

APPLICATION FOR RECOGNITION FOR ACCESS TO EDUCATION

Pursuant to the *Act on Assessment and Recognition of Education* (Ur. l. RS No 87/2011 and 97/2011- corr. and 109/12) and the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, I, the undersigned, hereby apply for recognition for access to education at educational institution in the Republic of Slovenia to establish the right to the access, application and treatment in the enrolment procedures on the basis of the submitted foreign educational documents.

COMPLETE THE FORM IN BLOCK CAPITALS!

EDUCATIONAL INSTITUTION (*name and official address of the school, other educational establishment or a higher educational institution, where the holder wants to continue their education*):

I. A. INFORMATION REFERING TO THE HOLDER OF THE CERTIFICATE/DIPLOMA

(as on the identification document):

FIRST NAME: _____ SEX (ENCIRCLE): M/F

LAST NAME: _____ CITIZENSHIP: _____

MAIDEN NAME (of the HOLDER OF THE CERTIFICATE/DIPLOMA): _____ DATE OF BIRTH (*day, month, year*): _____

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number: _____

Postal code, place: _____ Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

I.B. INFORMATION REFERING TO THE LEGAL GUARDIAN of the minor holder of the certificate/diploma

(as on the identification document):

FIRST NAME: _____ RELATIONSHIP OF THE LEGAL GUARDIAN _____
with the holder of the certificate/diploma

LAST NAME: _____

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number: _____

Postal code, place: _____ Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

II.A. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

NAME OF THE CERTIFICATE OR DIPLOMA - PROVING COMPLETED EDUCATION

(*in the original language or transcription, as appropriate*):

ISSUING EDUCATIONAL INSTITUTION: _____

(*in the original language or transcription, as appropriate*)

DATE OF ISSUE (*day, month, year*): _____ PLACE OF ISSUE (city, country): _____
(of the certificate or the diploma): (of the certificate or the diploma):

PLACE OF ACTUALL CARRYING OUT OF EDUCATION: _____

NAME OF THE PROGRAMME (*in the original language or transcription, as appropriate*):

MAJOR OR CONCENTRATION (*in the Slovene language*):

OFFICIAL DURATION OF EDUCATION (*years, semesters, credit points*): _____

ACADEMIC TITLE OR DEGREE OBTAINED (*in the original language or transcription, as appropriate*):

II.B. INFORMATIONS ABOUT PARTIALLY COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

NAME OF THE CERTIFICATE OR DIPLOMA - PROVING PARTIALLY COMPLETED EDUCATION

(in the original language or transcription, as appropriate):

ISSUING EDUCATION INSTITUTION:

(in original language or transcription, as appropriate)

DATE OF ISSUE *(day, month, year)* :

PLACE OF ISSUE *(city, country):*

PLACE OF ACTUALL CARRYING OUT OF EDUCATION:

NAME OF THE PROGRAMME *(in the original language or transcription, as appropriate):*

MAJOR OR CONCENTRATION *(in Slovene language):*

OFFICIAL DURATION OF EDUCATION *(years, semesters, credit points):*

COMPLETED PART OF THE EDUCATION PROGRAMME *(course, year, semester, examination, and similar):*

EDUCATION FOR THE ACADEMIC TITLE OR DEGREE *(in original language or transcription, as appropriate):*

III. ATTACHMENTS required *(encircle, as appropriate):*

1. original of the certificate/diploma, proving completed or partially completed foreign education
 2. photocopy of the certificate/diploma referred to in the first indent (the same size and shape)
 3. certified Slovene translation of the certificate/diploma referred to in the first indent
 4. photocopy of the evidence on the contents and duration of education and the requirements fulfilled during the educational programme
(Diploma supplement, annual report cards, transcripts or others)
 5. short chronological description of the entire education prepared and signed by the applicant or his legal guardian
- Other (write):

I, the undersigned hereby give my consent that the educational institution in the education recognition process when necessary asks for assessment of my education at ENIC-NARIC centre and that the educational institution can verify the authenticity of the certificate/diploma by the relevant institution which issued the certificate/diploma. By signing the form, I certify that information provided is true and accurate and take full responsibility for it.

