

## Procedure for recognition of prior education

Candidates who have completed undergraduate or graduate study programme abroad (not Slovenia) may enrol in the first year of doctoral study programme if they complete the procedure of recognition of foreign education. The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the web portal eVŠ: <https://portal.evsv.gov.si/prijava/?locale=en>).

**Candidates are required to send the following document together with the application form:**

- Your **legalized\* original Master** diploma (which we will return with the final decision – or immediately by your special request),
- Notarized verified copy of your **Bachelor** diploma,
- Transcript of records of your Bachelor and Master study,
- English or Slovene official translation of your diplomas and transcripts of records,
- A short chronological description of your entire education (prepared by candidate), see sample below,
- Copy of your passport.

\* *Legalization of the documents:* The original of the final certificate(s) representing the general requirements for access to higher education in the country of issue, legalized on the basis of:

The 1961 Hague Convention (at the court with territorial jurisdiction where the certificate or diploma was issued); with a properly completed Apostille form affixed, or The Authentication of Documents in International Traffic Act. *State parties to the 1961 Hague Convention can be found at this website:* [http://hcch.e-vision.nl/index\\_en.php?act=conventions.status&cid=41](http://hcch.e-vision.nl/index_en.php?act=conventions.status&cid=41)

If the student/candidate can find the country on the list of the Authentication of Documents in International Traffic Act, he/she should take an original diploma to the Court, where his university is and get a seal “Apostille” there.

If the country is not on the list, the original diploma needs to be legalized with the following seals:

- the seal of Ministry of Higher Education in the country of issue of your diploma,
- the seal of Ministry of justice,
- the seal of Ministry of foreign affairs.

You do not need to legalize your diploma (however you still need to submit the **original** document) if you have finished your previous education in the following countries (due to bilateral agreements between countries):

- Austria,
- Bulgaria,
- Bosnia and Herzegovina,
- Check republic,
- France,
- Greece,
- Croatia,
- Hungary,
- Macedonia,
- Romania,

- Serbia.

The process lasts approximately **two months** from submitting a complete application.

**Further information regarding recognition procedure:**

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# Short\_chronological\_description\_Sample

## Name and Surname

### Primary School

*Name of School:* S.R.J.K. (C) Ave Maria Convent, Ipoh (Malaysia)

*Duration of education:* 6 years (1992 – 1998)

*Title acquired:* Completed Standard 1 to Standard 6, passed UPSR (Primary School Evaluation Test)

### Secondary School

*Name of School:* S.M.J.K. Ave Maria Convent, Ipoh (Malaysia)

*Duration of education:* 5 years (1998 – 2003)

*Title acquired:* Completed Form 1 to Form 5, passed PMR (Lower Secondary Assessment Test) and SPM (Malaysian Certificate of Education)

### Pre-university Studies (High School)

*Name of School:* S.M.J.K. Sam Tet, Ipoh (Malaysia)

*Duration of education:* 2 years (2003 – 2005)

*Title acquired:* Completed Form 6, passed STPM (Malaysian Higher School Certificate)

### Graduate Studies

*Name of School:* Northern University of Malaysia – UUM (Malaysia)

*Duration of education:* 4 years/8 semesters (2005 – 2009)

*Title acquired:* Bachelor in Hospitality Management (with Honours)

*University website address:* \_\_\_\_\_

*Contact at the University (for verification of authenticity of Diploma/Certificate):*

*Name:* \_\_\_\_\_

*E-mail:* \_\_\_\_\_