

**APPLICATION AND ADMISSION PROCEDURE FOR
FOREIGN CITIZENS OF NON EU MEMBER STATES AND SLOVENIANS WITHOUT SLOVENIAN
CITIZENSHIP
FOR THE 1st YEAR OF UNDERGRADUATE STUDY AT THE UNIVERSITY OF MARIBOR FOR THE
STUDY YEAR 2017/2018**

1. Application period

The 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 **6th of February to 20th of April 2017**. Candidates can 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 2017 changes and cancellations of study options are no longer possible.

2. 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 2017**.

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 2017**.

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.

3. Aptitude tests

Registered foreign citizens will perform aptitude tests (on 19th of May and from 23rd of June to 6th of July 2017) at higher education institutions in time and manner specified in the Call for enrolment in the academic year 2017/2018. 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.

4. 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 **18th of May 2017**.

5. 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 21st of August 2017** and publish the information of enrolment limit on the website www.vpis.um.si.

6. 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 **25th of August 2017** based on the selection criteria published in the Call for enrolment.

7. 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 2017** at the latest. The Decision on acceptance will be sent to the stated mail and e-mail address of the candidate.

8. Appeal deadline

Candidates can appeal against the decision on the results of the selection procedure until the **22nd of September 2017** to the competent commission of the University of Maribor.

9. Enrolment into the first year of undergraduate study

Admitted candidates can enroll into the first year of undergraduate study in the student office of the faculty until the **30th of September 2017**. Those candidates, who will be placed on the list of accepted candidates subsequently (appeal procedure), can enroll until **the 30th of October 2017**.