THE HOLDER S FIRST AND LAST NAME

DATE *(day, month, year):*

THE HOLDER S SIGNATURE:

INFORMATION REFFERING TO THE ATTORNEY-IN-FACT:

FIRST NAME:

LAST NAME:

MAILING ADDRESS (permanent or temporary) where you can actually be reached:

Street and number:

Postal code, place:

Country:

PHONE where you can actually be reached:

E-MAIL:

POWER OF ATTORNEY

I, the undersigned *(first and last name of the holder)* do hereby appoint

(first and last name of the attorney in fact) as my agent to act for me in any lawful way with respect to the matter of recognition for access to education.

SIGNATURE OF THE HOLDER:

INSTRUCTIONS FOR COMPLETING THE N FORM –

Application for recognition for access to education

If completing the form by hand, please print LEGIBLY IN BLOCK CAPITALS. If information is not available, leave the field blank. Where boxes (?) are provided for individual answers, mark as follows: ☒.

In the box EDUCATIONAL INSTITUTION state the name and official address of the school, other educational establishment or a higher education institution at which you wish to pursue your education in the Republic of Slovenia and with which you are filing your application for recognition of education obtained abroad.

I. A. PERSONAL INFORMATION REFERRING TO THE HOLDER OF CERTIFICATE OR DIPLOMA

Information refers to the individual wishing to obtain access to education in the Republic of Slovenia on the basis of the foreign certificate or diploma.

Date of birth should be written as follows: day, month, year.

Example: DATE OF BIRTH (day, month, year): 06. 07. 1980

Encircle the letter denoting your sex: M – male, Ž – female.

If the **telephone number** at which you can be reached is in another country, please state the appropriate country code.

Example: PHONE: 0043 1 478 20 4210

I. B. INFORMATION REFERRING TO THE LEGAL GUARDIAN –only completed when the holder of the certificate or diploma is a minor

Information refers to the individual that is legal guardian of the holder of a foreign certificate or diploma (appointed by virtue of law). As parents are legal guardians of their children, this field must be completed by one of the parents if the holder of a foreign certificate or diploma is a minor. In such case parents are considered as an applicant and should sign the form at the bottom.

II. A. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificate or diploma on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

The **name of the certificate or diploma**, the **issuing establishment**, and the **title** are to be given in the original language of issue (as stated on the original certificate or diploma). If the script used is not Latin (but, for example, Cyrillic, Chinese or some other) use Latin transcription (represent the characters of one script with Latin ones).

Example: NAME OF THE CERTIFICATE OR DIPLOMA (in the original language or transcription, as appropriate): **DIPLOMA // SVJEDODŽBA // ATTESTAT**

Example: TITLE OR DEGREE AWARDED (in the original language or transcription, as appropriate) **BACHELOR OF ARTS // METALOGLODAČ // OPERATORE DELLA GESTIONE AZIENDALE**

When the educational programme was carried out in different places and countries, state all of them.

Example: PLACES OF ACTUALLY CARRYING OUT OF EDUCATION: **RIM (ITALIA), BERLIN (GERMANY), LJUBLJANA (SLOVENIA)**

State the **major or concentration** (profession or scientific or artistic discipline narrowly or more generally defining the education obtained) in the Slovene language.

Example: MAJOR OR CONCENTRATION (in the Slovene language): **EKONOMIJA**

State the official **duration of education** on the basis of which the certificate or diploma was obtained (e.g. years of study, semesters, credit points).

Example: DURATION OF EDUCATION: **4 SEMESTERS // 2 YEARS// 120 ECTS**

II. B. INFORMATION ABOUT PARTIALLY COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificates or annual report cards and transcripts on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

Look at instructions under II.A.

State the **part** (course, year, semester, examination) of the education programme completed abroad.

Example: COMPLETED PART OF THE EDUCATION PROGRAMME (course, year, semester, examination): **3 YEARS // 2 YEARS//1 SEMESTER// 10 EXAMS**

III. ATTACHMENTS

Check the box in front of the documents supplied with the application.

If attaching a document not stated in the form, please check the box in front of “Other” and provide the name of the document.

An explanation referring to individual attachments and documents to be submitted with the application for recognition for access to education can be found in the **Indicative list of documents**.

DATE AND SIGNATURE

Enter the date on which the application was lodged.

The applicant should write his/her first and last name in capital letters and sign the form.

