**APPLICATION FOR RECOGNITION OF COMPLETED COURSES**

The application for the recognition of completed courses is submitted electronically in docx format (word) and sent by email to [referat@almamater.si](mailto:referat@almamater.si) **or** by regular mail, containing the appertaining documents to the following address:

**Alma Mater Europaea University**

**Slovenska ulica 17**

**2000 Maribor, Slovenia**

The obligatory appertaining documents must be attached in the e-mail or sent by regular mail.

**Surname and first name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home address: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**Email: *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

**In academic year 20\_\_\_/20\_\_\_ I am/will be enrolled in the \_\_\_\_\_\_\_ year of study of the *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* study program at Alma Mater Europaea University.**

**Level of study** (Select)**: Bachelor’s / Master’s / PhD**

I would like to request that Alma Mater Europaea University acknowledges the exam I have completed at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, program \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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| Completed course (name of subject) | Grade /  ECTS points | Subject at  AMEU | Value of subject at AMEU | Acknowledged grade / ECTS (filled out by the Commission ) |
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| \_\_\_\_\_\_\_ | \_\_\_\_\_\_\_ |

Please attach to the application form:

1. Certificate of completed exam (Original copy of the certificate of completed exams);
2. Certified content of the subject program (syllabus);
3. Court-certified translation of documents above (number 1. and 2.) in Slovene or English;
4. Confirmation of payment for the issuance of the Decision on recognition of exams in the amount of **300 Euros** (except for exams completed at Alma Mater) IBAN No.: SI56 0451 5000 1391 585.

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of student:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 