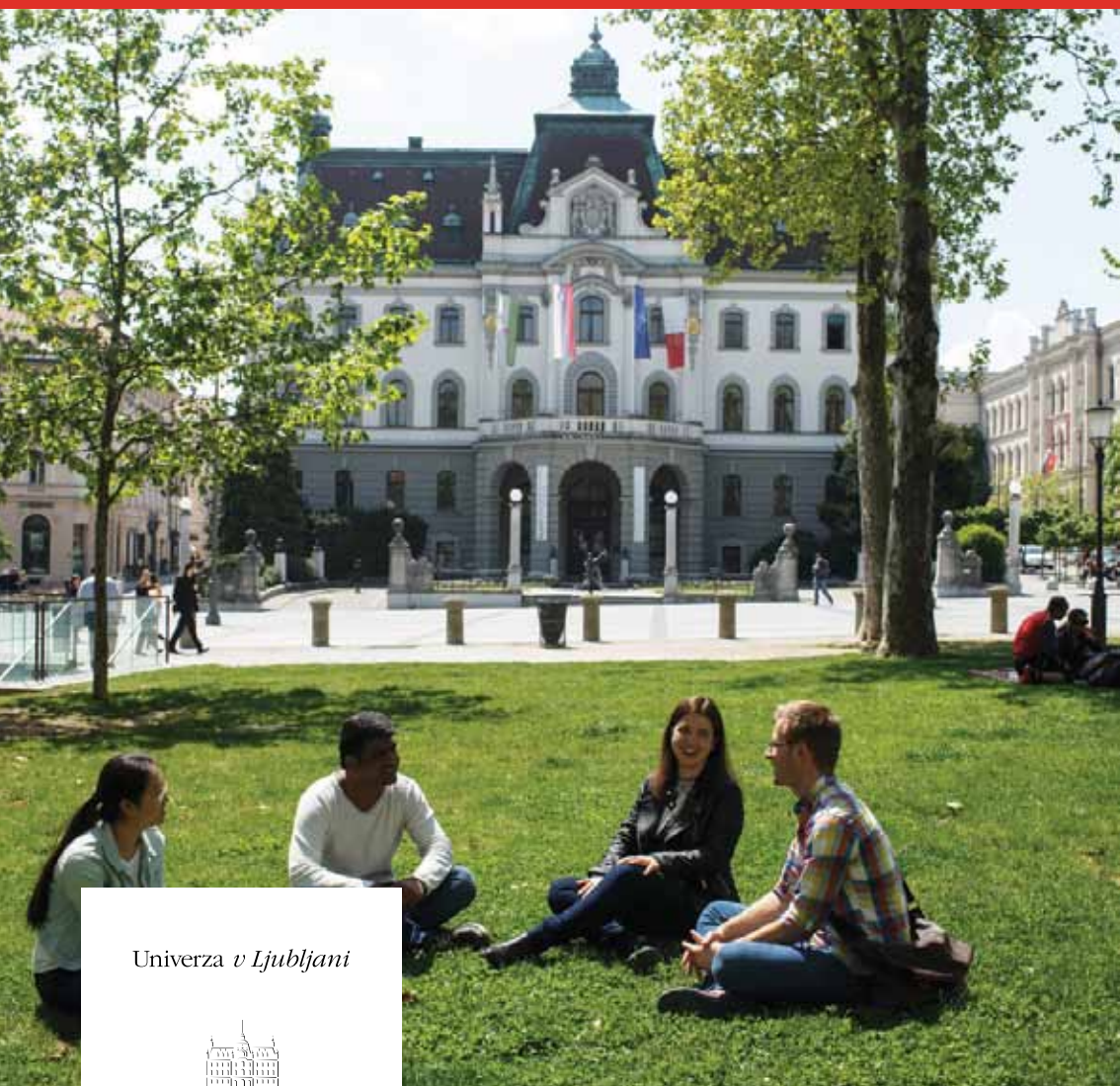


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INFORMATION GUIDE FOR INTERNATIONAL STUDENTS 2017/2018



Univerza v Ljubljani



Resolutely on the chosen paths

Dear international student,

Each year at the University of Ljubljana we offer a wide range of bachelor, master and doctoral programmes covering all fields of study: Natural Science, Technology and Engineering, Social Sciences, Humanities, Medicine, Art. In the 2017/2018 academic year, you can select from among 374 degree programmes, of which are 66 offered in the English language. You may also apply to the University of Ljubljana as an exchange student or join us at one of our summer schools.



In order to help you start your study at our University, we have prepared this information and a possibility to join a Year Plus that is specially designed to help you acquire language and other skills, expertise in your chosen field of study as well as the opportunity to familiarize yourself with the culture, history and Slovenia in general. Tutors will be happy to assist you as you integrate into student life.

In addition to pursuing the high quality academic offering and delivery of the degree programmes provided by the University of Ljubljana, you are encouraged to get involved in numerous extracurricular activities to reinforce various types of skills and competencies you will need to start and develop your career. University of Ljubljana Career Centres will happily provide you with guidance. To get the most from this great endeavour, alongside the study and extracurricular activities, you are encouraged to spend quality time with fellow students and contribute to diversity and development of the university community.

This set of guides is designed specifically to help you choose well and make the right decision in selecting your degree programme at the University.

Looking forward to welcoming you at our University.

Prof. Dr. Ivan Svetlik, Rector

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1. University of Ljubljana

*University of Ljubljana
among top 3% in the world*

The University of Ljubljana is the oldest university in Slovenia, proud of its strong tradition. Over 40,000 students upgrade and develop their knowledge and skills at the country's largest educational institution, famous for top-quality achievements in social science, natural science, humanities and engineering degree programmes, as well as for artistic achievements by the three academies. Furthermore, the University has been most successful in research, therefore the central and largest research institution in Slovenia, with 30% of all registered researchers. It promotes interdisciplinary and multidisciplinary studies and exchanges its achievements in science and art with other universities and scientific research institutions. Particular concern of the University of Ljubljana is also the transfer of knowledge to the economy, which is why it cooperates closely with Slovenian and foreign companies. Its partners are multinational corporations and top Slovenian companies.

