ADMISSION REQUIREMENTS
FOR THE 1st YEAR OF THE UNDERGRADUATE AND LONG-CYCLE MASTER STUDY PROGRAMMES AT THE UNIVERSITY OF MARIBOR
FOR FOREIGN CITIZENS OF NON-EU MEMBER STATES AND SLOVENIANS WITHOUT SLOVENIAN CITIZENSHIP FOR THE STUDY YEAR 2021/2022 (FOR BILATERAL AGREEMENT SIGNATORIES)

1. APPLICATION AND ADMISSION PROCEDURE

1.1. FIRST APPLICATION PERIOD

The first application period for foreign citizens of non-EU member states and Slovenians without Slovenian citizenship for the 1st year of undergraduate and long-cycle master study will last from the 16th of February to the 20th of April 2021. Candidates have to apply electronically using:

- E-application portal eVŠ
  http://portal.evs.gov.si/prijava/

An application\(^1\) 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-PASS\(^2\) system (which operates within the National Center for Trust Services) and submitted to the eVŠ by the 20th of April 2021 is considered as an application submitted on time.

**IMPORTANT**

In the application, candidates may specify a maximum of three different study options in the order of preference. After the 20th of April 2021 changes and cancellations of study options are no longer possible.

**INFORMATION DAYS**

Information days will take place at higher education institutions on the 12th and 13th of February 2021.

1.2. Evidence of fulfilment of enrolment requirements

In the application and admission procedures for the academic year 2021/2022, applicants have to submit all the evidence required for application, listed below, electronically to the competent higher education application and information services via the eVŠ portal within the deadline, set by the Call for Enrolment.

1 Act on temporary Intervention Measures for Mitigation and Elimination of the Consequences of the COVID-19 epidemic (Official Gazette RS, no. 152/20; hereinafter: ZZUOOP) Article 108 regulates enrolment in higher education institutions for the academic year 2021/22 and stipulates that in application and admission procedures for the academic year 2021/22 at higher education institutions all applications for enrolment and all evidence required for application must be submitted electronically via the eVŠ information system.

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.
Candidates who have already completed their secondary education, have to submit all required documents that show the fulfilment of enrolment requirements, including the Decision on recognition of secondary education certificates obtained abroad, if already issued, to the eVŠ until **the 9th of June 2021**.

Candidates who will complete their secondary education this year have to submit all the certificates/evidence incl. the Decision on recognition of their secondary education to the eVŠ until no later than the **13th of August 2021**.

**Required documents** are stated in point 4.

**THE SLOVENE LANGUAGE EXAM:**
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 Slovene 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 knowledge of the Slovenian language is stated in accordance with the Common European Framework of Reference for Languages (SEJO/CEFR), (see point 5).

**1.3. Aptitude tests**

Registered foreign citizens will perform aptitude tests on the **21st of May and from the 24th of June to the 9th of July 2021** at higher education institutions in time and manner specified in the Call for enrolment in the academic year 2021/2022. 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.

**1.4. 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](http://www.vpis.um.si) on the **14th of May 2021**.

**1.5. Decision on enrolment limit**

The Higher Education Application and Information Centre of the University of Maribor (VPIC UM) will determine the enrolment limit for certain study programs considering the number of applicants and enrolment slots until the **17th of August 2021** and publish the information of enrolment limit on the website [www.vpis.um.si](http://www.vpis.um.si).

**1.6. 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) and of the University of Ljubljana (VPIS UL) will carry out a selection or ranking procedure on the **23rd and 24th of August 2021** based on 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 17th of August 2021.)
1.7. The decision on the results of the selection procedure for enrolment into the first year of undergraduate and long-cycle master study

To all candidates with a valid application, a Decision on acceptance will be issued until the 3\textsuperscript{rd} of September 2021 at the latest. Candidates will be able to access the Decision on acceptance via the eVŠ portal.

1.8. Appeal deadline

Candidates can appeal against the decision on the results of the selection procedure until the 20\textsuperscript{th} of September 2021 to the competent commission of the University of Maribor.

1.9. Enrolment into the first year of undergraduate and long-cycle master study

Candidates, who were admitted 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 at the student office of the individual faculty until the 30\textsuperscript{th} of September 2021.

Those candidates, who will be placed on the list of accepted candidates subsequently for legitimate reasons, can enrol until the 30\textsuperscript{th} of October 2021 at the latest. Enrolment is possible only on the basis of a Decision on acceptance.

1.10. SECOND APPLICATION PERIOD (at the member faculties)

1. The remaining enrolment slots for the second application period will be published on the 6\textsuperscript{th} of September 2021.

2. In the second application period, which will take place from the 6\textsuperscript{th} to the 8\textsuperscript{th} of September 2021, 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 programme for which he fulfils enrolment requirements.

Candidates have to apply into the first year of undergraduate and long-cycle master study electronically via:

- E- application portal eVŠ  
  http://portal.evs.gov.si/prijava/

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 8\textsuperscript{th} of September 2021 is considered as an application submitted on time.

