

Application documentation

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.