Facts and figures:

- a comprehensive, traditional, research oriented University;
- 26 full Members: 3 academies and 23 faculties;
- 3 associated Members: National University Library, University of Ljubljana Central Technical Library, University of Ljubljana Innovation-Development Institute;
- among the top Erasmus exchange destinations;
- cross-border, inter-regional, transnational cooperation with Europe, Asia, America;
- developing market activity;
- actively involved in various humanitarian campaigns;
- in 2014, we founded the University of Ljubljana Global Network, which primarily includes foreign scientists, professors and other prominent persons from academic and R&D fields who are connected with Slovenia;
- video presentation of Slovenia, Ljubljana and the University of Ljubljana:

www.uni-lj.si/study/impressions/video



2. Degree programmes

2.1. BACHELOR AND SINGLE-CYCLE MASTER DEGREE PROGRAMMES

Bachelor and Single-cycle master degree programmes

- Bachelor academic degree programmes - 180 or 240 ECTS credit points and of 3 or 4 years duration;
- Bachelor professional degree programmes - 180 ECTS credit points and of 3 years duration;
- Single-cycle master degree programmes - 300 or 360 ECTS credit points and of 5 or 6 years duration.

University Members (faculties and academies) offer 158 bachelor and single-cycle master degree programmes in the academic year 2017/2018. Calls for enrolment are published every year in February. Programmes cover contents from all academic fields, i.e. humanities, social sciences, arts, engineering and natural sciences. Furthermore, members provide single-cycle master degree programmes for EU regulated professions, such as medicine, dental medicine, veterinary medicine, pharmacy and architecture. Bachelor degree programmes last 3 or 4 years, while the single-cycle master degree programmes last 5 or 6 years.

Application deadlines

International students of EU Member States

The first application deadline:

from February 6, 2017 to March 3, 2017

The second application deadline:

from August 22, 2017 to August 29, 2017

International students of non EU countries and Slovenians without Slovenian citizenship

from February 6, 2017 to April 20, 2017

More information:

www.uni-lj.si/study/bachelor

2.2. MASTER DEGREE PROGRAMMES

The University of Ljubljana accredited over 200 master degree programmes, more than 10 are joint, i.e. accredited and provided jointly by the University of Ljubljana and universities from abroad. Not all accredited master degree programmes are offered for enrolment every year. University Members (faculties and academies) offer 195 master degree programmes in the academic year 2017/2018. The programme provision is published in the annual Call for enrolment, published on www.uni-lj.si/study/master, expected in February for the next academic year.

The Call includes offered degree programmes, the relevant programme data regarding study duration, entry requirements, access criteria and number of available places. Candidates are provided with explanations of entry requirements and costs of study at the University Member (academy or faculty) contacts, together with information about enrolment application, application deadlines, required evidence of fulfilment of entry requirements, and any tests of special talents.

Application deadlines

Please check for the deadline in the Call for enrolment for specific degree programme. In case there is no specific date, the deadline for submitting applications is **September 10, 2017**.

More information:

www.uni-lj.si/study/master



2.3. DOCTORAL DEGREE PROGRAMMES

Doctoral degree programmes are organised and implemented by University Members (academies, faculties). They are mostly interdisciplinary and cover different fields of science. They differ in the degree of interdisciplinarity and method of coordination. They last 3 years and consist of 180 ECTS credit points. The Call for enrolment in doctoral degree programmes is published at the University website usually at the **beginning of February** for the next academic year.

The Call includes offered degree programmes, data on study duration, enrolment requirements, the number of open positions, mode of study and place of study.

Candidates receive detailed explanations of enrolment requirements, application possibilities under transfer criteria and costs of study at the University Members (academies, faculties) delivering the programme, along with information about enrolment application, application deadline, required evidence of the fulfilment of enrolment requirements, and any required additional obligations to be met prior to enrolment in a degree programme.

Candidates can also receive detailed information on enrolment requirements, costs of study and other information on interdisciplinary doctoral degree programmes in Biomedicine, Statistics, and Environmental Protection at the University Office for Doctoral Study at the University of Ljubljana Rectorate.

Candidates for doctoral study are selected at the relevant University Member (academy, faculty) or the University Rectorate for interdisciplinary doctoral degree programmes Biomedicine, Statistics, and Environmental Protection and enrolled at the relevant University Member (academy, faculty) no later than 30 September for the next academic year following a selection procedure. Candidates for doctoral study at the University of Ljubljana may apply, regardless of whether they have already graduated or not at the time of application. Graduation is not a requirement for application, but it is a requirement for enrolment. Candidates must choose a potential mentor before enrolling and at least generally agree on the contents of the doctoral dissertation and participation in research work. Help in choosing the right mentor can be provided by the coordinator of the respective doctoral degree programme.

Application deadlines

The application deadlines are different for every degree programme and are specified in the Call for enrolment for each doctoral degree programme separately (from June 2017 to September 2017). We especially call attention to the fact that the candidates must carry out any prescribed additional obligations (in accordance with the conditions for enrolment that are published next to the Call for enrolment for the doctoral degree programme) before enrolling into the degree programme.

More information:

www.uni-lj.si/study/doctoral

3. Study possibilities

3.1. BACHELOR AND MASTER FULL-TIME STUDY

Most bachelor and master degree programmes are implemented as full-time study provision allowing students to attend lectures, tutorials and seminars in full provision.

3.2. BACHELOR AND MASTER PART-TIME STUDY

Part-time study is not possible in all bachelor and master degree programmes (see the relevant Call for enrolment). Part-time study is provided in accordance with specially defined lecture and tutorial schedule, as decided by the relevant University Member (academy or faculty).



4. Academic calendar

Autumn semester	beginning of October – middle of January
Spring semester	middle of February – end of May
Winter holidays	middle of January – middle of February
Winter examination period	middle of January – beginning of February
Summer holidays	beginning of July – end of August
Summer examination period	beginning of June – end of June
Autumn examination period	end of August – middle of September

In the Republic of Slovenia, academic year starts on 1 October and ends on 30 September. Every year, the study calendar specifies the duration of organised study activities, examination periods, school holidays, public holidays and of the university week. The academic calendar may differ from one University member to another. Please check the website of a particular University member (academy/faculty) for details.

National holidays

- January 1 and 2;
- February 8;
- Easter Monday;
- April 27;
- May 1 and 2;
- June 25;
- August 15;
- October 31;
- November 1;
- December 25 and 26.

5. Grading system

GRADE	GRADE DESCRIPTION
10	excellent: exceptional results with negligible faults
9	very good: outstanding knowledge but showing some faults
8	very good: solid results
7	good: good knowledge but showing some major faults
6	adequate: knowledge meeting minimum criteria
5-1	inadequate: knowledge not meeting minimum criteria

A candidate successfully completes an exam if he/she receives a grade between adequate (6) and excellent (10).