Candidates have to submit all the required documentation electronically to the competent higher education application and information services via the eVŠ portal until the 10\textsuperscript{th} of September 2021.
The second application procedure takes place directly at faculties, 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 8th to the 10th of September 2021.

2. THE LIST OF ADMITTED CANDIDATES

- The list of admitted foreign citizens shall include:
  - Candidates, who choose a study programme with enrolment limit as their first study option, will be admitted to this or another study programme with enrolment limit if they meet the general requirements for enrolment and achieve a sufficient number of points. Candidates will be admitted to the remaining enrolment slots in study programmes with unlimited enrolment if they meet the general requirements for enrolment.
  - If too many candidates have applied for the remaining enrolment slots in a study programme with unlimited enrolment and have specified it as their second or third study option, they will be selected in accordance with the criteria that are determined by the study programme with limited enrolment.
  - If candidates, who have chosen the study programme with unlimited enrolment as their first study option, are admitted to all available enrolment slots in that study programme, the candidates who have chosen that study programme as their second or third study option cannot be admitted.
  - On the list of admitted candidates all those are placed who achieve the same number of points as the final candidate on the list, regardless of the number of vacant enrolment slots specified in the decision on enrolment limit.

- Those candidates who will fail to submit all the required documents until the specified deadline, will not be placed on the list of admitted candidates.

- Those candidates, who will get their Decision on acceptance on the basis of the appeal procedure, will be placed on the list of accepted candidates subsequently.

The Higher Education Application and Information Service of the University of Maribor will submit a list of admitted foreign citizens to all higher education institutions no later than until the 6th of September 2021. Higher education institutions will be informed about the subsequently admitted candidates (appeal procedure) via Internet on a regular basis.

3. GENERAL CONDITIONS FOR ENROLMENT IN THE 1st YEAR OF THE UNDERGRADUATE AND LONG-CYCLE MASTER STUDY:

Foreign citizens and Slovenians without Slovenian citizenship can enrol in the first year of undergraduate and long-cycle master study by fulfilling the following conditions:

a) Successfully completed appropriate secondary education (to enrol in university study programmes, the candidates must have a recognised national exit exam, like the Slovene matura or American SAT 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 national exit exam);
b) **Knowledge of Slovenian language** (for some study programmes the candidates must pass a Slovene language examination as a condition for enrolment in the first year or at the latest until the enrolment in the second year) (see point 5);

c) **Completed recognition procedure** for secondary-school certificates obtained abroad for the purpose of further education (Decision on recognition of secondary education for the purpose of further education) (see point 6);

d) Some study programmes require the candidates to **pass a test of specific aptitudes, abilities, and skills**.

### 4. EVIDENCE OF FULFILMENT OF ADMISSION REQUIREMENTS

The following documentation is required:

- a scan or a photograph of an identity document based on the written consent of the candidate (passport – candidate’s personal data page, where the name, surname, date and place of birth and nationality should be indicated),

- a scan or a photograph of the translation of the document showing citizenship (passport) 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, unless required by a competent authority; if the document is issued in Cyrillic script or in handwriting, a translation is required),

- a scan or a photograph of the secondary school final certificate and secondary school exit certificates of the last two years*,

- a scan or a photograph of the 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, unless required by a competent authority; if the document is issued in Cyrillic script or in handwriting, a translation is required),

- a scan or a photograph of the Slovenian language certificate (if required by the study program), see point 5,

- scans or photographs of the 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),

- a scan or a photograph of a Decision on recognition of certificates obtained abroad for the purpose of further education,

  (the recognition procedure determines the equivalent Slovenian certificate to the certificate issued abroad. The procedure is carried out by University of Maribor. The recognition procedure is triggered together with the application for study if the candidate finished his secondary education abroad. Information regarding the recognition procedure: recognition@um.si, +386/2 235 52 63, http://www.um.si/studij/priznavanje/Strani/default.aspx . See point 6.)

Candidates who successfully completed the Matura exam in the Republic of Slovenia after 1995 or vocational Matura after 2002, do not need to send their certificates. All certificates, except bilingual (with one language being Slovene or English), must be translated into Slovenian or English by a court appointed translator (except for documents in the following languages: English, Croatian, Bosnian and Serbian if the writing of the document is in Latin script). For certificates from former Yugoslav republics...
obtained before 25th of June 1991 the recognition procedure is not necessary. Diploma of International Baccalaureate (IB) is equivalent to the Matura certificate obtained in the Republic of Slovenia and the recognition process in not necessary.

Foreign citizens who finished their secondary education in Slovenia must submit the following documentation to the eVŠ:

- A scan or a photograph of an identity document based on the written consent of the candidate (passport – candidate’s personal data page, where the name, surname, date and place of birth and nationality should be indicated),
- a scan or a photograph of the translation of the document showing citizenship (passport) 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;)

**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 (R of Bosnia and Herzegovina, R of N. Macedonia, R of Serbia) with the Republic of Slovenia 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 certified copies** of the 3rd and 4th year certificates.

**Verified**: Documents must be verified by notary, official person of an administrative unit or an official person of the Higher Education Application and Information Service of a university in Republic of Slovenia.

