



Application-admission procedure for enrolment for Slovenes without Slovene citizenship and foreign citizens from non-EU countries (Master's programme)

Citizens of non-EU countries and Slovenes without a Slovene citizenship apply for enrolment to a study programme for Slovenes without Slovene citizenship and foreign citizens from non-EU countries.

The application for enrolment is submitted electronically on the portal eVS <https://portal.evs.gov.si/prijava/?locale=en> in two ways. Either of the following:

- **With a qualified digital certificate.** The form is not printed and sent via mail, but the application for enrolment is to be submitted via eVS by the deadline below. Annexes are sent to the faculty's address via registered mail by the deadline: International School for Social and Business Studies, Mariborska cesta 7, 3000 Celje (the annex must contain a reference to the application number for registration)
- **Without a qualified digital certificate** (with username and password). The application for the enrolment must be sent electronically to eVS by the deadline. The file must be printed out and sent via registered mail by the deadline to the faculty's address together with all annexes: International School for Social and Business Studies, Mariborska cesta 7, 3000 Celje.

Study programme Knowledge Management (KM)			
Application form	Application deadlines	Application deadline for electronic application on portal eVS	Deadline for sending printed electronic application form with annexes via registered mail
With qualified digital certificate	1. application deadline (1 April to 6 September 2019)	Until 6 September 2019 at midnight.	The printed application does not need to be sent. Annexes are sent by 9 September 2019 at midnight to ISSBS.
	2. application deadline (16 September to 20 September 2019)	Until 20 September 2019 at midnight.	The printed application does not need to be sent. Annexes are sent by 23 September 2019 at midnight to ISSBS.
Without a qualified digital certificate (with username and password)	1. application deadline (1 April to 6 September 2019)	Until 6 September 2019 at midnight.	The printed electronic application and annexes need to be sent to ISSBS 9 September 2019 by midnight.
	2. application deadline (16 September to 20 September 2019)	Until 20 September 2019 at midnight.	The printed electronic application and annexes need to be sent to ISSBS 23 September 2019 by midnight.

Study programme Management and Quality in Education (MQE)			
Application form	Application deadlines	Application deadline for electronic application on portal eVS	Deadline for sending printed electronic application form with annexes via registered mail
With qualified digital certificate	1. application deadline (1 April to 6 September 2019)	Until 6 September 2019 at midnight.	The printed application does not need to be sent. Annexes are sent by 9 September 2019 at midnight to ISSBS.
	2. application deadline (17 September to 23 September 2019)	Until 23 September 2019 at midnight	The printed application does not need to be sent. Annexes are sent by 25 September 2019 at midnight to ISSBS.
Without a qualified digital certificate (with username and password)	1. application deadline (1 April to 6 September 2019)	Until 6 September 2019 at midnight.	The printed electronic application and annexes need to be sent to ISSBS 9 September 2019 by midnight.
	2. application deadline (17 September to 23 September 2019)	Until 23 September 2019 at midnight.	The printed electronic application and annexes need to be sent to ISSBS 25 September 2019 by midnight.

In case of technical issues:

- When entering the electronic application **with the digital certificate and electronic signing (SIGEN-CA support)**, contact: support@ca.si or 01/4788 590.
- For other **technical questions** when completing the electronic application, please contact: eVŠ evs-prijava.mvzt@gov.si.

IMPORTANT INFORMATION

1. Evidence to be transmitted at the time of application for entry if the candidate is from a country which is

- Party of the [bilateral agreements](#)¹
- Party of the [Hague Convention](#)²
- Not a party of the Hague Convention³

The required documentation for enrolment in second cycle postgraduate study programs:

- **a certified copy of the charter showing the citizenship** (birth certificate or certificate of citizenship or passport or identity card)
- **a certified translation ⁴of the charter showing citizenship** (birth certificate or certificate of nationality or passport or identity card)
- **a certified copy of the charter about the completion of higher education and certificates of completed study obligations** (appropriate proof is a diploma paper and a certificate of completed study obligations (Diploma Annex), which shows the average grade for undergraduate studies)
- **a certified translation of the charter about completing a higher education and a certifications of completed study obligations** (permanent court interpreter for the Slovenian language)
- o **a decision on the recognition of education for the purpose of further education or a decision on the nostrification of certificates** obtained abroad if the nostrification process has already been carried out.
 - o If the candidate does not yet have a decision, it is considered that the electronic application form, filled out on the eVS web portal, is also considered as an application for the recognition of foreign education. In this case, the candidate shall enclose the following documentation together with the application for registration:
 - o **The original charter of completed education** (diploma paper) for which he or she requires the right for accessing, enrolling and issuing during the enrolment procedure when continuing education.
 - o **uncertified copies of the charter of education** from the previous indent and **certificate of completed study obligations** which also shows the average grade for all examinations in the undergraduate or postgraduate studies (annex to the diploma, confirmed certificate of higher education institution or copy of the index)
 - o **a brief chronological description of the entire education**, which is prepared and described by the holder of the Charter of Education or his or her legal representative