Performance at exams in doctoral studies can also be evaluated with the following grades:

- failed;
- passed;
- passed with distinction.

The specific methods of assessing performance in exams in doctoral studies are set out in the respective doctoral degree programmes.

ECTS credits:

- 1 full academic year = 60 credits;
- 1 semester = 30 credits.

6. Application for enrolment and recognition of foreign education

6.1. APPLICATION FOR ENROLMENT

Candidates submit the application for enrolment and recognition of foreign education through eVŠ web portal portal.evs.gov.si/prijava/?locale=en



- 1. using a qualified digital certificate – application is considered if** submitted through eVŠ before the application deadline as defined by the relevant Call for enrolment. The required supplements must be sent by registered mail (the supplements must indicate the reference to the number of the application for enrolment);
- 2. without using a qualified digital certificate (with a username and password) - application is considered if** submitted through eVŠ before the deadline as defined in the relevant Call for enrolment, **and if** printed, signed and sent by registered mail to the address in the top left corner of the printed application form before the deadline as defined in the relevant Call for enrolment. The required supplements must be sent by registered mail (the supplements must indicate the reference to the number of the application for enrolment).

A	International students of EU Member States.
B	International students with permanent residence in the Republic of Slovenia if they or at least one of their parents or guardians are taxpayers in Slovenia.
C	Persons with international protection and applicants for international protection.
D	Slovenians without Slovenian citizenship.
E	International students of non EU countries with which the Republic of Slovenia has concluded bilateral agreements*.
F	International students of non EU countries with which the Republic of Slovenia has not concluded bilateral agreement.

** Slovenia has concluded bilateral agreements with Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo.*

- available places for bachelor and master full-time degree programme provision for international students (international students D, E, F), as a rule, cannot exceed 20% of the available places for Slovenian citizens and EU citizens;
- available places for bachelor and master part-time degree programme provision for international students (D, E, F), as a rule, cannot exceed 50% of the available places for Slovenian citizens and EU citizens;
- international students may apply for all available places in doctoral degree programmes.

6.2. RECOGNITION OF FOREIGN SECONDARY EDUCATION

Candidates with completed foreign education undergo a procedure of recognition of foreign qualifications upon applying for studies. The procedure starts with the candidate's application for study in the Republic of Slovenia, which is submitted in electronic form on the:

portal.evs.gov.si/prijava/?locale=en portal. The procedure is run by authorised persons at the University to which the candidate applied as their first choice.

More information:

Office hours by phone +386 1 241 85 95

Mondays and Wednesdays:

9 a.m. - 11 a.m. and 2 p.m. - 3 p.m.

Fridays: 9 a.m. - 11 a.m.

Email: priznavanje@uni-lj.si

Personal interview: upon prior arrangement over the phone

6.3. RECOGNITION OF FOREIGN EDUCATION FOR ENROLMENT IN MASTER AND DOCTORAL STUDIES AND FOR TRANSFER

Enrolment in master and doctoral degree programme

Candidates with foreign degree qualifications undergo a procedure for the recognition of foreign higher education qualifications upon applying for studies. The procedure starts with the candidate's application for study in the Republic of Slovenia, which is submitted in electronic form on the **portal.evs.gov.si/prijava/?locale=en** portal. The procedure is run by the authorised person at the University Member (academy or faculty).

6.4. APPLICATION AND ADMISSION PROCEDURE

Application and admission procedure for enrolment **in the first year of bachelor** (higher education and university) **degree programmes and single-cycle master degree programmes** is run at the **Higher Education Application and Information Service of the University of Ljubljana (Visokošolska prijavno-informacijska služba Univerze v Ljubljani)**

Kongresni trg 12, p. p. 524, 1000 Ljubljana, Slovenia

Phone: +386 1 241 85 05, +386 1 241 85 08

Email: vpis.tujina@uni-lj.si

Office hours:

Mondays and Wednesdays 9 a.m. - 11 a.m. and 2 p.m. - 3 p.m., and Fridays 9 a.m. - 11 a.m.

The application and admission procedure for enrolment in **master and doctoral degree programmes** is run directly at the University Members (faculties and academies) based on applications and

1. the Call for enrolment into master degree programmes within a particular degree programme: www.uni-lj.si/study/master;
2. the Call for enrolment into doctoral degree programmes: www.uni-lj.si/study/doctoral.



7. Year Plus

During their first year at the University of Ljubljana, international students may attend the so-called Year Plus, in which the Slovenian language courses are mandatory. Year Plus is designed to help international students to adapt to the Slovenian system and culture in their first year of study in Slovenia.

Please note:

To be eligible for Year Plus, a student must be enrolled in one of the degree programmes at the University of Ljubljana.

Target group of Year Plus

International students in their first study year at the University of Ljubljana bachelor or master degree programmes with no or limited knowledge of the Slovenian language.

Please note:

Doctoral students are invited to enrol in Year Plus courses, but they cannot apply ECTS credit points from those courses towards the doctoral degree.

Recognition of Year Plus ECTS credit points

The Year Plus consists of elective subjects, offered for the individual academic year, of which at least 6 ECTS credit points are represented by the Slovenian language courses.

Student who accumulates at least 30 ECTS credit points during the first study year at the University of Ljubljana, of which at least 6 ECTS credit points are from the Slovenian language course, is entitled to a one year extension of the student status during his or her studies.

Year Plus is not designed for candidates applying for studies that require the knowledge of Slovenian at B2 level of the Common European Framework of Reference for Languages (CEFR).

More information:

www.uni-lj.si/study/year-plus



8. Scholarships

Scholarships for Slovenians abroad are granted by the Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia. Scholarships are granted for study at accredited public education institution at an accredited degree programme in the Republic of Slovenia. The Fund publishes open calls for applications defining the requirements for granting scholarships and the amounts of grants.

Zois scholarships are available for international students with evidence of a status as stipulated by the Slovenian legislation (EU citizenship with at least 5-year preliminary residence, an EU migrant worker or an EU frontier worker in the Republic of Slovenia or a family member of that person, or a long-term resident). The Fund publishes an open call defining all requirements, procedures and the amount of scholarship grants.

Every year, the Fund also publishes the number of available scholarships for international students other than students from the previous paragraph. The Fund publishes the calls on its website.

