1. GENERAL INFORMATION

The following application and admission procedure is meant for:

- Citizens of the European Union member states,
- Foreign citizens who themselves or their parents are taxpayers in the Republic of Slovenia and who have a permanent residence in the Republic of Slovenia,
- Citizens of the Republic of Slovenia who have finished their secondary school education abroad (not in the Republic of Slovenia)
- persons who have been granted international protection in accordance with the International Protection Act (Uradni list RS, Nos. 22/16).

The application and admission procedure for enrolment in the first year of undergraduate and long-cycle master study at the University of Maribor is conducted by:

**University of Maribor**

**Higher Education Application and Information Service**

Slomškov trg 15  
2000 Maribor  
Slovenia  
Tel: +386 2 235 5261  
E-mail: vpis@um.si  
Internet: [http://www.vpis.um.si](http://www.vpis.um.si)

**Office hours:** every day from Monday to Friday from 9.00 to 11.00 and from 13.00 to 14.00.

Information about the application and admission procedure are available at the Higher Education Application and Information Service of the University of Maribor as well as on the website of the Ministry of education, science and sport, [http://www.mizs.gov.si/en/](http://www.mizs.gov.si/en/).

Information about study programmes of the University of Maribor are available on the website of the University of Maribor: [http://www.um.si](http://www.um.si).

2. APPLICATION PROCEDURE

Citizens of the EU Member States can apply for enrolment in the first year of undergraduate and long-cycle master study in two application periods:

- in the first application period from 6 February to 3 March 2017,
- in the second application period from 22 to 29 August 2017.
2.1 The first application period

The first application period lasts from 6 February to 3 March 2017.

Citizens of the European Union member states may apply for enrolment places announced for citizens of the Republic of Slovenia and citizens of the European Union member states. Information about enrolment places are published in the Call for Enrolment for undergraduate and long-cycle master study in academic year 2017/2018 on the following website http://www.mizs.gov.si/.


It is possible to apply in two ways:


- Without a Qualified Digital Certificate (with username and password): the electronic application has to be submitted to the electronic database for applications until 3 March 2017, printed, signed by the candidate and send by registered mail to the Higher Education Application and Information Service within 5 days of the application period expiration date at the latest.

An application will be considered to be submitted in required time:

- If the application is submitted to the electronic database for applications with a Qualified Digital Certificate, the application has to be submitted to the electronic database no later than 3 March 2017.

- If the application is submitted to the electronic database for applications without a Qualified Digital Certificate (with username and password), the application form has to be submitted to the electronic database until 3 March 2017, printed in the latest version submitted, signed by the candidate and send by registered mail to the Higher Education Application and Information Service no later than 8 March 2017.

The address of the Higher Education Application and Information Service will be stated in the upper left corner of the printed application.

2.2. The second application period

The second application period lasts from 22 to 29 August 2017.

In the second application period it is possible to apply according to enrolment places still open for citizens of Slovenia, which will be published on 21 August 2017 on the website of the Higher Education Application and Information Service and on the website of the Ministry of education, science and sport.

It is possible to apply in two ways:

- **With a Qualified Digital Certificate obtained in the Republic of Slovenia:** The electronic application must be submitted **no later than 29 August 2017**.

- **Without a Qualified Digital Certificate (with username and password):** the electronic application has to be submitted to the electronic database for applications until 29 August 2017, printed, signed by the candidate and send by registered mail to the Higher Education Application and Information Service **within 5 days of the application period expiration date at the latest**.

**An application will be considered to be submitted in required time:**

- If the application is submitted to the electronic database for applications **with a Qualified Digital Certificate**, the application has to be submitted to the electronic database **no later than 29 August 2017**.

- If the application is submitted to the electronic database for applications **without a Qualified Digital Certificate (with username and password)**, the application has to be submitted to the electronic database until 29 August 2017, printed in the latest version submitted, signed by the candidate and send by registered mail to the Higher Education Application and Information Service **no later than 4 September 2017**.

The address of the Higher Education Application and Information Service will be stated in the upper left corner of the printed application.

In the second application period following candidates may apply:

- candidates who did not submit the application in the first application period
- candidates who were not accepted in the first application period
- candidates who were accepted in the first application period but did not enrol in chosen study programme
- candidates who were accepted in the first application period and also enrolled in the chosen study programme but they resigned from their enrolment place until 18 August 2017.

The candidates for whom the selection procedure of the first application period has not finished until the second application period may submit the Second application from 22 to 29 August 2017. If such candidates are accepted to the study programme selected in the First application, their Second application will be eliminated from the selection procedure of the second application period.

**3. GENERAL CONDITIONS FOR ENROLMENT IN THE FIRST YEAR OF STUDY:**

- **Successfully completed appropriate secondary education** (To enrol in university study programmes or long-cycle master study, the candidates must have a recognised national exit exam, like the Slovene matura or final examination before 1 June 1995. To enrol in professional higher-education programmes, the candidates must have a recognised final examination, vocational certification or Slovene matura.);

- **Completed procedure for the recognition of secondary-school certificates obtained abroad** (in the recognition procedure, the candidates obtain a Decision on Recognition of Foreign Education. The Decision on Recognition of Foreign Education determents whether a candidate can continue his education in university study programmes, long-cycle master study or professional higher-education study programmes);

- Some study programmes require the candidates to **pass a test of ability, capacity and skills**.
The Faculty of Medicine requires:
» All candidates need a Slovenian language certificate of level C2, regarding the Common European Framework of Reference for Languages. As a fulfilled enrolment condition is considered a taken exam of Slovenian language at a final secondary school exam (Slovenian matura), a yearly secondary school certificate with a graded subject of Slovene language, certificate of Slovenian language at level C2 or other equivalent document.«

Candidates applying for the Faculty of Medicine at the University of Maribor can obtain the certificate of Slovenian language at C2 level at the Faculty of Arts of the University of Maribor. For further information candidates can contact gjoko.nikolovski@um.si and visit the following website: http://www.ff.um.si/studenti/informacije/izpit-iz-slovenskega-jezika-za-tujce.dot.

