

# The process of recognition of education

Student Office  
University of Nova Gorica



# How to start the process?

- Candidates who have a foreign certificate of academic achievements and wish to continue their education in the Republic of Slovenia must have a decision acknowledging their right for further education at the university.
- The process of recognition of education is led by an authorized person at the Student Office and begins with the submission of an application form for enrollment via the eVŠ web portal.
- The application form for enrolment is also an application for the initiation of the process of recognition of foreign education for the purpose of enrollment in the Republic of Slovenia.



# How to apply?

- Candidates apply through the eVS web portal:  
<https://portal.evs.gov.si/prijava/>
- You will first be redirected to the State Administration's SI-PASS online registration and e-signature service, where you can use multiple authentication methods (username and password that you can create, or one of your electronic identities)

Please, choose your login method

ID card with card reader	i
ID card with mobile app	i
smsPASS	i
Qualified certificate	i
Halcom One	i
Rekono	i
ArnesAAI	i
Username and password	i
EU resident login	i
Nothing from the list	i

- **Technical questions:** assistance with entering the application for enrolment - SI-PASS system:

- e-mail: [ekc@gov.si](mailto:ekc@gov.si)
- phone: 00 386 1 478 85 90



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Slovenščina

English

Technical Support

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➤ The following steps must be completed before the application is finalized:

1. Selection of call for enrolment and type of application
2. Personal information
3. Details of achieved qualifications
4. Data on desired study
5. [Supplemental documents](#)
6. Review and submit the application

1 You can submit your application even if you do not have all the attachments listed, as you can submit them up to the time allowed in the attachment description.

Would you like to receive a PDF of your SUBMITTED application?

I would like to receive a PDF of the submitted application to the email address I provided in my application

1 By submitting your application, you **guarantee the truthfulness of the information provided in this application form and confirm that you are aware of the content of the call for applications to which you are applying, as well as the use of your personal data for the purpose of the application.**

[More information](#)

[Back](#) [SUBMIT](#)

The following steps must be completed before the application is finalized:  
1. personal information 2. details of achieved qualif 3. data on desired study 4. Supplemental document: Application review and sub 6. **Review and submit the application**

Step 6

➤ Certificates that were not issued at the time of application can be attached to the application later (see the deadlines for the supplemental documents).



➤ **Special note: The application for enrollment and the related procedures will be made electronically through the eVŠ portal, including all the required supplemental documents and notification of selection. Since all candidates will need to enter the eVs web portal during application period, it is necessary to retain the username and password for the eVs web portal!**

# Attachments to the application

- An e-copy of the certificate of education for which the right of access, registration and treatment in the process of enrollment in continuing education is requested to be recognized, OR the original of the education certificate, for which it is desired to recognize the right of access, registration and treatment in the process of enrollment in further education (legalized).
- A court-certified translation of the education certificate from the previous indent into the Slovenian or English language, if the record on the document is not in Latin and is written in manuscript (a copy of the translation made by a court interpreter is sufficient).

When the authorized persons consider that they do not need a certified Slovenian translation of the education certificate or if the applicant cannot submit it due to justified reasons, but its education can still be assessed, they may also decide without a translation. Please contact the Student Office.



- Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.

When the authorized persons consider that they do not need a certified Slovenian translation of the education certificate or if the applicant cannot submit it due to justified reasons, but its education can still be assessed, they may also decide without a translation. Please contact the Student Office.

- A short chronological description of the entire education, prepared and signed by the holder of the education certificate or his/her legal representative.
- An e-copy of identity document - ID card or passport (with the consent of the candidate!)  
(page with personal data of the candidate).



# Note

- The authorized person verifies the authenticity of an uncertified copy of the education document with the issuer of the original education document or the competent authority of the country of origin of the education document. If, due to the timely implementation of the enrollment procedure, verification of the authenticity of the document with the issuer of the original document or the competent authority of the country of origin referred to in the previous sentence was not possible, the authorized person requires the applicant to submit the original of the education certificate (properly legalized).
- The originals of educational documents are returned to the applicant by the authorized person, and the originals of court-certified translations only if a copy of the translations is also submitted in the procedure.
- The authorized person may require the applicant to provide additional evidence if this is necessary to assess the application.



# Application dates

## Bachelor`s degree programme admission

	EU candidates*	Others	2nd., 3rd. Year**
<b>1<sup>st</sup> round</b>	18. 2.–18. 3.	18. 2.–18. 3.	1. 9.–15. 9.
<b>2<sup>nd</sup> round</b>	20. 8.–27. 8.	1. 4.–1. 7.	/
<b>3<sup>rd</sup> round</b>	/	1. 8.–1. 9.	/
<b>Final round</b>	24.–25. 9. (10 a.m.)	10.–25. 9.	/

\*Also

- Slovenians without Slovenian citizenship
- Citizens of the Member States of the European Union and other foreign citizens who have permanent residence in the Republic of Slovenia and who themselves or at least one of their parents or legal guardians are residents of the Republic of Slovenia for tax purposes; persons who have been granted international or temporary protection and applicants for international or temporary protection who will get protection until selection date; foreign citizens who completed secondary school education in the Republic of Slovenia and passed the matura are required to apply for enrolment places announced for Slovenian citizens and citizens of the Member States of the European Union.
- Citizens of the following non-European Union countries: Norway, Iceland, Liechtenstein and Switzerland are also treated on an equal basis with citizens of the RS and the European Union.