More information:

**Public Scholarship, Development, Disability and
Maintenance Fund of the Republic of Slovenia**

(Javni študentski, razvojni, invalidski in preživninski sklad Republike Slovenije)

Dunajska cesta 22, 1000 Ljubljana, Slovenia

Phone: +386 1 434 10 80

Email: info@sklad-kadri.si

Website: www.sklad-kadri.si



9. Fees

Fee is paid by:

- students of non-EU countries, excluding persons granted international protection, applicants for international protection and persons from countries with which the Republic of Slovenia has concluded bilateral agreement (Slovenia has concluded bilateral agreements with Macedonia, Bosnia and Herzegovina, Serbia, Montenegro and Kosovo);
- all students with already acquired equivalent degree of education;
- all doctoral students;
- all part-time students.

The price list is published at www.uni-lj.si/study. Administrative costs and compulsory health insurance are not included in the fee. These needs to be taken care of before the start of the studies.



10. Exchange students

Students of other universities, holding agreement with the University of Ljubljana may apply to become exchange students for one or two semesters. Student should contact the Office of International Relations (intern.office@uni-lj.si) to request the application information, which is also available on this website: www.uni-lj.si/study/exchange.

Application deadlines

15 May for the autumn semester/
full academic year

15 November for the spring semester

Postal and visiting address:

Office of International Relations
University of Ljubljana
Kongresni trg 12
1000 Ljubljana, Slovenia

Telephone:

Switchboard: +386 1 241 85 00

Office: +386 1 241 85 92/94

Fax: +386 1 241 85 93

Email: intern.office@uni-lj.si

Office hours:

Monday – Thursday:

9 a.m. – 11 a.m., 2 p.m. – 3 p.m.

Friday: 9 a.m. – 11 a.m.

More information:

www.uni-lj.si/study/exchange



11. Summer schools

Summer schools are a great way to boost up your academic knowledge.

At the summer schools offered by the University of Ljubljana you will find more than 50 open-enrollment courses.

Our summer schools students are challenged to broaden skills and competences while balancing educational and social activities in international groups and with international world-wide renowned academics.

More information:

www.uni-lj.si/study/summerschools



12. Extracurricular activities

University of Ljubljana has well organised extracurricular activities, within the scope of which individuals may acquire further knowledge and experiences contributing to personal and professional development. Extracurricular activities approved by the University of Ljubljana Senate allow students to cumulate ECTS credit points that can be applied within 5% of external electives in bachelor and master degree programmes. Furthermore, University Member (academy or faculty) may recognise informal learning extracurricular activities based on the rules laying down the procedure and criteria for the recognition of informally gained knowledge and skills.

Contentwise, extracurricular activities are clustered within the following areas:

- sports activities (over 60 sports programmes/courses);
- art and culture;
- volunteering and charity work;
- social activities;
- health and environment protection;
- research, science and projects outside the scope of degree programmes.

More information:

Phone: +386 1 241 86 34

sport@uni-lj.si



Center za občudijisko dejavnost Univerze v Ljubljani

www.uni-lj.si/extracurricular_activities



13. University of Ljubljana Career centres – the compass on your career path

University of Ljubljana Career Centres stimulate students to be active during their studies, using various activities, attending various events, connecting with employers, obtaining additional skills and thus raising their chances for employment upon the completion of their studies.

All activities of Career Centres are free of charge and available at all faculties and academies of the University of Ljubljana.

Students are offered:

- provision of career information and counselling;
- workshops: career camps (self-evaluation, job search, career plan, interview, etc.);
- consultations on challenges abroad, entrepreneurship, apprenticeship, etc.;
- career days at member faculties and academies;
- counselling by counsellors from abroad via Skype;
- speed dates with employers;
- presentations of employers at faculties and visits to actual working environments.

What are the benefits of engaging in activities of the University of Ljubljana Career Centres?

- identifying one's potentials, career interests, strengths and opportunities, allowing one to plan your own career in a responsible, timely and proactive manner;
- developing functional knowledge and skills, important for improving one's prospects of employment, such as how to present oneself well to an employer and how to incorporate communication and other technology in that process, how to find out more about companies or institutions wishing to cooperate with;
- getting information on the possibilities for student exchange, practice, project work and current events on the EU labour market, and so on;
- making contacts and connections with employer representatives and engaging actively in various networks and communities.

Over 40,000 students of the University of Ljubljana receive University of Ljubljana Career Centres news. And so can you. Sign up at: www.kc.uni-lj.si via email kc@uni-lj.si.

Contact details:

Phone: +386 1 241 87 32

kc@uni-lj.si



Karierni centri Univerze v Ljubljani

www.kc.uni-lj.si



14. Residence in the Republic of Slovenia and Ljubljana

14.1. SLOVENIA:

- population: 2 million;
- area: 20,273km²;
- capital: Ljubljana;
- official language: Slovenian;
- currency: Euro;
- political system: Democratic Republic;
- highest peak: Triglav (2864m);
- coast: Adriatic Sea (47km of coastline);
- nature: the third most forested country in Europe;
- located in Central Europe, borders Italy, Austria, Croatia and Hungary;
- home to the oldest grape vine in the world (all vineyards cover 21,600ha);
- over 8,000 currently known karstic caves and pits, including the Škocjan Caves which have been included in the UNESCO list of natural world heritage;
- home to numerous top athletes (Tina Maze, Goran Dragić, Anže Kopitar), artists, musicians and composers (Slavko Avsenik, the author of the most frequently played instrumental composition in the world “Na Golici”);
- member of the European Union since 2004.

14.2. LJUBLJANA:

- the capital of Slovenia;
- area: 275km²;
- population: 283,000;
- average January temperature: around 0°C;
- average July temperature: above 20°C;
- the city’s official symbol: dragon – by legend slain by Jason, the famous hero of Greek mythology, on his way across Ljubljansko barje (the Ljubljana Moors);
- strategic post in the Roman Era called Emona;
- architectural image of the city was decisively characterised by the world renowned architect Jože Plečnik;
- Kongresni trg is one of the central squares in Ljubljana and is home to the seat of the University of Ljubljana, the oldest and largest higher education and scientific research institution in Slovenia, founded in 1919.

Ljubljana is a pleasant city to live in. Although it is not among Europe's largest cities, it has everything one finds in other capitals: museums and galleries, one of the oldest philharmonic orchestras in the world, other orchestras, many theatres, a university, institutes and libraries.

The city's increasingly vibrant commercial and trading life and the rapid increase in foreign diplomatic representatives are giving it an ever greater cosmopolitan touch. It offers a wide variety of cafes, pubs, bars and restaurants. Relief from the hustle and bustle of life in the capital can be found in the numerous parks and woodland areas, which in some places reach nearly into the city centre.

