

The process of recognition of education

Student Office
University of Nova Gorica



How to start the process?

- Candidates who have a foreign certificate of academic achievements and wish to continue their education in the Republic of Slovenia must have a decision acknowledging their right for further education at the university.
- The process of recognition of education is led by an authorized person at the Student Office and begins with the submission of an application form for enrollment via the eVŠ web portal.
- The application form for enrolment is also an application for the initiation of the process of recognition of foreign education for the purpose of enrollment in the Republic of Slovenia.



How to apply?

- Candidates apply at the eVS web portal: <https://portal.evs.gov.si/prijava/>



The screenshot shows the eVS web portal interface. The main heading is "Enrolment application for study" with the eVS logo and "Visoke šole v Sloveniji" below it. Navigation links include "CALLS FOR ENROLMENT", "INSTRUCTIONS FOR COMPLETING THE APPLICATION", "FAQ", "SLO", and "ENG". A blue arrow points to a button labeled "Continue to login with SI-PASS". Below the button, there is a text box explaining the application process and SI-PASS authentication options.

How do I apply? >

Digital certificates >

What will happen to my application? >

Continue to login with SI-PASS

Enter the enrolment application by clicking the "Continue to login with SI-PASS" button above, which will redirect you to the authentication service.

SI-PASS enables different types of authentication.

- if you log in with a username and password, you will have to print the completed application form, sign it, and send it by registered mail to designated higher education institution together with all the supplemental documents within the application deadline set by the call for enrolment. The address will be indicated in the upper left corner of the printer application form.
- if you log in with an electronic identity issued in Slovenia (Digital certificate, ArnesAAL, One-Time-Password smsPASS) or Crossborder EU authentication, an electronic submission of the enrolment application is sufficient, and you do not need to send the printed form of the application by mail. However, you still have to send the supplemental documents, if the call for enrolment requires you to do so.

Before filing in the application you need to choose call for enrolment and type of application you will submit.

Link to instructions for filing in the application is at the top of this website.

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REPUBLIC OF SLOVENIA
MINISTRY OF EDUCATION,
SCIENCE AND SPORT



- Candidates register and apply with their username and password:

SI-PASS
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

Please, choose your login method

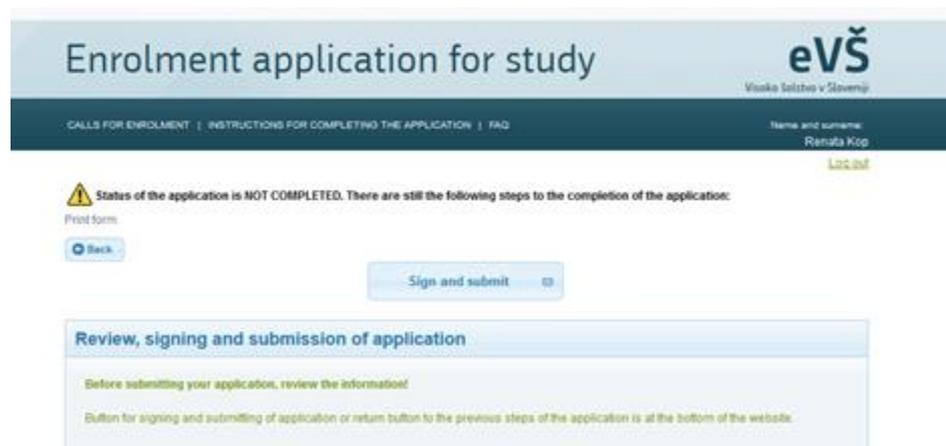
- Qualified certificate issued in EU
- One-Time-Password smsPASS
- Crossborder EU authentication - level substantial or high
- ArnesAAI
- Username and password
- Nothing from the list

Naležite si tušo priložnost
Vabljenje na razpisni postopek za izbor študentov



- After entering the application form, candidates need to select the Call for enrollment, type of application, personal data, details of achieved education qualifications and choose the desired study.

- Attach all the supplemental documents you already have to the application.
- The certificates that were not issued to you at the time of application can be attached to the application later.



The screenshot shows the 'Enrolment application for study' page on the eVŠ portal. The page header includes the title 'Enrolment application for study' and the eVŠ logo with the text 'Visoka šola v Sloveniji'. Below the header, there are navigation links: 'CALLS FOR ENROLMENT', 'INSTRUCTIONS FOR COMPLETING THE APPLICATION', and 'FAQ'. The user's name and surname, 'Renata Kip', are displayed. A warning message states: 'States of the application is NOT COMPLETED. There are still the following steps to the completion of the application:'. Below the warning, there are buttons for 'Print form', 'Back', and 'Sign and submit'. A large blue arrow points to the 'Sign and submit' button. Below the buttons, there is a section titled 'Review, signing and submission of application' with instructions: 'Before submitting your application, review the information!' and 'Button for signing and submitting of application or return button to the previous steps of the application is at the bottom of the website.'

- The application for enrollment and the related procedures will be made electronically via the eVŠ portal, including all the required supplemental documents and notification of selection.



Attachments to the application

- An e-copy of the certificate of education for which the right of access, registration and treatment in the process of enrollment in continuing education is requested to be recognized, OR the original of the education certificate, for which it is desired to recognize the right of access, registration and treatment in the process of enrollment in further education (legalized).
- A court-certified translation of the education certificate from the previous indent into the Slovenian or English language, if the record on the document is not in Latin and is written in manuscript (a copy of the translation made by a court interpreter is sufficient).

