

**APPLICATION AND ADMISSION PROCEDURE
FOR FOREIGN CITIZENS OF NON-EU MEMBER STATES
FOR THE 1st YEAR OF UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMS
AT THE UNIVERSITY OF MARIBOR FOR THE
STUDY YEAR 2022/2023**

I. FIRST APPLICATION PERIOD

First application period for foreign citizens of non-EU member states for the 1st year of undergraduate study and long-cycle master study programs of the University of Maribor will last from the **15th of February to the 20th of April 2022**. Candidates have to apply electronically through:

- E-application portal eVŠ
<https://portal.evs.gov.si/prijava/?lang=en>

An application¹ that has been completed and signed by an electronic signature, **qualified digital certificate, or AAI-account (authentication and authorization infrastructure account)** or without a secure electronic signature by **username and password via SI-PASS² system** (which operates within the National Center for Trust Services) and submitted to **the eVŠ by the 20th of April 2022**, is considered as an application submitted on time.

IMPORTANT

In the application, candidates may specify in the order of preference a maximum of three different study programs of the University of Maribor.
After the **20th of April 2022**, changes and cancellations of study options are no longer possible.

OPEN DOORS – Information days

Information days take place at higher education institutions of the University of Maribor on the **11th and 12th of February 2022**.

¹ Act on Additional Measures for Prevention, Mitigation, Control, Recovery and Elimination of the Consequences of the COVID-19 epidemic (ZDUPŠOP) (Official Gazette of the Republic of Slovenia, No. 206/21) in the Act on Temporary Measures for Mitigation and Elimination of Consequences covid-19 (ZZUOOP), which was announced in the Official Gazette RS, no. 152/20, Article 108 maintains that, regardless of the provisions of the regulations governing the implementation of application and admission procedures for enrollment, in the application and admission procedures for enrollment for the academic year 2022/2023 at higher education institutions in the Republic of Slovenia, the application and all the evidence required for the application are submitted electronically via the eVŠ information system, if the identity of the applicant can be established.

² The SI-PASS service is an official point for verifying the identity of various users and the electronic signing of applications and other documents. SI-PASS is generally used in the provision of individual electronic services.

1. Evidence of fulfilment of enrolment requirements

In the application and admission procedures for the academic year 2022/2023, applicants have to submit all the evidence required for application, listed below, electronically to the competent Higher Education Application and Information Service of the University of Maribor **through the eVŠ portal** within the deadline, set by the Call for Enrolment.

- **Candidates who have already completed their secondary education** at the time of application and have proof of compliance with the enrolment conditions, have to submit all required documents that show the fulfilment of enrolment requirements, (including the Decision on recognition of their secondary education (if already issued)), to the eVŠ together with the application or have to submit all documents no later than by the end of the first application deadline, the **20th of April 2022**.
- **Candidates who will complete their secondary education this year** have to submit all documents, certificates/evidence to the eVŠ until no later than the **1st of August 2022**.
- **Candidates whose final certificate will be issued after the 1st of August 2022**, and whose Decisions on the recognition of their secondary school will be issued by the **15th of August 2022** will also be included in the selection procedure.

1.1 Required documents

- **E-copy or a photograph of an identity document** based on a written consent of the candidate (citizens from non-EU countries submit their passports – candidate's personal data page, where the name, surname, date and place of birth and nationality should be indicated).
- **E-copy or a photograph of the secondary school final certificate*** that the candidate wishes to be recognized for consideration in the application and admission procedure.
- **E-copy or a photograph of a court-certified translation** of the secondary school final certificate into Slovenian or English. The candidate will be subsequently informed through the eVŠ portal to submit a translation of the final certificate if required by a competent authority. If the document is issued in Cyrillic script or in handwriting, a translation is obligatory.
- **E-copies or photographs of evidence of the content and duration of education** and obligations performed during education (annual certificates for all years of secondary school). The candidate will be subsequently informed through the eVŠ portal to submit translations of annual certificates if required by a competent authority. If the document is issued in Cyrillic script or in handwriting, a translation is obligatory.
- **E-copy or a photograph of a short chronological description** of the entire education relevant to the process of applying for enrolment and recognition of foreign education (short description in a few sentences, including the sequence or years of candidate's previous education).
- **E-copy or a photograph of the Slovene language exam certificate** at the appropriate level or other proof of the Slovene language proficiency - only in cases where this is an enrolment condition for the study program; see point 1.3.
- **Additional evidence:** the education recognition authority may require the applicant to provide additional evidence if this is necessary for assessment of the application. In this case, the candidate will be informed to submit it later through the eVŠ portal.

1.2 Legalization of documents

***OBSERVE**

The authenticity of a copy of the education document will be checked with the issuer of the original document or the competent authority of the country of origin of the document by the higher education institution. In the event that the higher education institution is unable to confirm the authenticity of the document, you will be required to provide us with the original documents, as stated below:

- Candidates with documents issued in countries, **signatories to bilateral agreements with the Republic of Slovenia (R of Bosnia and Herzegovina, R of N. Macedonia, R of Serbia)** and documents issued in the **Republic of Croatia, Austria, Bulgaria, the Czech Republic, France, Greece, Hungary and Romania**, must submit the original of the secondary school final certificate and verified copies** of the 3rd and 4th year certificates.

