



ADMISSION PROCESS TO ALMA MATER EUROPAEA UNIVERSITY – INTERNATIONAL STUDENTS

1. **Submit the application for preferred study program via EvŠ – [national application portal](#).** See the [instructions](#).

At the last page of the application, submit the following educational documents:

Applicants for **undergraduate** study programs:

- Scan/ photo of passport or ID card.
- Scan/ photo of upper secondary-school final certificate.
- Scan/photo of annual secondary school certificates or at least certificates from the last two years, demonstrating duration and content of education;
- Scan/photo of court-certified translations of high school/ upper secondary-school leaving certificate and annual transcripts of grades in Slovene, English, German, Croatian or Italian language in case the certificates are not issued in mentioned languages or composed in Latin script.
- Short self-written and signed chronological description of education.
- Scan/ photo of certificate demonstrating Slovene or English language proficiency equivalent to level B2 according to [CEFR](#).

Applicants for **postgraduate** study programs:

- Scan/ photo of passport or ID card.
- Scan/ photo of a Bachelor's degree certificate (if applying for a Master's degree) or Master's degree certificate (if applying for a PhD).
- Scan/ photo of annual transcripts of grades, diploma supplement or any other documents, demonstrating duration and content of education.
- Scan/ photo of court-certified translations of Bachelor's/ Master's degree certificate and annual transcripts of grades in Slovene, English, German, Croatian or Italian language in case the certificates are not issued in mentioned languages or composed in Latin script.
- Short self-written and signed chronological description of education.
- Certificate demonstrating Slovene or English language proficiency equivalent to level B2 according to [CEFR](#).

In case you do not submit (all) above mentioned documents in your EvŠ application, please send them to the e-mail address international@almamater.si .

2. **Legalize your educational certificate**

Send original or certified/legalized copy of final educational certificate via registered post.



- EU citizens: Certified copy
- Non-EU citizens:
 - Apostille if the country which issued the certificate is signatory of the [Hague Convention](#).
 - If the country is not signatory of the Hague Convention, legalization is required by the Ministry of Foreign Affairs of the foreign country, followed by over-authentication by the Diplomatic mission of the foreign country in the Republic of Slovenia and the Consular Sector in the Republic of Slovenia.

Shipping address:

Alma Mater Europaea University
International office
Slovenska ulica 17
2000 Maribor
Slovenia – EU

3. Enroll to Alma Mater Europaea

Based on the EvŠ application, you are invited to enroll to Alma Mater via [VIS portal](#). Please fill out the enrolment form and attach the following documents:

- Two signed copies of the Contract of mutual rights and duties,
- Enrolment form,
- Recent 3.5 x 4.5 cm photograph (as for an ID) to be scanned and uploaded to VIS,
- Confirmation of payments as per the current [Alma Mater pricelist](#):
 - Registration/ Enrolment fee
 - Nostrification fee
 - Tuition fee (full or first instalment, as specified in the Study Contract);
 - *Booklet of knowledge and skills (only candidates for undergraduate study programs Physical therapy and Nursing);*
 - *Valid medical examination certificate – [link](#) to the medical referral (only candidates for undergraduate study programs Physical therapy and Nursing);*
 - [Vaccination certificate](#) or a copy of the personal vaccination booklet (only candidates for undergraduate study programs Physical therapy, Nursing and Social Gerontology).

4. Visa/ application for temporary residence permit for the purpose of study in the Republic of Slovenia (in short TRP)¹

¹ Only in case you have to apply for the temporary residence in Slovenia.



Apply for the visa at the nearest Slovenian Embassy or register at the Administrative unit with the following documents:

- Signed application form for TRP;
- Passport size photographs with white background;
- Passport (notarized copy), valid at least further 12 months;
- Acceptance documents / proof of admission;
- Accommodation proof for one year in advance;
- Proof of financial means:
 - declaration of sufficient funds signed by parents if the candidate is below 26 years old. It is advised to attach parent's bank statement for the last 6 months. The candidate has to demonstrate enough funds equal to the amount of minimum monthly income in Slovenia, 494,09 EUR ;
 - if the candidate is above 26 years old, he or she has to demonstrate enough funds equal to the amount of minimum monthly income in Slovenia, 494,09 EUR, preferably in a form of bank statement;
- Health insurance for one year in the volume of min 30 000 EUR;
- Police clearance certificate, not older than 3 months.

Please note that police clearance certificate and health insurance must be TRANSLATED IN SLOVENIAN LANGUAGE by authorized translators in Slovenia – here is the list: <https://www.gov.si/podrocja/pravna-drzava-in-pravosodje/pravosodni-sistem/imenik-sodnih-tolmacev/>.

More information about study in Slovenia may be found [here](#).

Contacts

Please seek assistance or further information at the International office of Alma Mater:

Email: international@almamater.si

Phone: +386 59 335 070