

## **SCHEDULE FOR THE APPLICATION AND ADMISSION PROCEDURE FOR SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP AND FOREIGNERS (CITIZENS OF NON-EU COUNTRIES) INTO THE FIRST YEAR OF UNDERGRADUATE STUDY PROGRAMMES OF THE UNIVERSITY OF PRIMORSKA IN THE ACADEMIC YEAR 2021/2022**

Slovenians without Slovenian citizenship and citizens of non-EU countries can apply for undergraduate study programmes at the University of Primorska during three application periods and in the period for still available enrolment places.

### **APPLICATION PERIODS**

Application period		Enrolment period	Period for completing the application documentation
1 <sup>st</sup> period	15.2.2021 - 21.5.2021	15.7.2021 - 23.7.2021	15.7.2021
2 <sup>nd</sup> period	28.5.2021 - 21.7.2021	26.7.2021 - 5.8.2021	21.7.2021
3 <sup>rd</sup> period	9.8.2021 - 3.9.2021	6.9.2021 - 22.9.2021	3.9.2021
Period for still available enrolment places	23.9.2021 - 24.9.2021 by 12.00	by 30.9.2021	24.9.2021 by 12.00

### **APPLICATIONS**

The application form for enrolment in the academic year 2021/2022 must be submitted electronically via the web portal eVŠ <http://portal.evs.gov.si/prijava/> , with a qualified digital certificate, AAI account (authentication and authorization infrastructure account) or username and password via the SI-PASS2 system, which operates within the National Center for Trust Services.

Candidates must also submit all required evidence for the application and admission procedures electronically via the eVŠ portal.

An application that has been completed and submitted with an electronic signature (qualified digital certificate or AAI account) or without a secure electronic signature (username and password) in the eVŠ portal by the deadline published in the Call for enrolment is considered as submitted in time.

### **CERTIFICATES OF FULFILMENT OF ADMISSION CRITERIA**

Scanned documents or photographs of original certificates and other required documents are considered as proof of fulfilment of the admission conditions in the application-admission procedure. Due to the situation in connection with COVID-19, candidates don't send anything by regular or registered mail, all the evidence required for the application must be attached electronically as scan in the eVŠ portal.

Instructions for submitting evidence of fulfilment of admission conditions are published at: <https://portal.evs.gov.si/navodila-za-oddajo>.

Candidates who apply with foreign certificates of completed secondary education for the application and the recognition procedure must submit the following documents to the eVŠ portal (documents listed under points 1 to 4 and 7 are mandatory):

1. **A scan or photograph of the final certificate/s** on completed secondary education for which candidates wish to be recognized for consideration in the application-admission procedure;
2. **A scan or photograph of the translation of the final certificate** from the first point into Slovenian or English<sup>1</sup> language, if the document is not in Latin writing and is written in manuscript (a copy of the translation made by a sworn interpreter is sufficient);
3. **Scan or photograph of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education** (last four years of education) **and verified translation of certificates of the last two years of secondary school into Slovene or English<sup>2</sup>**, if the document is not in Latin and is written in manuscript;
4. **Scan or photograph of the handwritten (candidate's signature) short chronological description** of the entire education abroad;
5. **Scan or photograph of evidence of passing the Slovene language examination** at the appropriate level or equivalent other evidence - only if required for enrolment to individual study programme;
6. **Scan or photograph of an identity document** (page with the candidate's personal data showing the name, surname, date and place of birth and nationality) – only if required by the HE institution for the purpose of checking the identity of the candidate:
  - citizens of an EU Member State: identity card or passport,
  - foreign nationals from a non-EU country: passport.
7. **Decision on recognition for the purpose of further education** (see below).

## PROCEDURE FOR RECOGNITION OF EDUCATION WITH A VIEW TO ACCESS TO EDUCATION

Candidates who have finished their studies in a foreign country (not Slovenia) and would like to continue their education in a Slovenian higher education institution are obliged to acquire a decision on the recognition of their foreign education, if they have not obtained one already. Higher education institutions are the competent bodies for the education recognition procedure. The recognition procedure is a part of the enrolment procedure. The recognition application is submitted together with the study enrolment application (electronically via the eVŠ portal) when the candidate indicates that high school was completed in a foreign country (not Slovenia). The recognition application should be accompanied by the following documents required for the recognition procedure:

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<sup>1</sup> Regarding the need to translate the document, please contact the authorized persons at the higher education institution to which you are submitting the application

<sup>2</sup> Same as Note 1

1. **A scan or photograph of the final certificate/s** on completed secondary education for which candidates wish to be recognized for consideration in the application-admission procedure, without legalization;

The Admission Office of the higher education institution will check the authenticity of the copy of the final certificate/s with the issuer of the original document or the competent authority of the country of origin of the document.

