



Application-admission procedure for enrolment for Slovenes without Slovene citizenship and foreign citizens from non-EU countries (postgraduate studies)

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

If the residents of non-EU countries have a permanent residue in the Republic of Slovenia, and if they or one of their parents are residents of the Republic of Slovenia for tax purposes or are persons with recognized international protection, they apply for positions open for residents of the Republic of Slovenia and residents of EU Member States. Residents of non-EU countries: Norway, Island, Liechtenstein, Switzerland, are treated the same way as residents of Slovenia and EU-member states. From the study year 2021/2022, residents of Great Britain enrol as residents of non-EU countries.

Candidates submit the application form for enrolment electronically via the eVŠ web portal <https://portal.evs.gov.si/prijava/?lang=en> with a qualified digital certificate, AAI account, or username and password via the SI-PASS system.

In the application-admission procedure for the academic year 2021/2022, candidates submit all required supplements for the application electronically via the eVŠ web 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 the eVŠ web portal by the deadline published in the call for enrolment can be considered timely.

APPLICATION PERIODS

KNOWLEDGE MANAGEMENT, 2. cycle	
Application period	<u>Deadline for submitting the electronic application and attachments/annexes on the web portal eVŠ</u>
1. application period (April 1 – September 3, 2021)	Until September 3, 2021 at midnight.
2. application period (September 15 – September 20, 2021)	Until September 20, 2021 at midnight.

MANAGEMENT AND QUALITY IN EDUCATION, 2. cycle	
Application period	<u>Deadline for submitting the electronic application and attachments/annexes on the web portal eVŠ</u>
1. application period (April 1 – September 3, 2021)	Until September 3, 2021 at midnight.
2. application period (September 15 – September 23, 2021)	Until September 23, 2021 at midnight.
3. application period (September 24 – September 26, 2021)	Until September 26, 2021 at midnight.

In case of technical issues:

- Contact for general assistance for completing the enrolment application (including information on digital certificates and electronic signatures) on weekdays (Mon. to Fri.) from 8.00 to 22.00:
 - o E-mail: ekc@gov.si
 - o Tel: +386 080 2002
 - o Tel. for emergency calls from abroad: 00386 1 478 85 90

IMPORTANT INFORMATION

Candidates with foreign certificates of education must also complete the process of recognizing foreign education. The procedure is performed by the faculty. In this case, the application for enrolment 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 must also electronically enclose the following documents together with the application:

- A photograph or scan of the certificate of completed higher education abroad which they wish to have recognized in the application-admission procedure.

- A photograph or scan of the Slovene or English translation of the certificate of completed higher education (diploma) if the document is not in the Slovene, Croatian, Bosnian, Serbian or English language, or if it is handwritten or in Cyrillic. A copy of the translation made by a court appointed translator is enough.
- A photograph or scan of the certificate of the content and duration of education, and completed obligations during education (e.g. diploma supplement or transcript of records).
- A photograph or scan of the Slovene or English translation of the certificate of the content and duration of education, and completed obligations during education (e.g. diploma supplement or transcript of records) if the document is not in the Slovene, Croatian, Bosnian, Serbian or English language, or if it is handwritten or in Cyrillic. A copy of the translation made by a court appointed translator is enough.
- A photograph of scan of a signed (by the candidate) chronological description of education.
- Scan or photograph of the personal ID card:
 - EU citizens: identity card or passport (page with personal data),
 - Foreign citizens from non-EU countries: passport (page with personal data).

Note: The body for education recognition 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 body for recognition is unable to certify the authenticity of the document, candidates will be asked to send: **the original certificate of completed education, legalized according to the procedures and regulations of the country of origin.**

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

- No legalisation¹: 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;
- Apostille²: parties of the [Hague Convention](#) and the competent [legalisation body](#)
- Not a party of the Hague Convention: all other countries³.

The body for education recognition may require additional evidence from the applicant if this is necessary to assess the application.

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

- photograph or scan of the undergraduate diploma,
- photograph or scan of the diploma supplement or the transcript of records.

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

The deadline for announcing the decision or resolution in accordance with the Education Evaluation and Recognition Act (Official Gazette of the Republic of Slovenia, No. 87/11, 97/11 - amended and 109/12) is **two months after receiving the complete application.**

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

1. Tuition

Foreign residents 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).

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

The amount of tuition 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](#), [R 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 regular studies.**

¹ Copies of documents must be certified by a notary or official of any administrative unit

² Foreign certificates issued in the signatory states to the 1961 Hague Convention must be stamped with the Apostille (in the court of local jurisdiction where the certificate was obtained).

³ Foreign certificates must be certified in accordance with the internal regulations of each foreign country and the Ministry of Foreign Affairs. The stamp and signature of the authorized person of the Ministry of Foreign Affairs of a foreign country have to be certified by the diplomatic mission or consulate of the Republic of Slovenia abroad which is accredited for that country, or by the Ministry of Foreign Affairs of the Republic of Slovenia.

From the study year 2021/2022, residents of Great Britain enrol as residents of non-EU countries, for which the payment of the tuition fee is foreseen.

2 Knowledge of the Slovene language

For studies conducted in the Slovene language, students have to pass the exam from the Slovene language (basic level) by 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.

3 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 (lectures, 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.