

# 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. At the top, the title "Enrolment application for study" is displayed next to the eVS logo and the text "Visoke šolstvo v Sloveniji". Below the title, there are navigation links: "CALLS FOR ENROLMENT", "INSTRUCTIONS FOR COMPLETING THE APPLICATION", and "FAQ". On the right side, there are links for "SLO" and "ENG".

In the center, there is a large blue button labeled "Continue to login with SI-PASS". A blue arrow points to this button. To the left of the button, there are three links: "How do I apply?", "Digital certificates", and "What will happen to my application?".

Below the button, there is a text box with the following content:

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, AmesAAL, 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.

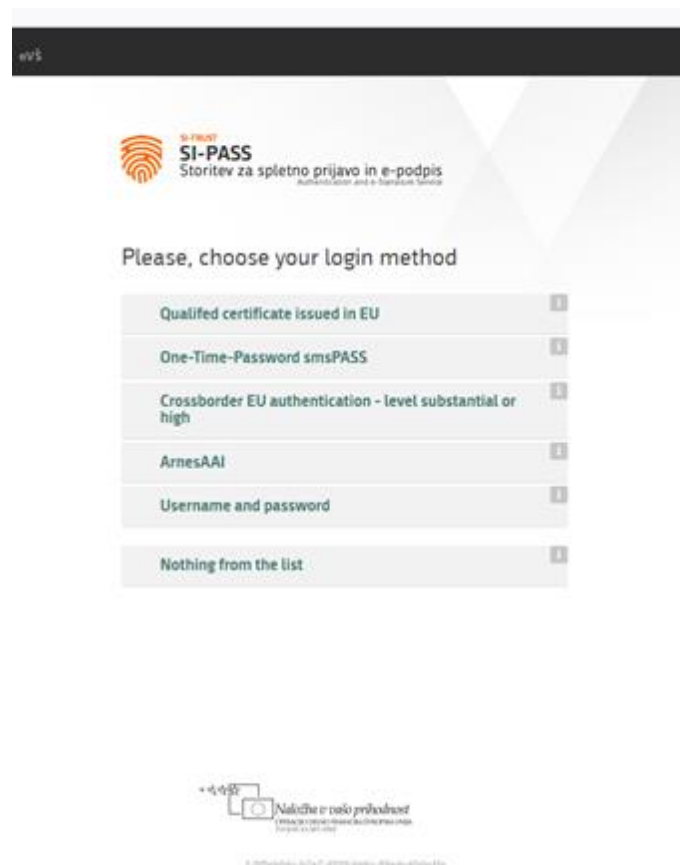
Before filing in the application you need to choose call for enrolment and type of application you will submit.

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

At the bottom of the page, there is a footer with the text "eVS - Version 1.11.34 (2020-02-11-09-14) © Ministry of Education, Science and Sport" and the logo of the Republic of Slovenia, Ministry of Education, Science and Sport.



- Candidates register and apply with their username and password:



The screenshot shows the SI-PASS login interface. At the top, there is a black bar with the text 'SI-PASS'. Below it, the SI-PASS logo is displayed, followed by the text 'Storitev za spletno prijavo in e-podpis' and 'Authentication and e-Signature Service'. The main heading is 'Please, choose your login method'. Below this, there is a list of login methods, each with a radio button and a small '1' icon to its right:

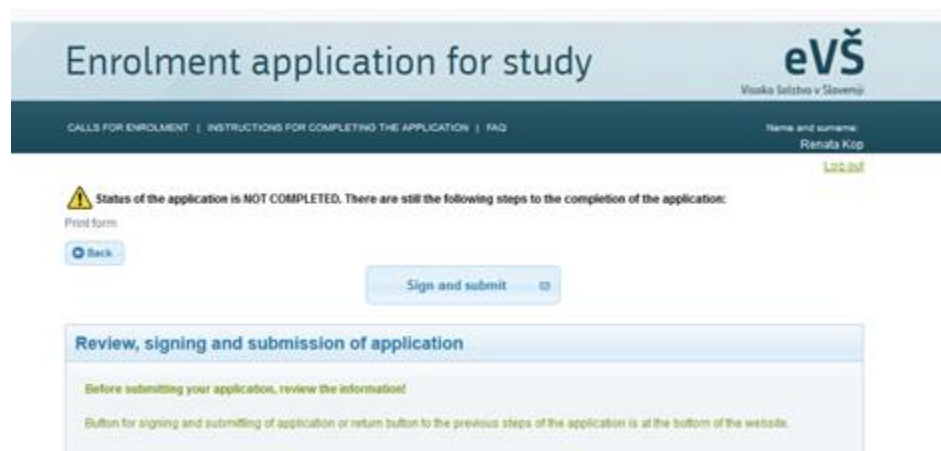
- Qualified certificate issued in EU
- One-Time-Password smsPASS
- Crossborder EU authentication - level substantial or high
- ArnesAAI
- Username and password
- Nothing from the list

At the bottom of the page, there is a small logo for 'Nalaganje in prenos' (Download and upload) and a footer with the text '© 2019 SI-PASS. Vse pravice pridržane.' (© 2019 SI-PASS. All rights reserved.)



- 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 displays the 'Enrolment application for study' page on the eVŠ (Visoka šola v Sloveniji) portal. The page header includes the title and navigation links: 'CALLS FOR ENROLMENT', 'INSTRUCTIONS FOR COMPLETING THE APPLICATION', and 'FAQ'. The user's name and surname, 'Ranata Kip', are shown in the top right corner. A yellow warning icon and message state: 'Status of the application is NOT COMPLETED. There are still the following steps to the completion of the application:'. Below this, there are buttons for 'Print form', 'Back', and 'Sign and submit'. A section titled 'Review, signing and submission of application' contains 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.' A large blue arrow points from the right towards the 'Sign and submit' button.

- 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
<b>1<sup>st</sup> round</b>	15. 2.–18. 3.	15. 2.–30. 3.	1. 9.–16. 9.
<b>2<sup>nd</sup> round</b>	19. 8. –23. 8.	1. 5.–1. 7.	/
<b>3<sup>rd</sup> round</b>	/	1. 8.–1. 9.	/
<b>Final round</b>	22.–23. 9.	10.–25. 9.	/

\*Also

- Slovenians without Slovenian citizenship
- Citizens of the Member States of the European Union and other foreign citizens who have permanent residence in the Republic of Slovenia and who themselves or at least one of their parents or legal guardians are residents of the Republic of Slovenia for tax purposes, and
- persons who have been granted international protection and applicants for international protection in accordance with the International Protection Act (Official Gazette of the Republic of Slovenia, No. 22/16) are required to apply for enrolment places announced for Slovenian citizens and citizens of the Member States of the European Union.
- Citizens of the following non-European Union countries: Norway, Iceland, Liechtenstein and Switzerland are also treated on an equal basis with citizens of the RS and the European Union.



# Attachments 2022/2023

## Deadlines for the submission of attachments to the application

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

\*Also others – see previous page

- 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
<b>1<sup>st</sup> round</b>	15. 2. - 30. 3.	15. 2. - 30. 3.
<b>2<sup>nd</sup> round</b>	1. 4. - 1. 7.	1. 4. - 1. 7.
<b>3<sup>rd</sup> round</b>	1. 8. - 1. 9.	1. 8. - 1. 9.
<b>Final round</b>	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	0	5	0

\*Also others – see BA application dates page



# 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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