

1. How can I apply, which steps do I have to follow?

We suggest you to first read our website and of also the one from [University of Ljubljana](#) and check the information published in the Call for enrolment about deadlines, procedure, programmes, etc.

1. Submit the application for enrolment through [eVŠ web portal](#). All information about the process and needed documents is written in the application.
2. Within the application process do the recognition of education. Supplemental documents are described in the application.

2. How much is the tuition fee?

Fee is paid by:

- students of non-EU countries, excluding persons granted international protection, applicants for international protection and persons from countries with which the Republic of Slovenia has concluded bilateral agreement (Slovenia has concluded bilateral agreements with Macedonia, Serbia, Montenegro and Kosovo; for Bosnia and Herzegovina information will be provided later);
- all students with already acquired equivalent degree of education;
- all doctoral students;
- all part-time students.

Programme Cycle	Tuition per academic year
1 st Cycle	5.500€ per year
2 nd Cycle	8.000€ per year
3 rd Cycle	4.000€ per year

3. Are your programmes in English?

Undergraduate programmes (Bachelor) are in Slovene, just a few courses are in English. Masters programme can be entirely in English if the student chooses elective courses in English.

Doctoral programme is entirely in English.

4. Where can I apply to interdisciplinary programmes?

The application process for programmes which are held with other faculties are carried out as listed below.

Undergraduate programmes	Computer Science and Mathematic	FRI
	Multimedia	Faculty of Electrical Engineering
	Administrative Information Systems	Faculty of Administration
	Computer Science Education	Faculty of education

Masters' programmes	Computer Science and Mathematics	Faculty of Mathematics and Physics
	Cognitive Science	Faculty of Arts
	Multimedia	Faculty of Computer and Information Science
Doctoral programmes	Biosciences	Biotechnical Faculty

5. How can I apply for enrolment in the upper year off the programme by the procedure of transfer?

You have to apply by the application form in the eVŠ web portal, where you choose the type of application – transfer among study programmes.

a. How can I receive information about which courses from my former studies can be recognized?

The recognition of education and courses is done with the application process. All information and documents needed is written in eVŠ application form.

6. What are KLAUSIUS - SRV CODES I need to fill in the Evš application form?

This are the codes for study programmes.

KLAUSIUS-SRV CODE	Programme
16102	Short term higher education (former)
16201	Specialization after short-term higher education
16202	Professional higher education (former)
16203	Professional higher education (first Bologna cycle)
16204	Academic higher education (first Bologna cycle)
17001	Specialization after professional higher education (former)
17002	Academic higher education (former)
17003	Masters' education (second Bologna cycle)
18101	Specialization after academic higher education (former)
18102	Education leading to masters' of science (former)
18201	Education leading to doctorate of science (former)
18202	Education leading to doctorate of science (third Bologna cycle)

7. Which programme do I have to answer about my finished degree?

Here is the explanation of the programmes, written in the eVŠ web form.

1 st cycle undergraduate study programme	3 year study, 180ECTS
Undergraduate professional study programmes (accredited before 11 June 2004; pre bologna programme)	4 year study, 240 ECTS
Undergraduate academic study programmes (accredited before 11 June 2004: pre-bologna reform)	4year study, 240 ECTS
2 nd cycle masters' study programme	2 year study, 120 ECTS
2 nd cycle unified masters' study programme	5 years, 300 ECTS
Postgraduate education: Master's study programme (accredited before 11 June 2004; pre-bologna reform)	2 years
Post-graduate education: Specialisation study programme after the completion of undergraduate professional study programme (accrediteg before 11 June 2004)	

8. Scholarships

You can find information about the Scholarships at our website and also on the [Public Scholarship, Development, Disability and Maintenance Fund web site](#).

9. Do I have to pass Slovene language exam to study at FRI?

No.

10. Where can I learn Slovenian language?

Slovenian language course is offered within the Faculty of Arts and is free of charge. More information is available [here](#).

11. What is Year plus?

During their first year at the University of Ljubljana, international students may attend the so-called Year Plus, in which the Slovenian language courses are mandatory. Year Plus is designed to help international students to adapt to the Slovenian system and culture in their first year of study in Slovenia. Information about the courses is available [here](#).

1. What is the number of available places for foreign students?

Information for the other faculties at University of Ljubljana can be found [here](#).

	No. Of places for citizens of Slovenia and EU Member states	No. Of places for citizens of third countries and for Slovenes without Slovenian citizenship	No. Of places for transfer	
			Full time	Part time
University programme Computer and Information Science	150	15	15	25
Professional programme Computer and Information Science	150	15	20	35

2. What are the deadlines to apply?

For citizens from third countries the deadline is 20 April 2018. For citizens from EU member states and Slovenian citizens the deadline is 30 March 2018.

3. Which documents do I need for recognition of secondary (high school) education?

- Original of the final certificate(s), representing general requirement for access to higher education in the country of issue, legalised on the basis of:
 - the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed or
 - the Authentication of Documents in International Traffic Act.
 - States Parties to the 1961 Hague Convention can be found on webpage
 - Countries for which no legalization is required:
 - Austria, Bulgaria, Bosnia and Herzegovina, Cyprus (for documents issued by public higher education institutions and universities), Czech Republic, France, Greece, Croatia, Hungary, Republic of Macedonia, Romania, Serbia
- Photocopy of the original certificate(s) referred to in No 1
- Certified Slovene translation of the certificate(s) referred to in No 1, (please check at the relevant university or higher education institution if this document is required)
 - List of authorised translators
- Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education - copies of the transcripts of the last two years must be certified
- Certified Slovene translation of the certificate(s) referred to in No 4, (please check at the relevant university or higher education institution if this document is required)
- Short chronological description of the entire education (statement by the applicant)

The authorised person in charge of the procedure of recognition for the purpose of continuing the education at the University of Ljubljana:
 Ms Tanja Žužek or Ms. Alenka Šuligoj

Tel.: +386 1 2418 505

E-mail: vpis.tujina@uni-lj.si

Official hours: on Mondays and Friday from 9 a.m. to 11 a.m. and from 2 p.m. to 3 p.m.

