3. Secondary education - Details of achieved qualifications
   Type of application: Enrolment in first year of study
   Transfer among study programmes

You have to enter the secondary education with which you are applying for enrolment to “First cycle study programmes”, which includes Bachelor Professional and Academic study programmes and integrated Master’s study programmes.

- When you fill out the information you confirm the data by clicking on button “Continue”. If you do not wish to save the information, you choose the button “Delete”.
- You can enter another secondary education (if relevant) by clicking on button “Add secondary school”. The application allows you to enter up to two secondary educations.

Figure 1: The picture shows what appears on the screen when you enter this step of the application form.

RECOGNITION OF EDUCATION FOR CONTINUING EDUCATION IN SLOVENIA

A candidate who has finished his or her studies in a foreign country (not Slovenia) and would like to continue education in the Slovenian higher education institution is obliged to acquire a decision on the recognition of the foreign education, if they have not obtained one already. Higher education institutions are the competent bodies for the education recognition procedure.

The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).

For more detailed information about the recognition procedure contact the higher education institution where you wish to continue your education.
How to enter details about secondary education:

- Indicate whether you have already completed secondary education with ‘Yes’ or ‘No’ under “Certificate of secondary schools I already have”.
- Select the “Country of secondary school” you have already or are going to complete.

General rules on entering data on:
Write all data in original language or in Latin script (do not translate):

- **Date of issue of the secondary school certificate:**
  You can enter the data by choosing from the calendar that appears on the screen after you click into the field or by typing in the date using dots (example 17.7.2016). The Calendar disappears after you click outside the field for entering the date.

- **High School in the former republics of Yugoslavia (til June 25, 1991):** Indicate ‘Yes’ or ‘No’.

- **Another secondary school abroad (outside Slovenia):** Indicate ‘Yes’ or ‘No’.

- **Name of secondary school and name of the educational programme:** enter details.

- **School website address:** enter details.

- **Name of the certificate or diploma – proving completed education:** enter details.

- **Place of issue (of the certificate or diploma):** enter details.

- **Place of actual carrying out of education:** enter details.

- **Official duration of education:** select the duration.
Examples of entered data in the application form:

3.1 Already completed secondary education:
   3.1.1 Completed High School in the former republics of Yugoslavia (till June 25, 1991)
   3.1.2 Completed any other secondary school (then under 3.1.1)

3.2 Not yet completed secondary education

**3.1.1 Completed High School in the former republics of Yugoslavia (till June 25, 1991)**

Certificates of completion of secondary education in former Yugoslav republics obtained before 25 June 1991 are recognised automatically and you do not need a formal decision of recognition.

An example of data entered in application form for already completed secondary school in former Yugoslav republic before 25 June 1991

![Example of data entered in the application form](image)

**General rules on entering data on:**

- **Date of issue of the secondary school certificate:**
  You can enter the data by choosing from the calendar that appears on the screen after you click into the field or by typing in the date using dots (example 16.6.1989). The Calendar disappears after you click outside the field for entering the date.

- **High School in the former republics of Yugoslavia (till June 25, 1991):**
  Indicate ‘Yes’.

- **Another secondary school abroad (outside Slovenia):**
  Indicate ‘No’.

- **Name of secondary school and name of the educational programme:** enter details.

- **School website address:** enter details.
3.1.2 Completed any other secondary school (then under chapter 3.1.1)

NOTICE: For education obtained abroad, you need a decision on the recognition of qualification for the purpose of enrolment. For more detailed information on the process of recognition contact the higher education institution you wish to apply to.

The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).

An example of data entered in application form for already completed secondary school from abroad, the language of delivery was not Slovene and the candidate does not have a formal decision on the recognition:

General rules on entering data:

- **Certificate of secondary school I already have:** indicate ‘Yes’ or ‘No’.
- **Country of secondary school:** select your country.
- **Date of issue of the secondary school certificate:** you have to enter the data of issue of the secondary school certificate only if you have already completed secondary school; if you have not yet finished secondary school you do not need to enter this data.
- **High school in the former republics of Yugoslavia:** indicate ‘No’.
- **Another secondary school abroad (outside Slovenia):** indicate ‘Yes’.
• Name of secondary school: enter the name of the secondary school (write all data in original language or in Latin script – do not translate).
• Name of educational programme: enter the name of the educational programme (write all data in original language or in Latin script – do not translate).
• School website address: enter the address of your school’s website.
• Enter the name of the certificate or diploma – proving completed education (write all data in original language or in Latin – do not translate).
• Enter the place of issue (of the certificate or diploma).
• Enter the place of actual carrying out of education.
• Select the official duration of the education.