HOW TO GET THERE

AIR:

Ljubljana Jože Pučnik Airport, 20 km from the centre of Ljubljana, has good connections with other European airports. Airport shuttle buses take passengers to the centre of town.

www.lju-airport.si/en/Main

RAIL:

Ljubljana has good railway links with all large European cities. The railway station is in the centre of Ljubljana. Train travel within Slovenia is convenient and inexpensive.

www.slo-zeleznice.si/en

BUS:

The bus is one possible means of reaching Ljubljana, but not a very comfortable one over long distances.

www.ap-ljubljana.si/en

14.3. TEMPORARY RESIDENCE PERMIT

Entry and residence of EU citizens

Valid personal identity document (passport or personal identity card) is sufficient to enter the Republic of Slovenia.

Entrants may stay in the territory of the Republic of Slovenia for up to 90 days of their entry in the country, however they are obliged to report the temporary address to the Police or relevant administrative unit (for Ljubljana: **Tobačna ulica 5, 1000 Ljubljana, Slovenia**).

In the event of exceeding 90 days, residence permit is obligatory. This can be obtained from the administrative office within the residential district (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, 1000 Ljubljana, every day during office hours:

Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.

The temporary residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- valid identity card or a valid passport;
- evidence of admission to study;
- evidence of appropriate health insurance;
- evidence of sufficient funds for subsistence. Signed statement suffices as proof of sufficient funds for subsistence;
- personal photo (35 x 45mm).

Copy of the student's passport or identity card must be certified by a notary or at the registry of the Department for Foreign Citizens.

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

Entry and residence for citizens of non-EU countries

The first temporary residence permit for non-EU citizens may be issued after entry into Slovenia under certain **conditions** stipulated by law to the following foreigners:

- researchers, college/university teachers or college/university associates who have concluded a hosting agreement and are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued in another EU member state;
- international students who are lawfully residing in Slovenia on the basis of a valid passport or identity card (where no visa is required), C visa or a valid residence permit issued for study purposes in another EU member state, or D visa issued for study purposes in another EU member state.

Within the 90 day period or after the expiration of Visa D, they are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: **Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens** (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce), Tobačna ulica 5, 1000 Ljubljana, every day during office hours: Mondays, Tuesdays and Thursdays 8 a.m. - 6 p.m., Wednesdays 8 a.m. - 7 p.m., and Fridays 8 a.m. - 2 p.m.

The non-EU citizens who have a **valid residence permit** issued by **another state that is party to the Schengen Agreement**, may enter the Republic of Slovenia on the basis of this permit and a

valid travel document and stay there for no longer than three months in a six-month period, which includes the combined duration of their stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, they are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

For first residence permit application they are required to possess the following:

- personal photo sized 35 x 45mm showing the real image of the applicant that is made in colour and fit for biometric documents;
- two fingerprints;
- evidence of admission to study, education, specialisation or professional training in the relevant educational establishments in the Republic of Slovenia;
- evidence of appropriate health insurance in the Republic of Slovenia;
- evidence of ensured funds for subsistence (sufficient proof of the fulfilment of the requirement for sufficient funds for subsistence (in the minimum monthly amount of the basic minimum income in the Republic of Slovenia) is a written statement made by the student's parents or legal guardian indicating that they would provide means for the student's subsistence. A foreign citizen may prove the fulfilment of the requirement for sufficient funds for subsistence in any other way, and the evidence will be assessed in a declaratory procedure);
- valid passport with validity extending beyond the planned period of residence in the Republic of Slovenia by at least 3 months (a copy is certified by a notary, administrative unit or the registry of the local department – the copy and valid passport is enclosed for inspection);
- police clearance certificate not older than three months issued by the home country (if the country in question issues it), translated into Slovenian, and verified.

More information:

www.infotujci.si/v/7/temporary-residence-permit



<http://ec.europa.eu/immigration/>



14.4. ACCOMMODATION

Information regarding room or apartment rental:

**Student Counsel Institute,
Free Room Rental Agency m²**
(Zavod Študentska svetovalnica,
Brezplačna posredovalnica sob m²)

info@svetovalnica.com
www.mkvadrat.si

Dormitory for postgraduate students
(Dom podiplomcev)

www.stud-dom-lj.si/domovi/lokacije/dom-podiplomcev-ljubljana



Residence in Dormitory for postgraduate students is possible for employed doctoral students holding the status of young researcher and to doctoral students with no Slovenian citizenship and no young researcher status, but with granted scholarship in the Republic of Slovenia.

There is an International cooperation service (Ressor za mednarodno sodelovanje) operating within the scope of the University of Ljubljana Student Organisation, with a registered office at Pivovarniška ulica 6, 1000 Ljubljana. International students may also receive general information about student life in Ljubljana at phone numbers +386 1 438 02 00 and +386 1 438 02 21 every Monday and Friday between 12 noon and 3 p.m. and every Tuesday between 2 p.m. and 5 p.m. or by email at kristian.schulz@sou-lj.si. Information about residence possibilities is available at the phone number +386 1 438 02 45 or by email at rooms@sou-lj.si.

Possibility of student accommodation

www.stud-dom-lj.si/en/residence/foreign-students

Slovenians with no Slovenian citizenship receiving a scholarship by the Republic of Slovenia (Public Scholarship, Development, Disability and Maintenance Fund of the Republic of Slovenia) may apply for a room at the **Student resident halls**. The Regulations on fees and accommodation in students' dormitories for Slovene nationals without Slovene citizenship and foreigners in the Republic of Slovenia provide that **up to 250 places** are to be offered in **Student resident halls** for the recipients of ministry scholarship. Available places for the residence of scholarship recipients are assigned by the Ministry of Education, Science and Sport in cooperation with scholarship providers. Recipients of ministry scholarships are charged a subsidised rent. The Ministry or scholarship provider pays the rent directly to the student dorm, i.e. from the scholarship amount granted. All rooms are double-bedded with a common bathroom and kitchen.