4. Until when do I have to send final certificate of higher education if I haven't got it already?

The candidates who have already finished secondary school abroad must submit all supporting documents indicating the fulfilment of enrolment by the end of August, at latest.

5. When the data about the number of candidates applying will be known?

The data on the number of applications for individual degree programmes performed by the members of the University of Ljubljana will be known in **May**.

6. Is there limitation of enrolment and the criteria for selection?

If the number of candidates who applied for enrolment is greater than the number of announced enrolment slots, the higher education institutions can adopt a decision on the limitation of enrolment. The degree programmes with the limitation of enrolment the rules applied are the same as Slovene students.

7. What is the selection procedure when enrolment is limited?

If the number of candidates applying significantly greater than the number of announced enrolment slots for Slovenians without Slovenian citizenship and foreign citizens from countries that are not EU members, the candidates are selected according to the criteria of each degree programme in accordance with the Call for enrolment. The criteria for selection are defined in the Call for Enrolment of the individual degree programmes. Evaluation of secondary school performance from foreign certificates is carried out by the Higher Education Application and Information Service.

12. When will I know if I am accepted?

You will be informed in the end of August or beginning of September.

MASTERS' PROGRAMME

1. What is the number of available places for foreign students?

Programme	No. of places for citizens of Slovenia and EU Member states		No. of places for citizens of third countries and for Slovenes without Slovenian citizenship		Min. number of enrolled students for the programme provision Full time
	1 st year	2 nd year Available for transfer	1 st year	2 nd year Available for transfer	
Computer and Information Science	80	5	10	5	10
Computer Science education	20	3	3		10
Multimedia (with Faculty of electrical engineering)	30		3		10

2. What is the deadline to apply?

The deadline to apply is 31 August 2018.

3. Which documents do I need for recognition of undergraduate education?

The list of documents for the fulfilment of the enrolment conditions and recognition of education:

- Original or the duplicate of the final certificate, representing general requirement for access to higher education in the country of issue, legalized on the basis of:
 - the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed or
 - the Authentication of Documents in International Traffic Act.
 - [States Parties to the 1961 Hague Convention can be found on the following webpage](#)
 - Countries for which no legalization is required:
 - Austria, Bulgaria, Bosnia and Herzegovina, Cyprus (for documents issued by public higher education institutions and universities), Czech Republic, France, Greece, Croatia, Hungary, Republic of Macedonia, Romania.
- Photocopy of the original certificate or diploma.
- Certified Slovene or English translation of the certificate or diploma.

- [List of authorised translators](#)
- Certified copies of the evidence on the contents and duration of education and the requirements fulfilled during the educational programme (Diploma supplement, annual report cards, transcripts or others).
- a short chronological description of the entire education prepared by the applicant.
- Motivation letter with short biography

4. When the data about the number of candidates applying will be known?

The data on the number of applications for individual degree programmes and selection procedure will be known after the deadline.

5. Is there limitation of enrolment and the criteria for selection?

If the number of candidates who applied for enrolment is greater than the number of announced enrolment slots, we will adopt a decision on the limitation of enrolment. Same rules as for Slovene students.

6. What is the selection procedure when enrolment is limited?

Candidates will have a selection exam which will cover chapters in mathematics, programming, algorithms and computer systems and will be carried out in September.

The candidates will be also selected based on:

- The average grade achieved in the first cycle study (40%)
- The result of the selection exam (60%)

1. What is the number of available places for foreign students?

There are 20 available places.

2. What is the deadline to apply?

Deadline is 1 June 2018.

3. Which documents do I need for recognition of education?

a. The list of documents for the fulfilment of the enrolment conditions and recognition of education:

1. CV
2. Motivation letter
3. Two recommendation letters
4. Original or the duplicate of the final certificate, representing general requirement for access to higher education in the country of issue, legalized on the basis of: the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed of the Authentication of Documents in International Traffic Act. Countries for which no legalization is required: Austria, Bulgaria, Bosnia and Herzegovina, Cyprus (for documents issued by public higher education institutions and universities), Czech Republic, France, Greece, Croatia, Hungary, Republic of Macedonia, Romania.
5. Certified Slovene or English translation of the certificate or diploma
 - a. [List of authorised translators](#)
6. Photocopy of the original certificate or diploma
7. Certified copies of the evidence on the contents and duration of education and the requirements fulfilled during the educational programme (Diploma supplement, annual report cards, transcripts or others);
8. a short chronological description of the entire education prepared by the applicant.

4. Until when do I have to send final certificate of higher education if I do not have it already?

Until the beginning of September.

5. When the data about the number of candidates applying will be known?

After the deadline for applying.

6. Is there limitation of enrolment and the criteria for selection?

If the number of graduates will be greater than enrolments slots, the selection of candidates will be based on:

- Their undergraduate GPA (50%)
- The grade of the final thesis from previous education (50%)

7. What kind of reference letter should I submit?

The reference letter should be written from the person you were working with about the excellence in your research field.

8. When will I know if I am accepted?

For PhD studies in the end of June, the procedure however will be completed only in September.