

**Application and admission procedure for enrolment for Slovenes without Slovene citizenship
and foreign nationals from non-EU countries (undergraduate study)**

Citizens of non-member states of the European Union and Slovenes without Slovene citizenship apply for enrollment places in the study program for Slovenes without Slovene citizenship and foreign citizens of non-member states of the European Union. If they or at least one of the parents or guardians are residents of the Republic of Slovenia for tax purposes or are persons with recognized international protection, they apply for positions advertised for citizens of the Republic of Slovenia and citizens of EU Member States.

The candidate submits the application for enrollment via an electronic application on the eVŠ web portal <http://portal.evs.gov.si/prijava/> with a qualified digital certificate, AAI account or username and password via the SI-PASS system.

In the application and admission procedures for the academic year 2021/2022, candidates submit all the evidence required for application electronically via the eVŠ portal.

An application that has been completed and submitted with an electronic signature (submission with a digital certificate or AAI account) or without a secure electronic signature (with username and password) in eVŠ by the deadline published in the tender.

1 Application deadlines

Institution	Application deadline	Deadline for submitting electronic applications and attachments	
Economics in Contemporary Society	1 st application deadline 16 February – 20 July 2021	20 July 2021	The candidate can submit several applications and write one study program in the application.
	2 nd application deadline 20 August – 27 August 2021	27 August 2021	The candidate can submit several applications and write one study program in the application.
Business in Contemporary Society	1 st application deadline 16 February – 20 July 2021	20 July 2021	The candidate can submit several applications and write one study program in the application.
	2 nd application deadline 20 August – 27 August 2021	27 August 2021	The candidate can submit several applications and write one study program in the application.

In case of technical problems:

For general assistance in completing the application for registration (including digital certificates and electronic signatures) on weekdays (Mon. to Fri.) from 8:00 to 22:00:

- e-mail: ekc@gov.si

- tel.: 080 2002

- tel. for calls from abroad: 00386 1 478 85 90

IMPORTANT INFORMATION:

Candidates with foreign high school certificates must also complete the process of recognizing foreign education. The procedure is performed by ISSBS. In this case, the application form for study is also an application for the commencement of the procedure for the recognition of foreign education for the purpose of continuing education in the Republic of Slovenia.

Applicants for the recognition procedure shall also enclose the following documents electronically with the application:

- A photograph or scan of a document on completed education abroad for which they wish to be recognized for consideration in the application-admission procedure.

- A photograph or scan of the translation of the document on education into the Slovenian language (a copy of the translation made by a sworn interpreter is sufficient).

- Photograph or scan of the certificate on the content and duration of education and completed obligations during education (eg; certificates for all years of secondary school) and translation of certificates of the last two years of secondary school into Slovenian (a copy of the translation made by a sworn interpreter is sufficient).

- Scan or photo of (with handwritten candidate's signature) chronological description of the education.

- Scan or photo of an identity document:

- o EU citizens: identity card or passport (personal data page),
- o Foreign nationals from non-EU countries: passport (personal data page).

Note: The education recognition body verifies the authenticity of an uncertified copy of the education document with the issuer of the original education document or the competent authority of the country of origin of the education document. If the recognition body is unable to certify the authenticity of the document, candidates will be asked to send: the original certificate of completion.

Legalization requirements according to the country of origin of the document:

- without legalization: Republic of Austria, Republic of Bulgaria, Republic of Bosnia and Herzegovina, Czech Republic, France, Greece, Republic of Croatia, Republic of Hungary, Republic of Romania, Republic of Northern Macedonia, Republic of Serbia;
- Apostille: signatory to the Hague Convention and competent legalization body;
- not a signatory to the Hague Convention: all other states.

The education recognition authority may require the applicant to provide additional evidence if this is necessary to assess the application.

Foreign citizens who have completed high school in Slovenia must send:

- a photograph or scan of the secondary school graduation certificate,
- a photograph or scan of the certificates of the last two years of secondary school,

The procedure for recognizing foreign education for the purpose of continuing education is carried out at the International Faculty of Social and Business Studies (ISSBS).

The deadline for submitting a decision or resolution on recognition in accordance with the Recognition and Evaluation of Education Act (Official Gazette of the Republic of Slovenia, no. 87/2011, 97/2011 amended and 109/12) is two months from the receipt of a complete application.

Candidates must comply with the deadlines for submitting evidence of compliance with the enrolment conditions in the application and admission procedure.

2 Tuition

Foreign citizens must pay tuition fees in accordance with the Rules on tuition fees and accommodation in public student dormitories for Slovenes without Slovene citizenship and foreigners in the Republic of Slovenia (Official Gazette of the Republic of Slovenia, nos. 77/16 and 25/19).

Slovenes without Slovene citizenship who are educated in public or private higher education institutions in the Republic of Slovenia pay the same tuition fees for studies according to publicly valid first and second cycle study programs as is determined for citizens of the Republic of Slovenia.

The tuition fee for foreigners for the undergraduate study programs Economics in Modern Society and Business in Modern Society is 1,950.00 EUR per year of study.

Based on the signed protocols on cooperation in the field of education, citizens of Montenegro, Kosovo, Macedonia, Bosnia and Herzegovina and Serbia are equal for enrolment with citizens of Slovenia and citizens of EU member states in terms of study costs, ie exemption from tuition fees for foreigners studies.

3 Knowledge of the Slovenian language

The study is conducted in the Slovenian language. Students must pass an exam in the Slovenian language (basic level) by the end of their studies.

Candidates can read more information about the possibilities of taking the Slovene language exam on the website of the Ministry of the Interior, where information for foreigners is published.

Candidates who have completed primary and / or secondary school in Slovenia or bilingual secondary school abroad (second language Slovene) are not required to take an examination in Slovene. Candidates who have completed their undergraduate studies in Slovenia are also not required to take the Slovene language exam.

4 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, Ministry of Health, Ministry of the Internal affairs. Also read European acquis and international social security agreements.

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

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

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