Other possibilities to rent a room:

www.realestate-slovenia.info

www.airbnb.com

www.housinganywhere.com

Temporary accommodation:

www.visitljubljana.si/en/accommodation

14.5. HEALTH INSURANCE

International students coming from **EU and EEA Member countries and Switzerland** have free access to emergency or necessary healthcare services during their temporary residence in the Republic of Slovenia upon submission of evidence of their status: the European Health Insurance Card (EHIC) or a certificate as a substitute for EHIC that is issued by the competent state. This means that the doctor has to provide necessary healthcare services to students who hold a European health insurance card so that they do not have to return to their home country for medical care before the end of their intended stay in Slovenia. Students can access the services directly from health care service providers who have a contract with the Health Insurance Institute Slovenia. During their stay in Slovenia, students with valid health insurance in **Australia** can assert only urgent medical care with health care providers, which wave a signed agreement with the Health Insurance Institute Slovenia. They must present their **MEDICARE** Australian card and passport used to check the identity of the insured person from Australia.

International students from countries with which the Republic of Slovenia has concluded a bilateral agreement on social insurance have free access only to emergency healthcare services in the Republic of Slovenia upon submission of evidence of their status. The Republic of Slovenia has concluded bilateral Social Insurance Agreements with the Republic of Macedonia, Republic of Bosnia and Herzegovina, Republic of Serbia, and Montenegro. As a rule, a foreign insured person must submit sample form RM/SI 3, BIH/SI 3, SRB/SI 03 or MNE/SI 03 to the regional unit of the Health Insurance Institute Slovenia. The Health Insurance Institute Slovenia issues a certificate which allows students access to emergency medical services from healthcare service providers who have a contract with the Health Insurance Institute Slovenia.

Exceptionally, i.e. in cases of major emergency, a foreign insured person may exercise their right to healthcare services with one of the above mentioned forms directly at the doctor's office and medical institutions.

Persons from **non-EU and non-EEA countries, Switzerland or from countries with which Slovenia has not concluded bilateral agreements** on social insurance can take out their compulsory health insurance policy at one of the local units of the Health Insurance Institute Slovenia. Upon registering for this compulsory health insurance policy, students have to submit a certificate that confirms they are enrolled in an educational programme in Slovenia. The registration and the payment of the policy's cost are the responsibility of the student.

Notably, based on their inclusion in the insurance system of Slovenia, international students have free access to health care services within the scope of compulsory health insurance. Considering that they are required to cover the difference to the full price of healthcare services themselves, it is recommended that they also take out supplementary health insurance at a commercial insurance company (Vzajemna: www.vzajemna.si, Adriatic Slovenica: www.adriatic-slovenica.si, Triglav: www.triglav.si).

Further information is available at the competent regional unit of the Health Insurance Institute Slovenia: www.zzs.si.

14.6. STUDENT IDENTITY CARD

Student identity card is evidence of student status. Students use the identity card to exercise their rights and to obtain other benefits deriving from the student status (subsidised student meals, discounts on entrance fees to museums and other visits, etc.). Students receive their identity cards at the relevant University Member (academy or faculty).

14.7. PERSONAL REGISTRATION NUMBER (EMŠO)

The Personal Registration Number (EMŠO) is a personal identification number in the Republic of Slovenia. International students are assigned the personal EMŠO at the relevant University Member (academy / faculty).

http://www.mnz.gov.si/si/mnz_za_vas/osebni_in_tajni_podatki/emso/



14.8. TAX IDENTIFICATION NUMBER

International students require tax identification number to open a bank account (to work via a student job centre, receive a scholarship from a Slovenian institution, etc.).

International students may obtain a tax identification number at the tax office.

Contact details:

Ljubljana Tax Office, Section for Foreign Citizens
(Davčni urad Ljubljana, Odsek za tujce)
Davčna ulica 1, 1001 Ljubljana
p.p. 107, 1001 Ljubljana
Phone: +386 1 369 30 00
Email: gp.durs@gov.si

www.fu.gov.si/en/taxes_and_other_duties/work_with_us/entry_into_the_tax_register_and_tax_number



Office hours:

Mondays and Tuesdays: 8 a.m. - 12 noon and 1 p.m. - 3 p.m.

Wednesdays: 8 a.m. - 12 noon and 1 p.m. - 6 p.m.

Fridays: 8 a.m. - 1 p.m.

14.9. BANK ACCOUNT

www.bsi.si/en



International students may open a bank account in almost any bank in the Republic of Slovenia.

International students having a residence permit may open a resident bank account; others may open a non-resident bank account (SKB, NLB, Gorenjska Banka, Addiko bank, UniCredit Bank, Hranilnica Lon, Poštna banka Slovenije, Abanka, Banka Koper, etc.).

Most shops, hotels and restaurants accept Euro-card, VISA, Mastercard, Diners Club, American Express and other payment cards.

14.10. STUDENT WORK OPPORTUNITIES

International students studying in Slovenia and having a student status may work via student job centres or, rather, a job referral note under the same terms as Slovenian citizens.

The options and terms of student work are the same for students who are EU citizens and third-country citizens. The only difference may lie in the taxation of citizens of different countries, as it depends on a particular international agreement concluded between Slovenia and the relevant country.

Students, citizens of EEA or third-countries can work as students, providing they have a registered place of residence in Slovenia.

To work during study, student must be a member of a particular student job service. To apply, you will need:

1. personal identity document;
2. evidence of student status;
3. Personal registration number (EMŠO);
4. Slovenian tax identification number;
5. Slovenian personal transaction account number;
6. signed statement of (non-)residence.

More information:

www.studentski-servis.com/studenti/foreigners

14.11. LIVING EXPENSES

Living expenses (rent, food, public transport, books) in the Republic of Slovenia roughly amount to €500 per month; actual expenditure depends on individual lifestyle.

14.12. SUBSIDISED STUDENT MEALS

All students are entitled to subsidised student meals.



To use this subsidy, students are required to submit an online application form through the www.studentska-prehrana.si portal and then report to the nearest Subsidised Student Meal point the number of the application form (online application is irrelevant without the application number), an identity document, evidence of student status for the current academic year and phone. Subsidised student meals are available in various restaurants and pubs.

14.13. SUBSIDISED TRANSPORTATION

International students may submit an application at: url.sio.si/mgP for subsidised transport. The



application must be confirmed by the University Member (academy, faculty) in which the student is enrolled.

More information:
subvencije.ijpp.si



14.14. LOCAL TRANSPORT

A single fare price for the city bus is €1.20 and is paid only by the ticket “Urbana”, a city transport card available at Ljubljanski potniški promet (LPP), some railway stations and at the Urbanomat vending machines.

Urbana:

www.jhl.si/en/single-city-card-urbana



LPP: www.lpp.si/en



14.15. CYCLE WITH “BICIKE(LJ)”

The “Bicikelj” is a bicycle system operating 24/7 and providing simple use of city bicycles both during the day and night. When registered and subscribed, one can use it without any limitations.

