

3. Secondary education - Details of achieved qualifications

Type of application: Enrolment in first year of study

Transfer among study programmes

You have to enter the secondary education with which you are applying for enrolment to “First cycle study programmes”, which includes Bachelor Professional and Academic study programmes and integrated Master’s study programmes.

- When you fill out the information you confirm the data by clicking on button “Continue”. If you do not wish to save the information, you choose the button “Delete”.
- You can enter another secondary education (if relevant) by clicking on button “Add secondary school”. The application allows you to enter up to two secondary educations.

Figure 1: The picture shows what appears on the screen when you enter this step of the application form.

The screenshot shows a web form titled "Enter your previous education" with a progress indicator "3/6" and a "Directions" icon. The form is divided into two main sections: "SECONDARY EDUCATION" and "ADDITIONAL SECONDARY EDUCATION".

In the "SECONDARY EDUCATION" section, there are three fields:

- "Certificate of secondary schools I already have" with radio buttons for "Yes" and "No".
- "Country of secondary school" with a dropdown menu showing "Slovenia".
- "Method of secondary school completion" with a dropdown menu showing "Select value" and an information icon.

The "ADDITIONAL SECONDARY EDUCATION" section is currently empty and features a blue button labeled "+ Add secondary school".

RECOGNITION OF EDUCATION FOR CONTINUING EDUCATION IN SLOVENIA

A candidate who has finished his or her studies in a foreign country (not Slovenia) and would like to continue education in the Slovenian higher education institution is obliged to acquire a decision on the recognition of the foreign education, if they have not obtained one already. **Higher education institutions are the competent bodies for the education recognition procedure.**

The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).

For more detailed information about the recognition procedure contact the higher education institution where you wish to continue your education.

How to enter details about secondary education:

- Indicate whether you have already completed secondary education with ‘Yes’ or ‘No’ under “Certificate of secondary schools I already have”.
- Select the “Country of secondary school” you have already or are going to complete.

3.1. *Already completed secondary education:*

SECONDARY EDUCATION

Certificate of secondary schools I already have Yes No

Country of secondary school

i Together with your application for enrolment, you are also submitting an application for recognition of your education for the purpose of continuing your studies at higher education institutions in the Republic of Slovenia.

Name of the secondary school	<input type="text" value="Input"/>
Name of the education programme	<input type="text" value="Input"/>
Name of the education paper	<input type="text" value="Input"/>
City of issue	<input type="text" value="Input"/>
City of education	<input type="text" value="Input"/>
Date of issue of the certificate or the diploma	<input type="text" value="DD.MM.YYYY"/>
Web address of the school	<input type="text" value="Input"/>
Email address of the school	<input type="text" value="Input"/>
Official length of education	<input type="text" value="Select value"/>

General rules on entering data on:

Write all data in original language or in Latin script (do not translate):

- Name of secondary school and name of the educational programme: enter details.
- Name of the education programme: enter details.
- Name of the education paper: enter details.
- City of issues (of the certificate or diploma): enter details.
- City of education: enter details.
- Web address of the school: enter details.
- Email address of the school: enter details.
- Official length of education: select the duration.

3.2 *Not yet completed secondary education*

NOTICE: For education obtained abroad, you need a decision on the recognition of qualification for the purpose of enrolment. For more detailed information on the process of recognition contact the higher education institution you wish to apply to.

The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).

An example of data entered in application form for not yet completed secondary school from abroad, the language of delivery was not Slovene

Enter all data in the original language or in Latin or Latin characters (do not translate).

SECONDARY EDUCATION

Certificate of secondary schools I already have Yes No

Country of secondary school

i Together with your application for enrolment, you are also submitting an application for recognition of your education for the purpose of continuing your studies at higher education institutions in the Republic of Slovenia.

Name of the secondary school

Name of the education programme

Name of the education paper

City of issue

City of education

Web address of the school

Email address of the school

Official length of education

General rules on entering data:

- Certificate of secondary school I already have: indicate 'No'.
- Country of secondary school: select your country.
- Name of the secondary school: enter the name of the secondary school (write all data in original language or in Latin – do not translate).
- Name of educational programme: enter the name of the educational programme (write all data in original language or in Latin – do not translate).
- Name of the education paper: enter name (write all data in original language or in Latin – do not translate).
- City of issue: enter details.
- City of education: enter details.
- Web address of the school: enter the address of your school's website.
- Email address of the school: enter the website
- Official length of education: select years of official duration of education.

3.3. Verification of information on current higher education

At the end of this step, you have to provide information about your current higher education. If you have already been enrolled in higher education, you will have to answer one of these questions:

- I have already repeated a year or changed and undergraduate or second cycle integrated Master's study programme.
- I already have an undergraduate degree or second cycle integrated Maters's study programme degree .

- I am a student of a bachelor professional or academic study programme or integrated Master's study programme and I would like to use the right to change the study programme.

If you answer "Yes" on the first question ("I have already repeated a year or changed and undergraduate or second cycle integrated Master's study programme.") or/and to the second question ("I already have an undergraduate degree or second cycle integrated Maters's study programme degree."), in accordance with the fourth paragraph of Article 77 of Higher Education Act you will be charged with tuition fee for enrolment into both full-time or part time study.

If you answer "Yes" on the second or third question, on the next step you will need to enter details of achieved higher education qualifications:

Enter your previous education 3/6

[Directions](#)

Enter all data in the original language or in Latin or Latin characters (do not translate).

ACHIEVED QUALIFICATION

Country

Higher education institution

Programme

Field/module

ADDITIONAL HIGHER EDUCATION [+ Add secondary school](#)

[Back](#) [Continue](#)

Then you have to enter details of achieved higher education qualifications:

- Country,
- Higher education institution,
- Study programme,
- Field of study/module

To continue/ cancel filling in the application for enrolment:

[Continue](#)

Saves the entered data on this page of the application form and opens the next step of the enrolment application.

[Back](#)

Returns the application to the previous step without saving the entered data on this step of the application.