When the authorized persons consider that they do not need a certified Slovenian translation of the education certificate or if the applicant cannot submit it due to justified reasons, but its education can still be assessed, they may also decide without a translation. Please contact the Student Office.



- Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.

When the authorized persons consider that they do not need a certified Slovenian translation of the education certificate or if the applicant cannot submit it due to justified reasons, but its education can still be assessed, they may also decide without a translation. Please contact the Student Office.

- A short chronological description of the entire education, prepared and signed by the holder of the education certificate or his/her legal representative.
- An e-copy of identity document - ID card or passport (with the consent of the candidate!)
(page with personal data of the candidate).



Note

- The authorized person verifies the authenticity of an uncertified copy of the education document with the issuer of the original education document or the competent authority of the country of origin of the education document. If, due to the timely implementation of the enrollment procedure, verification of the authenticity of the document with the issuer of the original document or the competent authority of the country of origin referred to in the previous sentence was not possible, the authorized person requires the applicant to submit the original of the education certificate (properly legalized if necessary).
- The originals of educational documents are returned to the applicant by the authorized person, and the originals of court-certified translations only if a copy of the translations is also submitted in the procedure.
- The authorized person may require the applicant to provide additional evidence if this is necessary to assess the application.



Application dates 2022/2023

Bachelor`s degree programme admission

	EU candidates*	Others	2nd., 3rd. year
1st round	15. 2.–18. 3.	15. 2.–30. 3.	1. 9.–16. 9.
2nd round	19. 8. –23. 8.	1. 5.–1. 7.	/
3rd round	/	1. 8.–1. 9.	/
Final round	22.–23. 9.	10.–25. 9.	/

*Also Slovenians without Slovenian citizenship



- All documents required for the process of recognition of education and which candidates do not yet have at the time of submitting the application, will be possible to be uploaded to the eVS web portal even after the closing of the application deadline.

Attachments 2022/2023

Deadlines for the submission of attachments to the application

Bachelor`s degree programmes	EU candidates*	Others	2nd., 3rd. year
1st round	18. 3. or 1. 8.	30. 3. or 1. 8.	16. 9.
2nd round	23. 8. or 5. 9.	1. 7. or 1. 8.	/
3rd round	/	1. 9. or 25. 9.	/
Final round	23. 9.	25. 9.	/

*Also Slovenians without Slovenian citizenship

- Candidates who have already completed secondary education at the time of application and have proof of eligibility (final exam, secondary school completed abroad ...) and which cannot be obtained from public records, submit them electronically via the eVŠ **portal together with the application**, or at the latest by the end of the application period in which they submit the application.
- Candidates who complete secondary school in the current school year must submit evidence to the eVŠ portal **by the above-mentioned date**.



Application dates 2022/2023

Master`s degree programme and doctoral degree programme admission

	Master`s degree programme	Doctoral degree programme
1st round	15. 2. - 30. 3.	15. 2. - 30. 3.
2nd round	1. 4. - 1. 7.	1. 4. - 1. 7.
3rd round	1. 8. - 1. 9.	1. 8. - 1. 9.
Final round	10. - 25. 9.	10. - 25. 9.

- Candidates who have already completed their previous education at the time of application and have proof of eligibility (final exam, diploma...) and which cannot be obtained from public records, submit them electronically via the eVŠ **portal together with the application**, or at the latest by the end of the application period in which they submit the application.
- Candidates who complete previous education in the current school year must submit evidence to the eVŠ portal **not later than 1 August** if they applied for studies within the first and second application deadlines and **not later than 25 September** if they applied for studies within the third or the final application deadline.
- **Candidates for the European Master in Migration and Intercultural Relations (EMMIR) apply at a special rate and within different deadlines.**
More information: <https://www.emmir.org/applications>



Enrollment places 2022/2023

Bachelor`s degree programme admission

	Full-time EU	Part-time EU	Full-time others	Part-time others
Cultural History	40	5	6	0
Slovene Studies	25	5	6	0
Physics and Astrophysics	30	0	8	0
Environment	40	10	8	0
Engineering and Management	40	5	10	0
Viticulture and Enology	30	5	8	0
Digital Arts and Practices	15	5	5	0



Enrollment places 2022/2023

Master`s degree programme admission

	Full-time EU	Part-time EU	Full-time others	Part-time others
Slovene Studies	20	5	6	0
Engineering and Management	30	5	8	4
Physics and Astrophysics	15	5	*	*
Material Science	20	5	*	*
Leadership in Open Education	25	5	*	*
Viticulture and Enology	20	5	*	*
Environment	20	5	*	*
Media Arts and Practices	10	5	*	*
European Master in Migration and Intercultural Relations	35	0	*	0

* common enrollment places with EU citizens



Enrollment places 2022/2023

Doctoral degree programme admission

Graduate School	
Cognitive Science of Language	10
Cultural Heritage Studies	10
Environmental Sciences	10
Humanities	10
Karstology	10
Materials	10
Molecular Genetics and Biotechnology	10
Physics	10
Economics and Techniques for the Conservation of the Architectural and Environmental Heritage*	10

* one-year joint master`s degree programme with Università IUAV di Venezia



More information

- on submitting an application through the eVS web portal:
<https://portal.evs.gov.si/prijava/?lang=en>
- on the application, enrollment and recognition of the education of foreign certificates at the University of Nova Gorica's website:
<http://www.ung.si/en/admissions/>

Contact

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