The “Bicikelj” offers 32 stations in Ljubljana, from 300 to 500 metres apart, easily accessible (near shopping malls, bus stops, and so on) and is ideal for overcoming short distances.

en.bicikelj.si



14.16. INTERNET ACCESS

Ljubljana city centre is covered with access points to the WiFreeLjubljana wireless broadband network, providing 60 minutes of free access to the Internet with a modern portable communication device (laptop, smart mobile phone, tablet, PDA, etc.).

www.wifreeljubljana.si/en/wifreeljubljana



Most hotels offer their guests wireless Internet access also, mostly free of charge. Furthermore, free Internet access is available in many cafés and pubs in Ljubljana.

www.uni-lj.si/study/information/internet-access

University of Ljubljana offers wireless Internet access through Eduroam system. It is possible to register to use Eduroam with the UL-ID digital identity, which students receive upon enrolment to an academy or faculty.

14.17. LIBRARIES

There are 39 libraries operating within the University of Ljubljana Members (academies and faculties). The University library system also includes Central Technological Library at the University of Ljubljana (Centralna tehniška knjižnica) (www.ctk.uni-lj.si) and National and University Library (Nacionalna univerzitetna knjižnica) (www.nuk.uni-lj.si). Students of the University of Ljubljana pay membership fee at the University Member (academy or faculty) upon enrolment in the first or any subsequent year, and they may use the basic services of all University libraries free of charge with their student identity card.

www.uni-lj.si/libraries/university_libraries



14.18. BOOK STORES

There are several book stores in Ljubljana; most periodicals and books in foreign languages are offered by:

Mladinska knjiga – Centre Oxford
Kopitarjeva ulica 2, 1000 Ljubljana

Mladinska knjiga – Konzorcij
Slovenska cesta 29, 1000 Ljubljana

14.19. SHOPS

Working hours	Weekdays	Saturdays	Sundays and holidays
Shops	8 a.m. - 7 p.m.	8 a.m. - 1 p.m.	
Shopping centres	9 a.m. - 9 p.m.	8 a.m. - 9 p.m.	9 a.m. - 3 p.m.

14.20. STUDENT ORGANISATION

The University of Ljubljana Student Organisation (ŠOU Ljubljana) represents the rights and interests of students striving to realise them, and contributes to diverse and quality student life. It organises various activities beyond the scope of degree programmes and provides various services to students (legal assistance, assistance in accommodation, cultural and sports activities, etc.).

Contact details:

University of Ljubljana Student Organisation
(Študentska organizacija Univerze v Ljubljani - ŠOU v Ljubljani)

Pivovarniška 6, 1000 Ljubljana, Slovenia

Phone: +386 1 43 80 200

Email: info@sou-lj.si

Website: www.sou-lj.si



14.21. ENTERTAINMENT AND CULTURAL EVENTS

Ljubljana offers a wide range of events. Classical music concerts are held at the Slovenian Philharmonic and Cankarjev dom.

There are 15 museums, 25 galleries, 7 major theatres and several cinemas in Ljubljana. The schedule of events is published on the Internet and in daily newspapers.

More information about the capital and events is available in the monthly event schedule and publications at the Tourist Information Centre (Turistični informacijski center), Krekov trg 10, Ljubljana.

www.visitljubljana.com/en



14.22. PHONE AND POSTAL SERVICES

Ljubljana has 30 post offices.

Useful phone numbers:

- **Country code for Slovenia** 00 386 / +386
- **Postal code for Ljubljana** 1000
- **Police** 113
- **Fire Department** 112
- **Ambulance** 112

en.posta.si/home



14.23. CONTACTS OF EMBASSIES AND CONSULATES

Contact details:

Ministry of Foreign Affairs, Consular Post (Ministrstvo za zunanje zadeve, Konzularna služba)

Prešernova cesta 25, 1001 Ljubljana, P.P. 481
Slovenia

Phone: +386 1 478 23 05

Email: konzularne-zadeve.mzz@gov.si

Office hours for customers:

Šubičeva 10, 1001 Ljubljana, Slovenia

Mondays: 9 a.m. - 12 noon

Wednesdays: 9 a.m. - 12 noon and 2 p.m. - 4 p.m.

Fridays: 9 a.m. - 12 noon

www.mzz.gov.si/en/representations_abroad



14.24. USEFUL ADDRESSES AND PHONE NUMBERS

University of Ljubljana (Univerza v Ljubljani)

Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 241 85 00
Fax: +386 1 241 86 60
Website: www.uni-lj.si

Centre for Slovene as a Second/Foreign Language (Center za slovenščino kot drugi in tuji jezik)

Kongresni trg 12, 1000 Ljubljana, Slovenia
Phone: +386 1 241 86 77
Fax: +386 1 241 86 48
Email: center-slo@ff.uni-lj.si
izpitni-center@ff.uni-lj.si (exams)
Website: www.centerslo.net/en

University of Ljubljana Student Organisation (Študentska organizacija Univerze v Ljubljani)

Pivovarniška 6, 1000 Ljubljana, Slovenia
Phone: +386 1 43 80 200, Fax: +386 1 433 33 48
Email: info@sou-lj.si
Website: www.sou-lj.si

e-Študentski Servis, ŠS d.o.o.

Slovenska cesta 40, 1000 Ljubljana, Slovenia
Phone: +386 1 729 83 33
Email: info@studentski-servis.com
Website: www.studentski-servis.com

National and University Library (Narodna in univerzitetna knjižnica)

Turjaška 1, 1000 Ljubljana, Slovenia
Phone: +386 1 200 11 88, +386 1 200 11 10
Fax: +386 1 425 72 93
Email: info@nuk.uni-lj.si
Website: www.nuk.uni-lj.si

Central Technological Library at the University of Ljubljana (Centralna tehniška knjižnica Univerze v Ljubljani)

Trg republike 3, 1000 Ljubljana, Slovenia
Phone: +386 1 200 34 01
Email: post@ctk.uni-lj.si
Website: www.ctk.uni-lj.si

Visas

Ministry of Foreign Affairs, Consular Sector (Ministrstvo za zunanje zadeve, Konzularni sektor)

Šubičeva 10, 1001 Ljubljana, P.P. 481, Slovenia
Phone: +386 1 478 23 05
Fax: +386 1 478 23 16
Email: konzularne-zadeve.mzz@gov.si
Website: www.mzz.gov.si/en/travel_and_visa_information/visa_information