The following individuals can act as applicants:

- a holder of a foreign certificate or diploma;
- a legal guardian of the minor that is the holder of a foreign certificate or diploma;
- if the holder of a foreign certificate or diploma has granted power of attorney, the applicant is the attorney-in-fact.

III. INFORMATION REFERRING TO THE ATTORNEY-IN-FACT

Information refers to the individual given power of attorney by the holder of the certificate or diploma or his/her legal guardian for the purpose of representing him/her in the procedure for recognition for access to education if, for example, the holder of the certificate or diploma or his/her legal guardian resides in another country.

If the holder of the certificate or diploma or his/her legal guardian decides to be represented by an attorney-in-fact, he/she should complete the shaded box (**Power of Attorney**), denoting the individual given such powers, and sign on the line provided. It is also possible to attach a written power of attorney on a separate sheet.

INDICATIVE LIST OF DOCUMENTS REQUIRED FOR RECOGNITION FOR ACCESS TO EDUCATION

In compliance with the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, documents needed by a school, other educational organisation or a higher education institution (hereinafter: school) where you wish to pursue your education in order to implement the procedure for recognition for access to education are:

- Application for recognition for access to education, completed in compliance with the instructions – N form

1. The original of the certificate or diploma to be recognised and to establish the right to the access, application and treatment in the enrolment procedures

The original must be **legalised** on the basis of:

the 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma has been issued); with properly filled in apostille form affixed or

the Authentication of Documents in International Traffic Act.

States Parties to the 1961 Hague Convention can be found on web page http://hcch.e-vision.nl/index_en.php?act=conventions.status&cid=41

A *certificate or diploma* is a document for which recognition is sought in the procedure. The *original* is the main document issued by the education institution (school).

2. A photocopy of the certificate or diploma referred to in the Point 1

A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in the Point 1. The whole certificate or diploma (the same size and shape), including possible remarks on the back of the document, must be shown on the copy.

3. A certified Slovene translation of the certificate or diploma referred to in the Point 1

The certificate or diploma shall be translated into Slovene and certified by:

- a certified court translator for the appropriate language. The list of certified court translators can be found on the web page of the Ministry of Justice [http://www2.gov.si/mp/tol_cen.nsf/\(WebTolmaci\)?OpenView](http://www2.gov.si/mp/tol_cen.nsf/(WebTolmaci)?OpenView)

It is **not necessary to submit** a certified translation of the certificate or diploma into Slovene if the school is of the opinion that it does not need it (e.g. because the language is known or a certificate or diploma of the same type has been submitted before) or if it can assess your education although the certificate or diploma cannot be submitted for justified reasons (e.g. material hardship). You are advised to make timely enquiries at the school where you intend to pursue education.

It is not necessary to submit a certified translation of the certificate or diploma if it is issued in two or more languages one of which is Slovene.

4. Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education and the requirements fulfilled during the educational programme

Annual report cards are certificates issued at the end of each school year bearing proof of the contents and duration of education.

Transcripts contain proof of enrolment in a certain education/study programme, courses taken and examinations passed and must be certified by the school.

A diploma supplement is normally part of the diploma and contains information on the contents and duration of education.

All the documents received during your education abroad and showing the contents and duration of your education should be submitted. In elementary and secondary school such documents are usually annual reports cards, while in higher education institutions they are transcripts and diploma supplements. Other kinds of proof are possible, for example a certificate of examinations passed.

5. A short chronological description of the entire education prepared by the applicant

A short chronological description of the entire education should be prepared by the applicant himself/herself, stating prior education including the schools attended, dates of attendance, possible transfers, accelerated progress, repletion of courses, extended student status, and similar.

The description is for information only; therefore no additional proofs are necessary.

If the school states that the application cannot be processed on the basis of submitted documents, **it may request that additional supporting documents be presented.**

Documents with N form should be sent or submitted in person to the address of the:

**Univerza v Ljubljani
“ZA PRIZNAVANJE SREDNJEŠOLSКИH SPRIČEVAL”
Kongresni trg 12
1000 Ljubljana**

Office hours:

Mondays and Wednesdays from; 9 a.m. – 11 a.m. and

2 p.m. – 3 p.m.,

Fridays:

9 a.m. – 11 a.m.

Phone and fax:

Tel.: +386 1 24 – 18 – 595

Fax: +386 1 24 – 18 – 660

Email: priznavanje@uni-lj.si

URL: <http://www.uni-lj.si/>