

**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  
PROGRAMS OF THE UNIVERSITY OF PRIMORSKA  
IN THE ACADEMIC YEAR 2019/2020**

Slovenians without Slovenian citizenship and citizens of non-EU countries can apply for undergraduate study programs at the University of Primorska during three application terms and in the supplemental term for fill in the last available enrolment places.

Application term		Term for enrolment
1. term	18.2.2019 – <b>24.5.2019</b>	27.5.2019 – 19.7.2019
2. term	27.5.2019 – <b>19.7.2019</b>	22.7.2019 – 9.8.2019
3. term	12.8.2019 – <b>13.9.2019</b>	16.9.2019 – 20.9.2019
<b>Supplemental term</b>		
	<b>25.9.2019 - 26.9.2019</b>	<i>to 30.9.2019</i>

**APPLICATIONS:**

The application form must be submitted electronically via the web portal eVŠ <http://portal.evs.gov.si/prijava/>, then confirmed and printed. The signed hard copy of the application form must be sent by registered mail, or brought in person, together with the required documents, to the following address:

Admission Office of the University of Primorska – VPIS UP  
Titov trg 4  
SI-6000 Koper  
Slovenia

At the end of each Application term, the Admission Office of the University of Primorska will only consider the on-time and complete applications (including the required documents) for the selection procedure. Late or incomplete applications will not be included in the selection procedure.

Applications are “on time” when sent by registered mail or brought in person by the last day of each admission term. The application is complete if printed, signed and sent or brought in person together with the required documents for the selection procedure.

**CERTIFICATES OF FULFILMENT OF ADMISSION CRITERIA:**

Candidates shall submit the following certificates attesting to fulfilment of the admission criteria:

- A certified copy of the secondary school final certificate
- A certified Slovenian translation of the secondary school final certificate, if necessary (for information on the translation of documents, candidates can contact the Admission Office of UP)
- Certified transcripts of grades for the last two years of secondary school

- Certified Slovenian translations of transcripts of grades for the last two years of secondary school, if necessary (for information on the translation of documents, candidates can contact the Admission Office of UP)
- The original or a certified copy of the decision on recognition of foreign education, if already obtained

The deadline for **completing the application** with the required documents in the first application term is the 10<sup>th</sup> July 2019.

In the second and third application term and within the term for filling places the deadline for completing the applications is the closing date of each application term.

#### **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 (on the online 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 documents required for the recognition procedure:

- **Original of the certificate/diploma** (proving completed foreign education) to be recognised
- Photocopy of the certificate/diploma
- **Certified Slovene translation of the certificate/diploma** unless the recognition body determines that a certified translation is not necessary or cannot be provided by the applicant for legitimate reasons
- **Short chronological description of the applicant's entire education** prepared and signed by the applicant or his/her legal guardian

An authorized person who conducts the process of recognition of education may request additional evidence if this is necessary for assessment of the application.

The original certificate/diploma must be legalized on the basis of:

- The 1961 Hague Convention (in the court of territorial jurisdiction where the certificate was obtained); or
- The Act on the Certification of Documents in International Traffic

#### **CLASSIFICATION OF CANDIDATES:**

At the end of each application term the Admission office starts the selection procedure based on the decisions of the higher education institutions concerning limitations on enrolment and the selection criteria published in the *Call for enrolment*. Included in the selection procedure are candidates who by the end of the application term fulfil the admission requirements and who have sent complete applications.

After the selection procedure, the *Decision on the result of the selection procedure for entry in the first year of undergraduate study* will be sent to the candidates by regular mail to the address given for notices.

## **LIST OF ACCEPTED CANDIDATES:**

The list of accepted foreign candidates is comprised of candidates who have submitted and sent the application and all the required documents attesting to fulfilment of the admission criteria to the Admission Office of UP by the end of each application term.

In the case that the number of applicants for a study program 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 term due to justified reasons (irrespective of the fact that they submitted all the required supporting documents by the end of the application term)
- Candidates who were placed in the list of subsequently accepted candidates during the appeal procedure

The Admissions Office of the UP submits the list of accepted foreign candidates to higher education institutions for each application term, at the latest by the date on which the decisions on the results of the selection procedure are issued.

## **ENROLMENT IN THE FIRST YEAR:**

Candidates who are accepted in the selection procedure can enrol on the basis of a written decision of the Admission Office of UP by the following dates:

- Candidates who are accepted in the 1<sup>st</sup> application term can enrol by 19 July 2019 at the latest.
- Candidates who are accepted in the 2<sup>nd</sup> application term can enrol by 9 August 2019 at the latest.
- Candidates who are accepted in the 3<sup>rd</sup> application term can enrol by 20 September 2019 at the latest.
- Candidates who are accepted in the supplemental term for fill in the last available enrolment places can enrol by the 30<sup>th</sup> September 2019 at the latest.

In the case of justified reasons, candidates can enrol outside the abovementioned dates; however, they must enrol by the 30<sup>th</sup> September 2019 at the latest.

Candidates who are placed on the list of subsequently accepted candidates must enrol by the 30<sup>th</sup> October 2019 at the latest.

## **INFORMATION DAYS:**

Information days, when candidates are able to get detailed information about the study programs, will be organized at higher education institutions on Friday, 15<sup>th</sup> and Saturday, 16<sup>th</sup> February 2019.

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.

**COMMUNICATION WITH CANDIDATES:**

Candidates can contact the Admission Office of UP for further information at any time.  
The Admission Office of UP informs candidates about the application and admission procedure.

For additional information, clarifications or counselling, please contact:

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)  
skype: VPIS UP