

INDICATIVE LIST OF DOCUMENTS REQUIRED FOR RECOGNITION OF EDUCATION WITH A VIEW TO ACCESS TO EDUCATION

In compliance with the *Rules on forms, documents, fees and record keeping in procedures for recognition and assessment of education* (Uradni list RS No. 6/2004) and the *Rules for recognition of education completed abroad* (adopted by the Senate of the University of Primorska on September 21, 2005, No. 0221-08/05), documents needed by a higher education institution (hereinafter: school) where you wish to pursue your education in order to implement the procedure for recognition of education with a view to access to education are:

1. an application for recognition of education with a view to access to education, completed in compliance with the instructions – Recognition form;
2. an original or a 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;
3. a photocopy of the certificate or diploma referred to in Item 2;
4. a certified Slovene translation of the certificate or diploma referred to in Item 2;
5. 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;
6. a photocopy of the certificates referred to in Item 5;
7. a certified Slovene translation of the certificates referred to in Item 5;
8. 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 original according to the law of the issuing country;
9. a photocopy of the certificates referred to in Item 8;
10. a certified Slovene translation of the certificates referred to in Item 8;
11. a short chronological description of the entire education prepared by the applicant.

ADDITIONAL EXPLANATIONS

1. Application for recognition of education with a view to access to education, completed in compliance with the instructions – **Recognition form**

If the holder of a foreign certificate or diploma or his/her legal guardian has granted a power of attorney, the applicant shall be the individual given the power of attorney. The latter shall complete the form, sign it and submit it to the school where the holder of the certificate or diploma seeks to pursue education. The holder of the certificate or diploma or his/her legal guardian shall sign the power of attorney provided for by the Recognition form or attach it on a separate sheet.

If the holder of a foreign certificate or diploma is a minor, the applicant shall be his/her legal guardian. The latter shall complete the form, sign it and submit it to the school where he/she seeks admission for the holder of the certificate or diploma.

2. The original or the 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

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 first, that is the original copy of the document issued by the education institution (school). A duplicate is the

second copy of the original. It is issued if the original has been lost. Some other document replacing the original according to the law of the issuing country is any document recognised as such in the issuing country (e.g. a court decree stating completed education on the basis of witness testimonies).

3. A photocopy of the certificate or diploma referred to in the previous Item

A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in the previous Item (Item 2). The whole certificate or diploma, including possible remarks on the back of the document, must be shown on the copy.

4. A certified Slovene translation of the certificate or diploma referred to in Item 2

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://www.gov.si/mp/zbirke.php?url=http://www2.gov.si/mp/tol.nsf/\(WebTolmaci\)?OpenView](http://www.gov.si/mp/zbirke.php?url=http://www2.gov.si/mp/tol.nsf/(WebTolmaci)?OpenView)); or*
- *a diplomatic or consular mission of the Republic of Slovenia in a foreign country. The list of diplomatic or consular missions can be found on the web page of the Ministry of Foreign Affairs (<http://www.gov.si/mzz/>).*

*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.

5. The 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

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.

The original is the first, that is the original copy of the document issued by the education institution (school). A duplicate is the second copy of the original. It is issued if the original has been lost. Some other document replacing the original according to the law of the issuing country is any document recognised as such in the issuing country (e.g. a court decree stating completed education on the basis of witness testimonies).

6. A photocopy of the certificates referred to in the previous Item

A photocopy of the document is an ordinary, not authenticated photocopy of the document referred to in the previous Item (Item 5). The whole document, including possible remarks on the back of the document, must be shown on the copy.

7. A certified Slovene translation of the certificates referred to in Item 5

Cf. Item 4

8. 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 original according to the law of the issuing country

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.

The original is the first, that is the original copy of the document issued by the education institution (school). A duplicate is the second copy of the original. It is issued if the original has been lost. Some other document replacing the original according to the law of the issuing country is any document recognised as such in the issuing country (e.g. a court decree stating completed education on the basis of witness testimonies).

9. A photocopy of the certificates referred to in the previous Item

A photocopy of the document is an ordinary, not authenticated photocopy of the document referred to in the previous Item (Item 8). The whole document, including possible remarks on the back of the document, must be shown on the copy.

10. A certified Slovene translation of the certificates referred to in Item 8

Cf. Item 4

11. 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 should be sent or submitted in person together with the application for admission to the address of the:

- admissions office or
- higher education institution at which you seek to pursue education.