3.2 Not yet completed secondary education

NOTICE: For education obtained abroad, you need a decision on the recognition of qualification for the purpose of enrolment. For more detailed information on the process of recognition contact the higher education institution you wish to apply to.

The recognition procedure is a part of the enrolment procedure. The candidate submits the recognition application together with the study enrolment application (on the online eVŠ portal).
An example of data entered in application form for not yet completed secondary school from abroad, the language of delivery was not Slovene

General rules on entering data:

- **Certificate of secondary school I already have**: indicate ‘No’.
- **Country of secondary school**: select your country.
- **High school in the former republics of Yugoslavia**: indicate ‘Yes’ or ‘No’.
- **Another secondary school abroad (outside Slovenia)**: indicate ‘Yes’ or ‘No’.
- **Name of secondary school**: enter the name of the secondary school (write all data in original language or in Latin – do not translate).
- **Name of educational programme**: enter the name of the educational programme (write all data in original language or in Latin – do not translate).
- **School website address**: enter the address of your school’s website.
- **Name of the certificate or diploma¹ – proving completed education**: enter name (write all data in original language or in Latin – do not translate).
- **Place of issue (of the certificate or diploma)**: enter the place, if you have not yet finished secondary school leave blank.

¹ Names of documents from the most common countries (this can also be another document with a different title, as noted below):
   - CROATIA: Svjedodžba o državnoj maturi, Svjedodžba o završnom radu + Potvrda o položenim ispitima državne maturi.
   - MACEDONIA: Diploma za položena državna matura.
   - BOSNIA and HERZEGOVINA: Diploma o završenoj srednjoj školi, Svjedodžba o završenoj gimnaziji, Diploma opće gimnazije.
   - SERBIA: Diploma o stečenom srednjem obrazovanju.
   - MONTENEGRO: Diploma o položenom maturskom ispitu, Diploma o položenom stručnom ispitu.
• **Place of carrying out of education:** enter the place, if you have not yet finished secondary school leave blank.
• **Official duration of education:** select years of official duration of education.

### 3.3. Verification of information on current higher education

On the next step answer the 4 control questions:

- I have already repeated a year or changed and undergraduate or second cycle integrated Master’s study programme.
- I already have an undergraduate degree or second cycle integrated Mater’s study programme degree.
- I am a student of a bachelor professional or academic study programme or integrated Master’s study programme and I would like to use the right to change the study programme due to failure to fulfil the obligations in the previous study programme.
- I want to apply for the status of an enrolment candidate with special status.

If you answer “Yes” on the first question (“I have already repeated a year or changed and undergraduate or second cycle integrated Master’s study programme.”) or/and to the second question (“I already have an undergraduate degree or second cycle integrated Mater’s study programme degree.”), in accordance with the fourth paragraph of Article 77 of Higher Education Act you will be charged with tuition fee for enrolment into both full-time or part time study.

If you answer “Yes” on the second or third question, on the next step you will need to enter details of achieved higher education qualifications:
Then you have to enter details of achieved higher education qualifications:

- Country,
- Higher education institution,
- Higher education institution website address,
- Study programme,
- Field of study/module,
- Method of study,
- Date of graduation (if you have not yet graduated, leave this field blank).
POSSIBLE WARNINGS:

- **NOTE WARNING:**
  You answered YES that you already have a certificate of secondary school. You have entered the date of issue of the completion of secondary school certificate, which is after the date 25th of June 1991. Then you answered YES to the statement: "High School in the former republics of Yugoslavia (till June 25 1991)." This is wrong, because on the previous step you entered the date of issue of the certificate of completion of secondary school, which is not till June 25 1991.

- **WHAT TO DO?**
  When entering secondary education correct data entry: answer NO to the claim "High School in the former republics of Yugoslavia (till June 25 1991)" and then answer YES to the argument "Another secondary school abroad (outside Slovenia)."

**To continue/ cancel filling in the application for enrolment:**

- Saves the entered data on this page of the application form and opens the next step of the enrolment application.
- Returns the application to the previous step without saving the entered data on this step of the application.