\*\* Digital Arts and Practices candidates apply only from 18. 2. – 18. 3.





# Supplemental documents

## Deadlines for the supplemental documents

	EU candidates*	Others	2nd., 3rd. year
<b>1<sup>st</sup> round</b>	18. 3. or 1. 8.	18. 3. or 1. 8.	15. 9.**
<b>2<sup>nd</sup> round</b>	27. 8.	1. 7. or 1. 8.	/
<b>3<sup>rd</sup> round</b>	/	1. 9. or 25. 9.	/
<b>Final round</b>	25. 9. (10 am)	25. 9.	/

\*Also others – see previous page

\*\* Digital Arts and Practices candidates submit until 18.3. or 1.8.

- Candidates who have already completed secondary education at the time of application and have proof of eligibility (final exam, secondary school completed abroad ...) and which cannot be obtained from public records, submit them electronically via the eVŠ portal **together with the application**, or at the latest by the end of the application period in which they submit the application.
- Candidates who complete secondary school in the current school year must submit evidence to the eVŠ portal **by the above-mentioned date**.
- The instructions for the submission of the missing documents are available at: <https://portal.evs.gov.si/information-in-english>.



# Enrollment places

## Bachelor`s degree programme admission

	Full-time EU*	Full-time others**
<a href="#">Cultural History</a>	40	7 + 1
<a href="#">Language and literature in the digital world</a>	25	4 + 1
<a href="#">Physics and Astrophysics</a>	40	5 + 3
<a href="#">Environment</a>	40	6 + 2
<a href="#">Engineering and Management</a>	40	6 + 2
<a href="#">Viticulture and Enology</a>	30	4 + 2
<a href="#">Digital Arts and Practices</a>	15	3



\*Also others – see previous page

\*\*The number of places for citizens of West Balkan countries + other citizens of non EU countries

# Application dates

	Master`s degree programme	Doctoral degree programme
<b>1<sup>st</sup> round</b>	18. 2. - 18. 3. (see a note on the next page)	18. 2. - 18. 3.
<b>2<sup>nd</sup> round</b>	1. 4. - 1. 7.	1. 4. - 1. 7.
<b>3<sup>rd</sup> round</b>	1. 8. - 1. 9.	1. 8. - 1. 9.
<b>Final round</b>	10. - 25. 9.	10. - 25. 9.

- Candidates who have already completed their previous education at the time of application and have proof of eligibility (final exam, diploma...) and which cannot be obtained from public records, submit them electronically via the eVŠ portal **together with the application**, or at the latest by the end of the application period in which they submit the application.
- Candidates who complete previous education in the current school year must submit evidence to the eVŠ portal **not later than 1 August** if they applied for studies within the first and second application deadlines and **not later than 25 September** if they applied for studies within the third or the final application deadline.
- **Candidates for the European Master in Migration and Intercultural Relations (EMMIR) apply at a special rate and within different deadlines.**  
More information: <https://www.emmir.org/applications>



# Enrollment places

## Master`s degree programme

	Full-time EU	Part-time EU	Full-time others	Part-time others
<a href="#">Humanities Studies</a>	20	0	4	0
<a href="#">Engineering and Management</a>	30	6	6	4
<a href="#">Physics and Astrophysics</a>	30	0	*	0
<a href="#">Material Science</a>	15	0	*	0
<a href="#">Leadership in Open Education</a>	30	0	*	0
<a href="#">Viticulture and Enology</a>	20	0	*	0
<a href="#">Environment</a>	20	0	*	0
<a href="#">Media Arts and Practices</a>	10	0	*	0
<a href="#">European Master in Migration and Intercultural Relations</a>	35	0	*	0

\* common enrollment places with EU citizens

Note: The application for enrollment in the Master's study programs *Humanities Studies* and *Engineering and Management* will open after approval by the Government of the Republic of Slovenia, but no later than April 1, 2025.



# Enrollment places

## Doctoral degree programme admission

Graduate School	
<a href="#">Cognitive Science of Language</a>	10
<a href="#">Cultural Heritage Studies</a>	10
<a href="#">Environmental Sciences</a>	10
<a href="#">Humanities</a>	10
<a href="#">Karstology</a>	10
<a href="#">Materials</a>	10
<a href="#">Molecular Genetics and Biotechnology</a>	10
<a href="#">Physics</a>	10
<a href="#">Economics and Techniques for the Conservation of the Architectural and Environmental Heritage*</a>	10

\* one-year joint master`s degree programme with Università IUAV di Venezia



# More information

- on submitting an application through the eVS web portal:  
<https://portal.evs.gov.si/prijava/?lang=en>
- on how to access the Decision on the results on the web portal eVŠ:  
<https://portal.evs.gov.si/>
- on the application, enrollment and recognition of the education of foreign certificates at the University of Nova Gorica`s website:  
<http://www.ung.si/en/admissions/>

## Contact

- E: [studentska.pisarna@ung.si](mailto:studentska.pisarna@ung.si)



# From application to study

1. Apply for study on-line
2. Add necessary documents by the deadline
3. Wait for an acceptance note
4. Wait for invitation for enrolment
5. Enroll by the deadline (send application form and cover tuition fee if necessary)
6. Apply for Temporary residence permit (at local administrative unit in Slovenia if you can enter without visa OR at the Embassy of Republic of Slovenia if you can not enter without visa)
7. Search for accomodation
8. Start your studies!



Welcome and good luck!