Candidates must pass a test of ability, capacity and skills if they wish to enrol in the Faculty of Civil Engineering, Transportation engineering and Architecture (study programme: Architecture) or in the Faculty of Education (study programmes: Music Education, Art Education, Sports coaching).

Dates for tests of ability, capacity and skills in the first application period:

<table>
<thead>
<tr>
<th>Higher education institution/Study programme</th>
<th>Date of testing</th>
<th>Validity of tests passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Civil Engineering, Transportation engineering and Architecture / Architecture</td>
<td>27 June 2017</td>
<td>current year only</td>
</tr>
<tr>
<td>Faculty of Education / Music Education</td>
<td>27 June or 30 June 2017</td>
<td>Permanent</td>
</tr>
<tr>
<td>Faculty of Education / Art Education</td>
<td>28 June or 30 June 2017</td>
<td>Permanent</td>
</tr>
<tr>
<td>Faculty of Education / Sports coaching</td>
<td>29 June 2017</td>
<td>current year only</td>
</tr>
</tbody>
</table>

Dates for tests of ability, capacity and skills in the second application period:

<table>
<thead>
<tr>
<th>Higher education institution/Study programme</th>
<th>Date of testing</th>
<th>Validity of tests passed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Civil Engineering, Transportation engineering and Architecture / Architecture</td>
<td>6 September 2017</td>
<td>current year only</td>
</tr>
<tr>
<td>Faculty of Education / Music Education</td>
<td>8 September 2017</td>
<td>Permanent</td>
</tr>
<tr>
<td>Faculty of Education / Art Education</td>
<td>8 September 2017</td>
<td>Permanent</td>
</tr>
<tr>
<td>Faculty of Education / Sports coaching</td>
<td>8 September 2017</td>
<td>current year only</td>
</tr>
</tbody>
</table>

Tests of ability, capacity and skills in the second application period are organised only by faculties with vacant enrolment places.
4. EVIDENCE OF FULFILMENT OF THE ENROLMENT REQUIREMENTS:

1. a final certificate of successfully completed secondary school,
2. certificates of the last two years of completed secondary school,
3. a decision on recognition of foreign education for the purpose of further education.

Candidates have to send certified copies of the required documents.

All certificates (except bilingual ones; with one language being Slovene or English) must be translated into Slovenian or English language by a court appointed translator if the Higher Education Application and Information Service estimates and notifies the candidate, that it is necessary.

The candidates applying for study at the Faculty of Medicine also have to submit a certificate of a taken exam of Slovenian language at a final secondary school exam (Slovenian matura), a yearly secondary school certificate with a graded subject of Slovene language or certificate of Slovenian language at level C2.

The required documents must be sent:

- in the first application period:

  Candidates who already have a certificate of completed secondary school abroad must submit all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school (verified copies), translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), a decision on recognition of foreign education for the purpose of further education or a decision on nostrification, etc.) by 3 March 2017.

  Candidates who will obtain a certificate of completing secondary school abroad in year 2017 must submit all the required documents (final certificate of completed secondary school and certificates for the last two years of completed secondary school (verified copies), translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), a decision on recognition of foreign education for the purpose of further education or a decision on nostrification, etc.) as soon as possible after the candidate receives his school certificates but no later than 10 September 2017.

- in the second application period:

  Candidates who already have a certificate of completing secondary school abroad must submit all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school (verified copies), translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), a decision on recognition of foreign education for the purpose of further education or a decision on nostrification, etc.) by 29 August 2017.

  Candidates who will obtain a certificate of completing secondary school abroad in year 2017 must submit all the required documents (final certificate of completed secondary school and certificates of the last two years of completed secondary school (verified copies), translated certificates in Slovene or English language by a court appointed translator (only if the candidate is required to send them), a decision on recognition of foreign education for the purpose of further education or a decision on nostrification, etc.) as soon as possible after the candidate receives his school certificates but no later than 10 September 2017.
5. RECOGNITION OF FOREIGN SECONDARY EDUCATION FOR THE PURPOSE OF FURTHER EDUCATION

Information on recognition procedure of foreign education for the purpose of further education is obtainable from the authorized person in charge of the recognition procedure at the following address:

University of Maribor  
Slomškov trg 15  
2000 Maribor  
Slovenia  
Tel: +386 2 23 55 263  
E-mail: recognition@um.si  
Internet: http://www.um.si/studij/priznavanje/Strani/default.aspx

Candidates who have not yet obtained a decision on recognition of foreign education will submit an application for the recognition of foreign education at the same time as the application for enrolment to the first year study (application for enrolment will also be treated as the application for recognition of foreign education).

6. ENROLMENT

- **the first application period:**
  Enrolment for candidates accepted in the first application period will be from 26 July to 14 August 2017.

  Enrolment for candidates who are eligible to submit all the required documents by 10 September 2017 is by 30 September 2017 at the latest.

- **the second application period:**
  Enrolment for candidates accepted in the second application period will be from 26 to 30 September 2017.

7. TUITION FEES

Citizens of the European Union Member States do not pay any tuition fees for full-time undergraduate and long-cycle master study.