Residence permit

Administrative Unit Ljubljana, Administrative Internal Affairs, Department for Foreign Citizens (Upravna enota Ljubljana, Sektor za upravne notranje zadeve, Oddelek za tujce)

Tobačna ulica 5, 1000 Ljubljana
Phone: +386 1 306 30 00
Fax: +386 1 306 32 02
Email: ue.lj-sunz@gov.si
Website:
www.upravneenote.gov.si/ljubljana/uradne_ure_in_splodne_informacije/sektor_za_upravne_notranje_zadeve/

Health insurance

Health Insurance Institute Slovenia (Zavod za zdravstveno zavarovanje Slovenije)

Miklošičeva 24, 1000 Ljubljana, Slovenia
Phone: +386 1 307 72 00
Email: OELJ@zzzs.si
Website: www.zzzs.si

Local transport

Ljubljanski potniški promet

Slovenska 56, 1000 Ljubljana, Slovenia
Phone: + 386 1 430 51 74
Email: mail@lpp.si
Website: www.jhl.si/lpp

Website for international students:

www.studyinslovenia.si
eVŠ mobile application: url.sio.si/mhb



Information for foreign citizens:

www.infotujci.si
www.mnz.gov.si/si/mnz_za_vas/tujci_v_sloveniji/
www.mnz.gov.si/en/services/

15. University of Ljubljana members (Academies and Faculties)

ACADEMY OF MUSIC

Stari trg 34, 1000 Ljubljana
Phone: +386 1 242 73 12
www.ag.uni-lj.si

ACADEMY OF THEATRE, RADIO, FILM AND TELEVISION

Nazorjeva ulica 3, 1000 Ljubljana
Phone: +386 1 251 04 12
www.agrft.uni-lj.si

ACADEMY OF FINE ARTS AND DESIGN

Erjavčeva cesta 23, 1000 Ljubljana
Phone: +386 1 421 25 00
www.aluo.uni-lj.si

BIOTECHNICAL FACULTY

Jamnkarjeva ulica 101, 1000 Ljubljana
Phone: +386 1 320 30 00
www.bf.uni-lj.si

FACULTY OF ECONOMICS

Kardeljeva ploščad 17, 1000 Ljubljana
Phone: +386 1 589 24 13 (full-time studies),
+386 1 589 24 17 (part-time studies)
www.ef.uni-lj.si

FACULTY OF ARCHITECTURE

Zoisova cesta 12, 1000 Ljubljana
Phone: +386 1 200 07 11
www.fa.uni-lj.si

FACULTY OF SOCIAL SCIENCES

Kardeljeva ploščad 5, 1000 Ljubljana
Phone: +386 1 580 51 26, +386 1 580 51 21
www.fdv.uni-lj.si

FACULTY OF ELECTRICAL ENGINEERING

Tržaška cesta 25, 1000 Ljubljana
Phone: +386 1 476 84 11, +386 1 476 82 13
www.fe.uni-lj.si

FACULTY OF PHARMACY

Aškerčeva cesta 7, 1000 Ljubljana
Phone: +386 1 476 95 00
www.ffa.uni-lj.si

FACULTY OF CIVIL AND GEODETIC ENGINEERING

Jamova cesta 2, 1000 Ljubljana
Phone: +386 1 476 85 00
www.fgg.uni-lj.si

FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY

Večna pot 113, 1000 Ljubljana
Phone: +386 1 479 80 00
www.fkkt.uni-lj.si

FACULTY OF MATHEMATICS AND PHYSICS

Jadranska 19, 1000 Ljubljana
Phone: +386 1 476 65 15 (Mathematics)
+386 1 476 65 17 (Physics)
www.fmf.uni-lj.si

FACULTY OF MARITIME STUDIES AND TRANSPORT

Pot pomorščakov 4, 6320 Portorož/Portorose
Phone: +386 5 676 71 50
www.fpp.uni-lj.si

**FACULTY OF COMPUTER AND
INFORMATION SCIENCE**

Večna pot 113, 1000 Ljubljana

Phone: +386 1 479 80 00

www.fri.uni-lj.si

FACULTY OF SOCIAL WORK

Topniška 31, 1000 Ljubljana

Phone: +386 1 280 92 59

www.fsd.uni-lj.si

**FACULTY OF MECHANICAL
ENGINEERING**

Aškerčeva 6, 1000 Ljubljana

Phone: +386 1 477 11 46

www.fs.uni-lj.si

FACULTY OF SPORT

Gortanova 22, 1000 Ljubljana

Phone: +386 1 520 77 00

www.fsp.uni-lj.si

FACULTY OF ADMINISTRATION

Gosarjeva ulica 5, 1000 Ljubljana

Phone: +386 1 580 55 00

www.fu.uni-lj.si

FACULTY OF ARTS

Aškerčeva 2, 1000 Ljubljana

Phone: +386 1 241 10 00

www.ff.uni-lj.si

FACULTY OF MEDICINE

Vrazov trg 2, 1000 Ljubljana

Phone: +386 1 543 77 20

www.mf.uni-lj.si

**FACULTY OF NATURAL SCIENCES
AND ENGINEERING**

Aškerčeva 12, 1000 Ljubljana

Phone: +386 1 470 45 00, +386 1 200 32 00

www.ntf.uni-lj.si

FACULTY OF EDUCATION

Kardeljeva ploščad 16, 1000 Ljubljana

Phone: +386 1 589 22 00

www.pef.uni-lj.si

FACULTY OF LAW

Poljanski nasip 2, 1000 Ljubljana

Phone: +386 1 420 31 00

www.pf.uni-lj.si

FACULTY OF THEOLOGY

Poljanska cesta 4, 1000 Ljubljana

Phone: +386 1 434 58 18

www.teof.uni-lj.si

VETERINARY FACULTY

Gerbičeva ulica 60, 1000 Ljubljana

Phone: +386 1 477 91 00

www.vf.uni-lj.si

FACULTY OF HEALTH SCIENCES

Zdravstvena pot 5, 1000 Ljubljana

Phone: +386 1 300 11 11

www.zf.uni-lj.si

University of Ljubljana

Kongresni trg 12, 1000 Ljubljana, Slovenia

Telephone: +386 1 241 85 00

Fax: + 386 1 241 85 60

Email: study.info@uni-lj.si

Website: www.uni-lj.si

Website with information for international students: www.uni-lj.si/study



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