

1. How can I apply for enrolment in the upper year of 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.

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.

2. 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 AM to 11 AM and from 2 PM to 3 PM