- Applicants with documents issued in **the Hague Convention countries**, must submit the original of the secondary school final certificate (final exam, diploma) legalized by an **Apostille** and the certified copies** of the 3rd and 4th year certificates.

- Applicants with documents issued in **Non-Hague countries** (that have not signed bilateral agreements with the Republic of Slovenia and are not signatories of the Hague Convention) must verify their certificates of completed education (final exam, diploma) in accordance with internal regulations of a specific foreign country, including the Ministry of Foreign Affairs. **The stamp and signature of the authorized person of the Ministry of Foreign Affairs of a foreign country must be verified by the diplomatic or consular mission of the Republic of Slovenia abroad, which is accredited for that country or by the Ministry of Foreign Affairs of the Republic of Slovenia.**

Copies of the 3rd and 4th year certificates must be verified ** by a notary, see below.

** Copies of documents must be certified by a notary in your country or an official of any administrative unit in the Republic of Slovenia.

1.3 Slovene language proficiency

Foreign citizens who enrol to study at the University of Maribor (to study programs, 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 Slovene language can also be taken at certified educational institutions abroad where the level of the Slovene language proficiency is stated in accordance with the Common European Framework of Reference for Languages (SEJO / CEFR).

2. Aptitude tests

Registered foreign candidates will perform aptitude tests in the first application period **from the 24th of June to the 8th of July 2022** at higher education institutions of the University of Maribor in time and manner specified in the Call for enrolment in the academic year 2022/2023. The

notification on tests of specific aptitudes, abilities and skills will be submitted to the candidates by individual higher education institutions 5 days before testing.

3. Information on the number of applied candidates

Information on the number of applications for each study program will be published on the UM website <https://moja.um.si/en/future-students/Strani/enrolment.aspx> on the **13th of May 2022**.

4. Decision on enrolment limit

Higher Education Application and Information Centre of the University of Maribor (VPIC UM) will determine enrolment limits for certain study programs considering the number of applicants and enrolment places **until the 13th of August 2022** and publish the information on enrolment limits on the UM website <https://moja.um.si/en/future-students/Strani/enrolment.aspx>.

If the number of registered candidates who meet the conditions, set out in the Call for Enrolment (valid applications), listed first in the applications for enrolment in undergraduate study programs and long-cycle master's degree programs exceeds the number of announced places, enrolment will be limited. In case of restricted enrolment, candidates will be selected according to the selection criteria in case of restricted enrolment, which are determined by the study program.

5. Classification of candidates

For all registered candidates who will qualify for entry, the Higher Education Application and Information Centre of the University of Maribor (VPIC UM) will carry out a selection or ranking procedure on the **23rd and 24th of August 2022** according to the selection criteria published in the Call for enrolment.

(The selection procedure also includes candidates who will complete their secondary education this year and for whom **a decision on the recognition of completed secondary school will be issued until the 15th of August 2022.**)

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 Decision on acceptance will be issued until the **2nd of September 2022** at the latest. Candidates will be able to access the Decision on acceptance through the eVŠ portal.

7. Appeal deadline

Candidates can appeal against the decision on the results of the selection procedure until the **17th of September 2022** to the competent Commission for Complaints of Students of the University of Maribor.

II. SECOND APPLICATION PERIOD (at the member faculties)

1. Information on remaining enrolment places for the second application period at the University of Maribor will be published on the **6th of September 2022**.

2. In the second application period, which will **take place from the 6th to the 8th of September 2022**, those candidates can apply who have not submitted the first application for enrolment and those who submitted the first application but did not qualify in neither of in the first application listed 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 have to apply into the first year of undergraduate and long-cycle master study programs electronically through:

- E- application portal eVŠ
<https://portal.evs.gov.si/prijava/?lang=en>

An application that has been completed and signed by an electronic signature (**qualified digital certificate or AAI-account**) or without a secure electronic signature (**username and password**) and submitted to the eVŠ by the **8th of September 2022** is considered as an application submitted on time.

Candidates have to submit all the required documentation directly to the eVŠ together with the application or until the application deadline, **8th of September 2022**.

If the number of applications for the study program listed as first choice exceeds the number of free places, candidates are selected according to the criteria set by the study program with limited enrolment.

The second application procedure takes place directly at faculties of the University of Maribor, 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 the **7th to the 9th of September 2022**.

III. ENROLMENT into the first year of undergraduate study

Accepted candidates in the selection procedure of the first and second application period can enrol with a Decision on acceptance into the first year of undergraduate and long-cycle master study programs at the student office of the faculty of the University of Maribor until the **30th of September 2022**.

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 of the University of Maribor, can enrol until **the 30th of October 2022 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 of the University of Maribor.