5. THE SLOVENIAN and ENGLISH LANGUAGE PROFICIENCY EXAM

Foreign applicants (citizens of non-EU countries and Slovenes without Slovene citizenship) have to submit a proof of the Slovene language proficiency to the member faculty to which they are enrolling in the academic year 2021/22 when the conditions for advancement in the second year of study are fulfilled, regardless of the provisions on the Slovene language proficiency, written in the accredited enrolment conditions of the study programs of the University of Maribor.

This measure does not apply to foreign candidates (citizens of non-EU countries and Slovenes without Slovene citizenship), candidates for enrolment in study programs in the field of Slovene language and literature. They must submit the proof of Slovene language proficiency during the application and enrolment procedure, no later than until the 13th of August 2021.
The proof of language proficiency can also be submitted by students who will join the parallel implementation of study programs in English in the academic year 2021/22 until they progress to the second year.

6. RECOGNITION OF CERTIFICATES OBTAINED ABROAD FOR THE PURPOSE OF FURTHER EDUCATION
(Decision on recognition of education/certificates for the purpose of further education)

The procedure of recognition of certificates obtained abroad for the purpose of further education is conducted at the University of Maribor. A candidate who wishes to continue his studies at the University of Maribor and has completed his secondary school education outside of Slovenia, must (according to the law) acquire a Decision on recognition of certificates obtained abroad.

Candidates who have not yet obtained the decision on recognition of foreign education will be able to start the process of recognition together with submitting an application for enrolment to the first year of study on the eVŠ application portal (application for enrolment will also be treated as the application for recognition of foreign education if the candidate will state in his study application form that he finished his secondary education outside of Slovenia and does not yet have a Decision on recognition of certificates obtained abroad).

Decision on recognition of certificates obtained abroad is a necessary document needed for the candidate’s study application to be complete. See point 4.

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, VPIC
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

The International Baccalaureate (IB) certificates do not need to be recognised.

7. TUITION FEES

The tuition fees for undergraduate and long-cycle master studies are set individually by each faculty. Tuition fees for full-time undergraduate and long-cycle master study for one academic year are paid on enrolment in the faculty. Citizens of countries with which the Republic of Slovenia has a valid bilateral agreement concerning higher education do not have to pay tuition fees for full-time study.

8. GENERAL INFORMATION

Foreign candidates (citizens of non-EU Member States) and Slovenians without Slovenian citizenship can enrol in the first year of undergraduate and long-cycle master study programmes at the University of Maribor under the procedure and in accordance with the conditions and criteria laid down in:
Admission requirements for foreign citizens and Slovenians without Slovenian citizenship

- **Zakon o visokem šolstvu** (Ur.l. RS, št. 32/12-uradno prečiščeno besedilo, 40/12-ZUJF, 57/12-ZPCP-2D, 109/12, 85/14, 75/16, 61/17, ZUPŠ in 65/17 in 175/20-ZIUOPDVE);
- **Zakon o overitvi listin v mednarodnem prometu** (ZOLMP, Ur. l. RS, št. 64/2001);
- **Pravilnik o razpisu za vpis in izvedbi vpisa v visokem šolstvu** (Ur.l. RS, št. 7/10, 3/11, 6/12, 7/13, 6/14, 5/15, 4/16 in 3/17, 4/18, 3/19 in 26/20);
- **Statut Univerze v Mariboru** (Statut UM-UPB12, Uradni list RS, št. 29/2017 – UPB12,32/2019 in 14/2020);
- **Pravilnik o šolninah in bivanju v študentskih domovih za Slovence brez slovenskega državljanstva in tujce v Republiki Sloveniji** (Ur.l. RS, št. 70/08 in 77/2016 in 25/2019);
- **Razpis za vpis v študijskem letu 2021/2022** (Objave MIZS, 1. 2. 2021).

Citizens of the EU countries have the right to education at higher education institutions in the Republic of Slovenia under the same conditions as Slovenian citizens.

Foreign citizens with permanent residence in the Republic of Slovenia who (or their parents/guardians) are taxable persons in the Republic of Slovenia at the time of enrolment apply for enrolment places reserved for the citizens of the Republic of Slovenia and the citizens of EU countries.

The application and admission procedure for foreigners (citizens of non-EU member states) and Slovenians without Slovenian citizenship for enrolment in the 1st year of the undergraduate and long-cycle master study at the University of Maribor is conducted by:

**University of Maribor**

**Higher Education Application and Information Centre (VPIC)**
Slomškov trg 15
2000 Maribor
Slovenia
Tel: +386 (0)2 23 55 264, or +386 (02) 23 55 263, fax: +386 (0)2 23 55 265, E-mail: vpis@um.si
Webpage: [www.vpis.um.si](http://www.vpis.um.si)

**Office hours:** weekdays from 9.00 to 11.00 and from 13.00 to 14.00.

**Information on application, enrolment and admission requirements** is available at the Higher Education Application and Information Centre: [www.vpis.um.si](http://www.vpis.um.si).

**Information on recognition procedure** is available at the Higher Education Application and Information Centre: [www.um.si](http://www.um.si) (under Study, under Recognition of Education).

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