



Supplemental documents to be sent to ISSBS

A completed enrolment application via eVŠ web portal must be printed, signed and send to ISSBS address:

International School for Social and Business Studies

Mariborska cesta 7
3000 Celje
Slovenia, Europe

The following supplemental documents should be attached to application:

- Certified copy of the certificate of completion of higher education (diploma of completed undergraduate/postgraduate studies).
- Certified copy of the certificate of completed study requirements, including the average grade for all exams in undergraduate/postgraduate studies (diploma supplement, confirmed certificate of higher education institution or a copy of index).
- [Proof of knowledge of English](#).
- **An applicant who is either Slovene without Slovene citizenship or a foreign national of non-EU countries must also include:**
 - A certified translation of the certificate of completion of higher education and a certified translation of the certificate on completed study requirements, which also shows the average grade for all exams in undergraduate/postgraduate studies (diploma supplement, confirmed certificate of a higher education institution or a copy of the index).
 - A decision on the recognition of education for the purpose of continuing education or a decision on the nostrification of certificates obtained abroad if the nostrification process has already been carried out.

If the candidate does not yet have a decision, an application for education recognition must be submitted at the ISSBS, attached to the original of the certificate of completion of higher education (diploma of completed undergraduate/postgraduate studies) and uncertified copies of the certificate of completed study obligations, which also shows the average grade of all exams in undergraduate/postgraduate studies (diploma supplement, confirmed certificate of a higher education institution or a copy of the index).

The original must be legalised on the basis of:

- the 1961 Hague Convention (at the court that has territorial jurisdiction for the area in which the certificate or diploma has been issued) and must be affixed with a properly completed APOSTILLE stamp; or
- the Authentication of Documents in International Traffic Act. The legalisation of the original is not required when fully precluded by a bilateral agreement.
- A certified copy of the document and a certified translation of the document from which the citizenship is evident (birth certificate, citizenship certificate, passport or identity card).
- A short chronological description of the entire education prepared and signed by the candidate himself.