Foreign citizens who have completed higher education in Slovenia must send:

- a certified* copy of the undergraduate diploma
- certified copies of the annex to the diploma or certificate of completed study obligations and
- a certified copy of the document, showing the citizenship

*The copies must be certified by a notary or an official of the administrative unit.

2. Recognition of acquired education abroad for the purpose of further education

The recognition of foreign education for the purpose of further education is carried out at the International School for Social and Business Studies (ISSBS).

The deadline for submitting the decision on recognition of the decision in accordance with The Law on the assessment and recognition of education (VPI) (Official Gazette of RS, Nos. 87/11, 97/11 - corr. And 109/12) is **two months from the receipt of the complete application**.

Candidates must follow the deadlines for submitting evidence of meeting the enrolment conditions in the application-admission procedure.

3. Tuition

Foreign citizens have to pay tuition fees in accordance with the Rules on tuition fees and stays in public dormitories for Slovenians without Slovenian citizenship and foreigners in the Republic of Slovenia (Official Gazette of RS, Nos. 77/16 and 25/19).

¹ Copies of documents must be certified by a notary public or by an official of any administrative unit, or the verification with the Apostille stamp is required. Further information on the obligation of the Apostille stamp, even in the case of a State party to the bilateral agreement, is published on the following [link](#), section "Legalization".

² Foreign certificates issued in the countries of the 1961 Hague Convention must be certified with the Apostille stamp (in the court of territorial jurisdiction where the certificate was obtained).

³ Foreign certificates must be certified in accordance with the internal regulations of each foreign country, including the Ministry of Foreign Affairs. The stamp and signature of the authorized person of the Ministry of Foreign Affairs of a foreign country must be certified by the diplomatic or consular representation of the Republic of Slovenia abroad, accredited for this country, by the Ministry of Foreign Affairs of the Republic of Slovenia.

⁴ Certified translations of documents into the Slovene language are required (permanent court interpreter for the Slovenian language).

Slovenes without Slovenian citizenship who are educated in public or private higher education institutions in the Republic of Slovenia pay the same amount of tuition fee for studying under the first cycle and second cycle study programs as determined for citizens of the Republic of Slovenia.

The amount of the tuition fee is determined and defined in the ISSBS [price list](#).

Based on the signed [protocols on cooperation in the field of education](#), citizens of Montenegro, Kosovo, Macedonia, Bosnia and Herzegovina and Serbia are equated with the citizens of Slovenia and citizens of the Member States of the European Union regarding the payment of study costs, i.e. foreigners from these countries **are exempted from tuition fees for full-time studies**.

4. Knowledge of the Slovene language

For studies conducted in the Slovene language, students must pass the exam from the Slovene language (basic level) until the end of their studies.

More information about the possibilities of passing the Slovene language exam can be read on the website of the Ministry of the Interior where the [information for foreigners](#) is published.

Candidates who have completed elementary and/or secondary school in Slovenia or a bilingual secondary school abroad (the second language being Slovenian) do not need to pass a Slovene language exam. Similarly, there is no need to pass the Slovene language exam for candidates who have completed undergraduate studies in Slovenia.

5. Health insurance for foreign students in the Republic of Slovenia

Foreign students are advised to contact the competent institutions regarding insurance in the Republic of Slovenia: [ZZZS Health Insurance Institute of Slovenia](#), [Ministry of the Interior](#). Read also: [the healthcare information for a temporary stay in Slovenia](#).

In the case of performing professional practice/learning in practice in the framework of studies at the ISSBS (exercises, excursions, practical work), insurance against injury at work and occupational diseases is compulsory.

Compulsory health insurance in the Republic of Slovenia for foreign students **is not included** in the tuition fee.

For further information, please contact referat@mfdps.si or study@issbs.si.