



Application-admission procedure for enrolment foreign citizens from non-EU countries (doctoral study)

The candidate submits the application for enrolment via an electronic application on 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 study year 2022/2023, candidates submit all the evidence required for application electronically via the eVŠ web portal.

Only an application that has been completed and submitted on the eVŠ web portal by the published deadline with an electronic signature (submission with a digital certificate or AAI account) or without the secure electronic signature (with username and password) is considered timely.

1. Application periods

Application period	Deadline for submitting the electronic application and attachments/annexes on the web portal eVŠ*
1. application period (1 March – 1 June 2022)	Until 1 June 2022 at midnight.
2. application period (15 June – 2 September 2022)	Until 2 September 2022 at midnight.
3. application period (14 September – 19 September 2022)	Until 19 September 2022 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:

- E-mail: ekc@gov.si
- Tel: +386 080 2002
- 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 (diploma of completed bachelor/ master study)
- A photograph or scan of the Slovene or English translation of the certificate of completed higher education (diploma of completed bachelor/ master study) 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 completed obligations during education from which the average grade of all study obligations on the bachelor/master study programme is evident (e.g. diploma supplement or a certified statement of the higher education institution or a copy of the index).
- 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 a certified statement of the higher education institution or a copy of the index) 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 [conceptual design of the research work](#) in the English language which includes a description of the research problem it intends to research, its justification, and a description of the scientific method needed to answer the research questions.
- A photograph or scan of [proof of English language proficiency](#)
- A motivational letter in the English language in which the candidate defines his or her expectations for studies and personal development.
- A photograph or scan of references and recommendations in the English language related to past work or study.
- A professional CV in English.
- A photograph or scan of the [short chronological description of the entire education](#), signed by the candidate.
- A photograph or scan 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).
- Candidates for enrolment in a higher year (according to the Criteria for transferring) also enclose a copy of the proof of payment and the [Application for enrolment in a higher year from the study programmes of other higher education institutions](#)¹.

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

¹ The application is to be paid in accordance with the valid [ISSBS price list](#) which is published on the faculty's website. The application must be settled when the application is submitted, otherwise the application is considered incomplete. The payment of the application is not refunded to the candidate in the case of a negatively resolved application.

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 legalisation²: 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;
- Apostille³: parties of the [Hague Convention](#) and the competent [legalisation body](#)
- Not a party of the Hague Convention: all other countries⁴.

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 and postgraduate 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.

2. 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).

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

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 study@issbs.si.

² Copies of documents must be certified by a notary or official of any administrative unit

³ 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).

⁴ 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.