

1. Enrolment of international students into the Intercultural Management postgraduate study programme and Psychosocial Counselling postgraduate study programme

The application for enrolment must be submitted via the eVŠ online platform available at: <http://portal.evs.gov.si/prijava/>

Application deadlines for enrolling in Year 1

1st application deadline: from 16 March to 30 June 2020 (deadline for submitting enclosures expires on 6 August 2020)

2nd application deadline: from 1 July to 28 September 2020 (deadline for submitting enclosures expires on 28 September 2020)

The application for the recognition of prior education must be submitted together with the application for enrolment via the eVŠ system (form N is no longer used). Candidates will be asked by the eVŠ system whether they have already obtained the required recognition. If they have, they must enclose it to the application; otherwise, an additional window will pop up allowing candidates to enter the necessary data regarding prior education they wish to have recognised (the subsequent procedure is then carried out by the SASS).

Enclosures accompanying the application for the recognition of prior education and/or enrolment

- Certified copies of certificates of diploma and transcript of records authenticated by an apostille stamp * and certified translations of other supporting documents;
- A short chronological description of education completed so far.

the APOSTILLE STAMP / Authentication is **not required for documents issued by the authorities of the following countries: Austria, Bulgaria, Bosnia and Herzegovina, Croatia, Cyprus, Czech Republic, France, Greece, Hungary, North Macedonia, Poland, Romania, Russian Federation, and Serbia.*

**In the event of doubt as to the authenticity of a document, the SASS has the right and duty to conduct the necessary verifications by consulting the issuing authority or other competent authorities in the country of origin. Regardless of what has been stated above, educational institutions reserve the rights to also require the apostille stamp in certain exceptional cases.*

NOTE: Candidates must send the application to the SASS.

CONTACT DETAILS:

1. REFERAT FUDŠ (SASS STUDENTS' OFFICE)

- Gregorčičeva 19, Nova Gorica
- +386 5 907 34 61
- referat@fuds.si

2. VPISNA SLUŽBA (ADMISSIONS OFFICE) – ONLY FOR THE ENROLMENT INTO THE SOCIAL MANAGEMENT UNDERGRADUATE STUDY PROGRAMME (*previously Applied Social Studies undergraduate study programme) FOR EU CITIZENS

- Kongresni trg 12, Ljubljana
- +386 1 2418 585, +386 1 2418 586
- admission@uni-lj.si

GENERAL INFORMATION:

1. PRN - Personal Registration Number (*EMŠO – Enotna matična številka občana*)

The PRN (*EMŠO*) is a personal identification number used in the Republic of Slovenia. It is entered into official records and other databases as prescribed by the applicable legislation; data controllers are obliged to state the legal basis for using your personal data.

The SASS will create a PRN for an individual student with a view of entering their data into the eVŠ system (the Records and Analytical Information System for Higher Education in the Republic of Slovenia). A notification of the newly created PRN will be sent by the Students' Office to your e-mail address following your enrolment into the SASS.

2. TAX IDENTIFICATION NUMBER IN THE REPUBLIC OF SLOVENIA

Students who have not yet obtained a tax identification number in the Republic of Slovenia, must do so by lodging an application at the Finance Office of the Republic of Slovenia and subsequently submit it to the Students' Office. Further information about obtaining a tax identification number in the Republic of Slovenia is available at:

https://www.fu.gov.si/en/life_events_individuals/obtaining_a_tax_identification_number_for_a_foreign_natural_person/

3. DECISION ON THE RECOGNITION OF PRIOR EDUCATION

If your application for enrolment, submitted via the eVŠ system, was accompanied by the application for the recognition of prior education was accompanied, the Students' Office will send you a decision on the recognition of prior education by e-mail together with the invitation to enrol.

4. SLOVENE LANGUAGE

A) **Knowledge of the Slovene language:** prospective students of the SASS are not required to submit a Slovene language certificate. However, to promote their early integration and enable them to successfully complete their course obligations, students are strongly recommended to learn Slovene. Several Slovene language courses are available, including free of charge (see, for instance, Centre for Slovene as a Second and Foreign Language (<https://centerslo.si/en/>)).

B) **Language of tuition:** if at least one foreign student is enrolled in a given year, the lectures at the SASS are usually organised as follows: a block comprising 5 lessons is divided so that

the instruction during the first 4 lessons is provided in Slovene, while a recapitulation in English is provided during the last (5th) lesson.

5. RESIDENCE IN THE REPUBLIC OF SLOVENIA (VISA, HEALTHCARE, etc.): a great deal of useful information is available at <https://infotujci.si/en/>

SPECIAL EARLY-BIRD DISCOUNTS!

Candidates who submit their application by 30 June 2020 will:

- not have to pay the enrolment fee of EUR 49.00 (only applicable to full-time students)*
- get a 10% discount on their tuition fee (only applicable to part-time students)*