REQUIRED DOCUMENTATION FOR THE PROCESS OF THE RECOGNITION PROCEDURE

Candidates who will submit an application for recognition of education obtained abroad (which is triggered together with the application for study) for the purpose of further education must submit the following documents:

1. A scan or photograph of the document/s on completed education abroad (final exam), for which you want to be recognized in the application-admission procedure, without legalization.

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 (send it by registered post or hand it over in person) the original document/s on completed education abroad (final exam) for which you want to be recognized in the application-admission procedure and that is legalized according to the regulations and according to the country of origin.

Countries for which the legalization of the final exam original is not required:

- Republic of Austria
- Republic of Bulgaria
- Republic of Bosnia and Herzegovina
- Czech Republic
- France
- Greece
- Republic of Croatia
- Republic of Hungary
- Republic of Romania
- Republic of Northern Macedonia
- Republic of Serbia

Countries for which the legalization of the final exam original with the Apostille stamp is required:


In all other countries, legalization is required in accordance with the internal regulations of the foreign country in the following way:

Foreign certificates must be verified in accordance with the internal regulations of each 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.
2. A scan or a photograph of the translation of the secondary school final exam certificate (listed under point 1. above) into Slovene 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);

3. A scan or a photograph of evidence/certificates on the content and duration of education - certificates of the last 4 years of the secondary education;

4. A scan or a photograph of the signed (candidate’s signature) chronological description of the education, relevant for enrolment in the process of further education with a translation into English or Slovenian;

5. A scan or a photograph of an identity document based on the written consent of the candidate:
   - Citizens of EU Member States: identity card or passport (page with personal data of the candidate, showing the name, surname, date and place of birth and citizenship),
   - Citizens from non-EU countries: passport (page with personal data of the candidate, showing the name, surname, date and place of birth and citizenship).

For any further information, we remain at your disposal, tel. no. 02/2355263 or e-mail address: recognition@um.si.