registered mail to the respectful higher education application-information service by **12 September 2020**.

## 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 [http://www.uni-lj.si/study/price\\_list/](http://www.uni-lj.si/study/price_list/). 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, 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

**Slovenians without Slovenian citizenship** 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.zzzs.si/indexeng.html](http://www.zzzs.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)

*Website:* [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 foreign citizens  
of non European Union  
member states and  
Slovenians without  
Slovenian citizenship

2020

University of Ljubljana

The Higher Education  
Application and  
Information Service

Kongresni trg 12  
1000 Ljubljana

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

Univerza v Ljubljani



## 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.

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

## Study programmes

The Call for Enrolment in the 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 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/information/enrolment-recognition/>.

### The degree programmes in English:

- a degree programme Academy Study 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

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 ([www.mizs.gov.si/en](http://www.mizs.gov.si/en), <https://www.uni-lj.si/study/information/enrolment-recognition/>).

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 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/information/enrolment-recognition/>.

## The first application

The candidates have to submit their application **between 12 February and 20 April 2020**.

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.evš.gov.si/prijava/?locale=en>. The candidates applying without the digital certificate or AAI account (with the user's name and password) have to send the filled in application form on-line, then print the filled in application form, sign it in writing and send it with the registered mail to the respectful higher education application-information service by **22 April 2020**. 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

**Written information** on the admission and recognition procedure shall be sent by post and via e-mail to the candidates in **May and June 2020**.

## 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 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 certified copies have to be certified by a notary, an official of the administration unit or an official at VPIS UL.** The documents should be sent to the address: VPIS UL, p.p. 524, 1001 Ljubljana, Slovenia.

**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. 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. The candidates who have **already finished secondary school abroad** must submit all supporting documents indicating the fulfilment of enrolment by the **27 July 2020** at the latest. The candidates will be included in the selection procedure if they receive their final certificates after 20 July 2020 and the recognition decision by August 17, 2020.

**In the second application period** the candidates must submit all supporting documents indicating the fulfilment of enrolment by **12 September 2020** at the latest. The documents have to be sent to the faculties or academies.

## 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/information/enrolment-recognition/> on **25 May 2020**.

## 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: <https://www.uni-lj.si/study/information/recognition-of-foreign-secondary-education>. 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

*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.

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

## 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

*Pbone:* +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:* <http://www.centerslo.net/>

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

Candidates applying for degree programmes which require the Slovene 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.

## 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 **22 June 2020**.