

**APPLICATION AND ADMISSION PROCEDURE FOR
FOREIGN CITIZENS OF NON EU MEMBER STATES AND SLOVENIANS WITHOUT SLOVENIAN
CITIZENSHIP
FOR THE 1st YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMMES
AT THE UNIVERSITY OF MARIBOR FOR THE**

I. First application period

First application period for foreign citizens of non EU member states and Slovenians without Slovenian citizenship for the 1st year of undergraduate study will last from the **6th of February to the 20th of April 2018**. Candidates have to apply electronically using:

- E-application portal eVŠ
<http://portal.evs.gov.si/prijava/> .

IMPORTANT

In the application, candidates may specify a maximum of three different study options in the orders of preference.

After the 20th of April 2018 changes and cancellations of study options are no longer possible.

1. Evidence of fulfilment of enrolment requirements

Candidates have to send/submit all necessary documents that show the fulfilment of enrolment requirements, including the Decision on recognition of secondary education, until **August 1st 2018**.

Candidates who will complete their secondary education this year have to submit all the certificates/evidence incl. the Decision on recognition of secondary education until no later than **August 18th 2018**.

Necessary documents:

- Verified copy of birth certificate or certificate of citizenship or passport or personal identity card (notary or Apostille),
- Certified translation of the document showing the citizenship (birth certificate or certificate of citizenship or passport or personal identity card) into Slovenian or English by a court appointed translator (translation is not necessary for documents issued in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script),
- Verified copies of the secondary school final certificate and secondary school exit certificates of the last two years,
- Certified translation of the secondary school final certificate and secondary school exit certificates of the last two years) into Slovenian or English by a court appointed translator (translation is not necessary for documents issued in the following languages:

- English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script),
- A Slovenian language certificate (if it is required by the study program),
 - Decision on recognition of certificates obtained abroad for the purpose of further education,
 - Original of the final certificate/diploma, proving completed foreign education (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),
 - Uncertified copies of residual secondary school yearly certificates (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education),
 - Short chronological description of the entire education prepared and signed by the candidate (*required only from candidates who are in the process of obtaining the Decision on recognition of certificates obtained abroad for the purpose of further education).

EXAM OF SLOVENE LANGUAGE

Foreign citizens who enroll to study at the University of Maribor (into study programmes which require a Slovenian language certificate), can take the exam of Slovenian language at the Faculty of Arts of the University of Maribor. The exam of Slovenian language can also be taken at other institutions.

2. Aptitude tests

Registered foreign citizens will perform aptitude tests in the first application period (on the 25th of May and from the 25th of June to 6th of July 2018) at higher education institutions in time and manner specified in the Call for enrolment in the academic year 2018/2019. The notification on tests of specific aptitudes, abilities and skills will be sent to the candidates by individual higher education institutions 5 days before the tests.

3. Information on the number of applied candidates

The information on the number of applications for each study programme will be published on the website www.vpis.um.si on the **23rd of May 2018**.

4. Decision on enrolment limit

Higher Education Application and Information Service of the University of Maribor (VPIS UM) will determine the enrolment limit for certain study programmes considering the number of applicants and enrolment slots **until the 20th of June 2018** and publish the information of enrolment limit on the website www.vpis.um.si.

5. Classification of candidates

For all the registered candidates who will qualify for entry, the Higher Education Application and Information Service of the University of Maribor (VPIS UM) and University of Ljubljana (VPIS UL) will carry out a selection or ranking procedure until no later than the **28th of August 2018** based on the selection criteria published in the Call for enrolment.

The selection procedure also includes candidates for whom **the final certificate will be issued after the 20th of July 2018**, and **a decision on the recognition of secondary school will be issued until the 20th of August 2018**.

6. The decision on the results of the selection procedure for enrolment into the first year of undergraduate study

To all candidates with a valid application, a written Decision on acceptance will be issued until the **7th of September 2018** at the latest. The Decision on acceptance will be sent to the stated mail and e-mail address of the candidate.

7. Appeal deadline

Candidates can appeal against the decision on the results of the selection procedure until the **22nd of September 2018** to the competent commission of the University of Maribor.

II. Second application period (at member faculties)

1. The remaining enrolment slots for the second application period will be published on the **11th of September 2018**.

2. In the second application period, which will **take place from the 12th to the 14th of September 2018**, can apply those candidates who have not submitted the first application for enrolment and those who did not qualify in neither of in the first application mentioned study programs. Candidates may submit up to three applications. In each application, the candidate chooses one study program for which he fulfils enrolment requirements.

Candidates can apply into the first year of undergraduate and long-cycle master study electronically, using:

- E- application portal eVŠ
<http://portal.evs.gov.si/prijava/>

Candidates have to submit all the required documentation until the end of the application deadline, directly to the faculty to which they apply.

Candidates who apply without a qualified digital certificate (with a username and password) must send the application form electronically in the eVŠ until September 14th, 2018, print it, sign it and send it by registered mail to the faculty until **September 15th, 2018**.

The second application procedure takes place directly at faculties, so candidates can obtain all necessary information at the student office of each faculty.

3. Aptitude tests for foreign students who applied in the second application period will be carried out at individual higher education institutions from **September 19th to 21st, 2018**.

III. Enrolment into the first year of undergraduate study

Accepted candidates in the selection procedure of the first and second application period can enroll with a written Decision on acceptance into the first year of undergraduate study programme at the student office of the faculty until the **30th of September 2018**.

Those candidates, who will be placed on the list of accepted candidates subsequently for legitimate reasons, determined by the competent body of the higher education institution, can enroll until **the 30th of October 2018 at the latest**, in accordance with the decision issued on the basis of a candidate's request and adopted by the competent body of the higher education institution.