

EvS application – instructions

It is in two parts: 1- Your login to the Governmental website eVŠ Prijava (gov.si)

You need to log in using the email and password method. Look out for the buttons to switch the platform to English language, (that are not very visible).

The login system is quite straightforward. You will create a security question and need to confirm your email.

2- Once you have your login credentials you can proceed to introduce your full application in the EVS system.

On the main screen, please select

- Third Study Programme Level
- Call for enrollment of the ISSBS. (scroll down the list to select)
- Private education institutions
- Enrolment in the first year of study

The whole login procedur

1. This is the **entry page** for the application. Select **ENG** in the upper right corner of the page, then click "**Start logging in**". <https://portal.evs.gov.si/prijava/>

Enrolment application for study EN

You will be able to apply for admission to higher education from 18 February 2025.

Start login

1 You will first be redirected to the State Administration's SI-PASS online registration and e-signature service, where you can use **multiple authentication methods** (username and password that you can create, or one of your electronic identities)

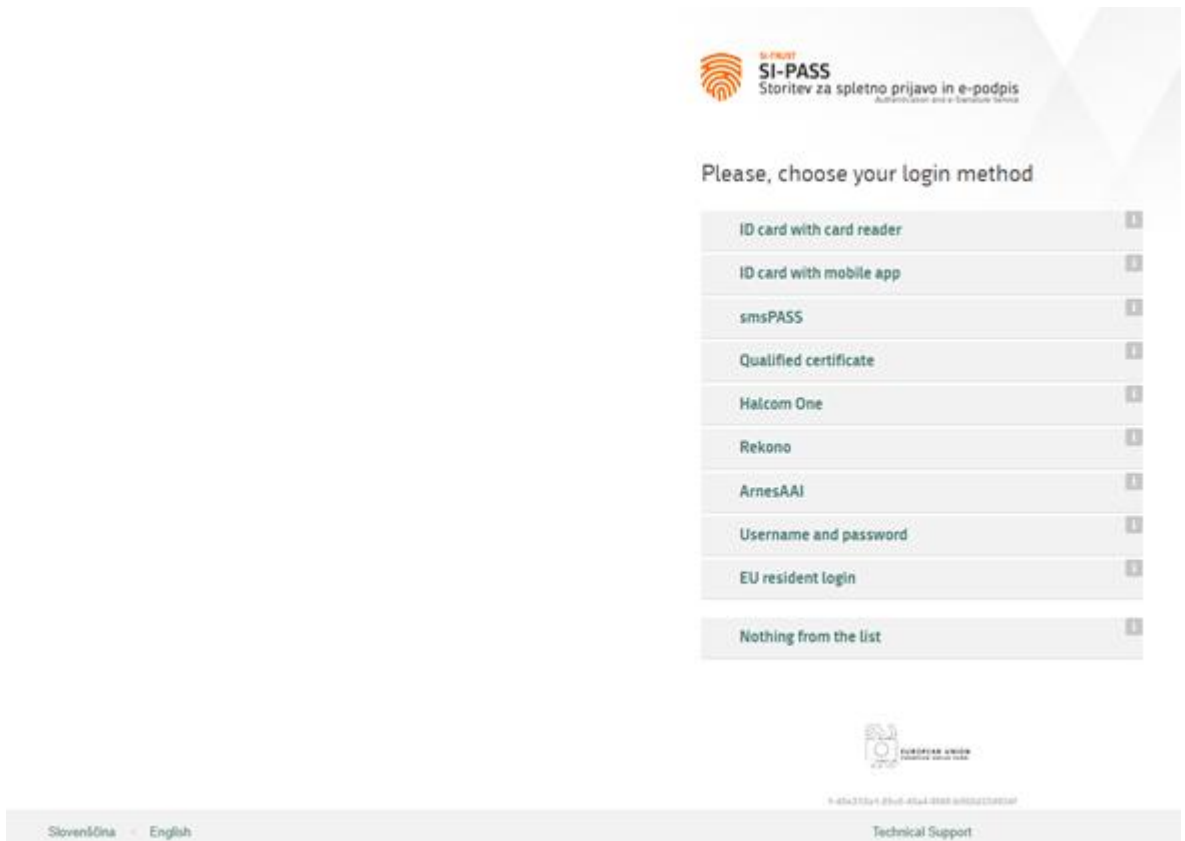
2 Please complete the **Enrolment Application Form** below, which consists of **6 steps**