**If the higher education institution is not able to confirm the authenticity of the document, candidates will be asked to send:**

**Original of the final certificate/s** on completed secondary education, for which candidates wish to be recognized for consideration in the application-admission procedure, which is legalized according to the regulations and according to the country of origin.

2. **A scan or photograph of the translation of the final certificate** from the first point into Slovenian or English<sup>3</sup> language, if the document is not in Latin writing and is written in manuscript (a copy of the translation made by a sworn interpreter is sufficient);
3. **Scan or photograph of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education** (last four years of education) **and verified translation of certificates of the last two years of secondary school into Slovene or English<sup>4</sup>**, if the document is not in Latin and is written in manuscript;
4. **Scan or photograph of the handwritten (candidate's signature) short chronological description** of the entire education abroad;
5. **Scan or photograph of evidence of passing the Slovene language examination** at the appropriate level or equivalent other evidence - only if required for enrolment to individual study programme;
6. **Scan or photograph of an identity document** (page with the candidate's personal data showing the name, surname, date and place of birth and nationality) – only if required by the HE institution for the purpose of checking the identity of the candidate:
  - citizens of an EU Member State: identity card or passport,
  - foreign nationals from a non-EU country: passport.

The authorized person conducting the procedure for recognition of education may request the applicant to submit additional evidence, if this is necessary for the assessment of the application.

## CLASSIFICATION OF CANDIDATES

At the end of each application period, the Admission Office of UP starts the selection procedure based on limitations on enrolment and the selection criteria published in the *Call for enrolment*. The Admission Office of UP includes in the selection procedure only candidates who by the end of the application period fulfil the admission requirements and who have submitted complete applications in the eVŠ portal.

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<sup>3</sup> Regarding the need to translate the document, please contact the authorized persons at the higher education institution to which you are submitting the application

<sup>4</sup> Same as Note 1

After the selection procedure, the *Decision on the result of the selection procedure for entry in the first year of undergraduate study* is served to candidates in the eVŠ portal.

## LIST OF ACCEPTED CANDIDATES

The list of accepted foreign candidates is comprised of candidates who have submitted the application and all required documents attesting to fulfilment of the admission criteria in the eVŠ portal by the end of each application period.

In case the number of applicants for a study programme is higher than the number of available enrolment places (for Slovenes without Slovenian citizenship and foreigners from non-EU countries), the faculties will use the following selection criteria:

- Candidates' grades in the last two years of secondary school;
- Candidates' grades in the final examinations in secondary school (national exams, final exams, etc.)

The list of subsequently accepted candidates is comprised of:

- Candidates whose procedure of recognition of foreign education will not be completed by the end of the application period due to justified reasons (irrespective of the fact that they submitted all the required supporting documents by the end of the application period);
- Candidates who were placed in the list of subsequently accepted candidates during the appeal procedure.

## ENROLMENT IN THE FIRST YEAR

Candidates who are accepted in the selection procedure will be invited to enrol on the basis of a decision of the Admission Office of UP submitted in the evš portal by the following dates:

- Candidates who are accepted in the 1<sup>st</sup> application period can enrol by 23 July 2021 at the latest.
- Candidates who are accepted in the 2<sup>nd</sup> application period can enrol by 5 August 2021 at the latest.
- Candidates who are accepted in the 3<sup>rd</sup> application period can enrol by 22 September 2021 at the latest.
- Candidates who are accepted in the period for still available enrolment places can enrol by 30 September 2021 at the latest.

In the case of justified reasons, candidates can enrol outside the abovementioned dates; however, they must enrol by 30 September 2021 at the latest.

Candidates who are placed on the list of subsequently accepted candidates must enrol by the 30 October 2021 at the latest.

## INFORMATION DAYS

Information days, when candidates are able to get detailed information about the study programmes, will be organized on **Friday, 12 February 2021, and Saturday, 13 February 2021** online via ZOOM. More information will be published on university' and faculties' web pages.

The Admission Office of UP and individual higher education institutions may also organize additional information days. The dates of any additional information days will be announced later and published on the web page.

## COMMUNICATION WITH CANDIDATES

**Admission Office of the University of Primorska – VPIS UP**

Phone.: 00386 (0)5 611 76 30 or (0)5 611 76 31

e-mail: [vpis@upr.si](mailto:vpis@upr.si)

web page: [www.vpis.upr.si](http://www.vpis.upr.si)