

## **INSTRUCTIONS FOR COMPLETING THE *RECOGNITION* FORM – Application for recognition of education with a view to 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 ADDRESSEE state the name and official address of the 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. PERSONAL INFORMATION REFERRING TO THE HOLDER OF THE 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

### **II. INFORMATION REFERRING TO THE LEGAL GUARDIAN – to be completed if 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. The former is considered as an applicant and should sign the form at the bottom.

### **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 of education with a view to 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.

### **IV. INFORMATION REFERRING TO THE CERTIFICATE(S)/DIPLOMA(S)**

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 **vocational, professional or academic 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:* VOCATIONAL, PROFESSIONAL OR ACADEMIC TITLE AWARDED (in the original language or transcription, as appropriate) **BACHELOR OF ARTS // METALOGLODAČ // OPERATORE DELLA GESTIONE AZIENDALE**

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

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

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 **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**

**V. REQUEST to assess the following in the procedure for recognition of education with a view to access to education (MARK AS APPROPRIATE)**

1. If the whole education programme has been completed abroad, mark the box in item 1. The procedure will lead to a decision on the level of the Slovene education system equivalent to the level of foreign education and the major or concentration of the completed foreign education programme if stated by the certificate or diploma.
2. If only a **part of the education programme** (individual course, semester, year) has been completed abroad check the box in item 2 and enter required information about the programme on lines provided. The procedure will lead to a decision on the part of the education programme (course, year, semester, examination) offered in Slovenia equivalent to the part of the education programme completed abroad.

*Example:*

- Part completed (course, year, semester, examination, or similar): **THIRD YEAR // SECOND SEMESTER**  
equivalent to the following part (course, year, semester, examination, or similar): **THIRD YEAR // FIRST YEAR**  
of the following education programme (title of programme) in Slovenia: **OSNOVNE ŠOLE // GIMNAZIJE**

**VI. INFORMATION REFERRING TO THE STUDY PROGRAMME where the holder of the certificate seeks to continue his/her education**

State the exact title of the study programme where you seek to continue your education and select the type of the study programme:

*Example:* THE TITLE OF THE STUDY PROGRAMME: **SLOVENE LANGUAGE AND LITERATURE**

THE TYPE OF THE STUDY PROGRAMME: **UNDERGRADUATE UNIVERSITY STUDY PROGRAMME**

*Example:* THE TITLE OF THE STUDY PROGRAMME: **MANAGEMENT**

THE TYPE OF THE STUDY PROGRAMME: **POSTGRADUATE STUDY PROGRAMME LEADING TO THE "MAGISTERIJ" DEGREE**

**VII. ATTACHMENTS (CHECK AS APPROPRIATE):**

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.

*Example:*

- Original or copy (duplicate) of the certificate or diploma to be recognised or some other document replacing the original according to the law of the issuing country;
- Photocopy of the certificate or diploma referred to in the indent one;
- ↑ Certified Slovene translation of the certificate or diploma referred to in the indent one;
- ↑ Original or copy (duplicate) of the annual report cards or transcripts or some other document replacing the original according to the law of the issuing country;
- ↑ Photocopies of the certificates referred to in the indent four;
- ↑ Certified Slovene translation of the certificates referred to in the indent four;
- A short chronological description of the entire education prepared by the applicant;
- ↑ Original or copy (duplicate) of the diploma supplement or some other evidence on the contents and duration of education or some other document replacing the originals according to the law of the issuing country;
- ↑ Photocopies of the certificates referred to in the indent eight;
- ↑ Certified Slovene translation of the certificates referred to in the indent eight;
- ↑ Other: \_\_\_\_\_

An explanation referring to individual attachments and documents to be submitted with the application with a view to 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.