3 After submitting your application, you will receive a **Notification of Submission** at your **e-address**

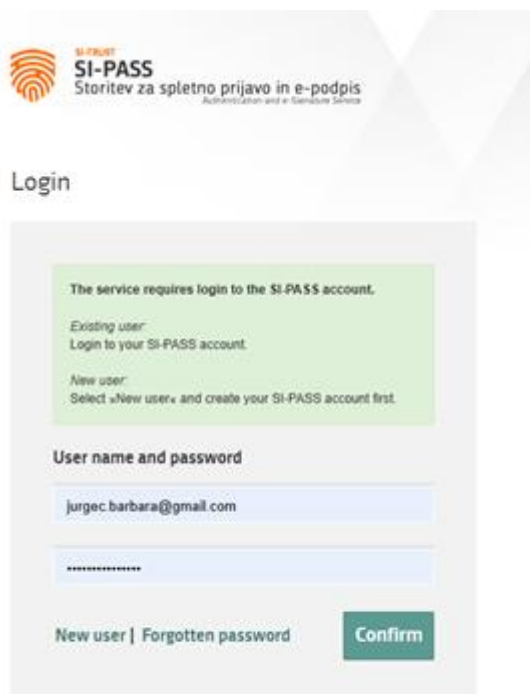
START LOGGING IN

When you log in to SI-PASS again, only the logins you have made using the same login method will be displayed in the **List of Active Logins**

2. A new page will open. If it is not in English, select **ENG** in the bottom left corner.
3. Choose the option "**Username and password**" to proceed.



4. Click "**New user**" to register.



5. Complete the registration process. After registration, you should be redirected to the main application page.

Registration

[User manual](#)

Registration data

Email

Password

Password must be at least 6 characters long and contain at least one uppercase, lowercase and numeric character.

Repeat password

Security question

Question

Example: What is my tax identification number?

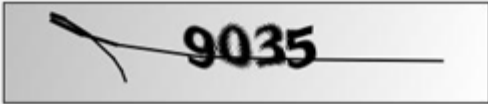
Answer

[More about smsPASS...](#)

I wish to acquire smsPASS*

* You are required to visit a registration authority.

Security code



Enter security code




6. On this page:

- Select your **country of origin** from the drop-down menu.
- Choose "**Third level of studies**".
- Select "**Private institution**".
- Then choose the **call for applications, application deadline, and year of enrollment**.

Selection of call for enrolment and type of application

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Directions 

Select Country of citizenship	<input type="text" value="Slovenia"/>	
Study programme level	<input type="radio"/> First cycle Bachelor Professional and Academic study programmes and integrated Master's study programmes <input type="radio"/> Second degree - Master's study programmes <input checked="" type="radio"/> Third Level - Doctoral study programmes	
Establishment type	<input type="radio"/> Public higher education institutions and concessions <input checked="" type="radio"/> Private higher education institutions	
Call for enrolment	<input type="text" value="Call for enrolment of the International School for Social and Business Studies into Doctoral Study Programme KNOWLEDGE MANAGEMENT in the academic year 2025/2026"/>	
Application deadline	<input type="text" value="First application deadline for Knowledge Management (06. MAR. - 30. MAY. 2025)"/>	
Type of application	<input type="text" value="Enrolment in first year of study"/>	

7. You will then have five more steps for the application to finalise.
8. Please ensure that your telephone number is entered in the correct format for your country. This typically includes the international dialing code, the national area code, and your personal phone number. For example, in Slovenia, a valid format would be: +38640123456, where: +386 is the international dialing code, 40 is the national code for mobile phones, and 123456 is the individual phone number. If the phone number field is highlighted in red, the format is incorrect. In that case, you may try adjusting the number slightly (e.g., by entering one digit less), and then manually correct it on the printed application form, which must be sent by post to our address.
9. Please use Internet Explorer, Google Chrome, or Mozilla Firefox to access the application. We also recommend clearing cookies and browsing history in these browsers beforehand.
10. For a YouTube tutorial regarding the registration and enrolment in the SI-PASS system, please visit <https://www.youtube.com/watch?v=l4NUGuEeELc&t=14s>

The entry page has now been change, but the procedure stays the same so the video is still usefull.