

Dear partner,

Please nominate your students for spring/summer semester 2014 by filling in our [NOMINATION FORM](#) no later than **November 1**. Nominated students will be contacted via email shortly after nomination and will be sent application forms and all other information relevant to their studies in Ljubljana.

Students will have to fill in [online application forms](#) till **November 15**.

English Proficiency (if English is not the native language of the student)

The University of Ljubljana requires that the students have very good language skills (very good knowledge in reading, writing and speaking of the language) in order to be able to study here. In the past we have experienced some troubles with students who did indeed have a language certificate on a B2 level although they lacked highly in comprehension during their studies and communication towards their professors. So in order to avoid this trouble we would kindly ask you when nominating students to have in mind this requirement,

Together with their application form students must present a certificate of their English language skills. Very good language skills refer to level B2 on the CERF scale of the European Language Portfolio Levels.

How to prove the language skills in English:

- Language skills in English are listed on the Transcript of Credits of the home university (*in case student had language course or followed courses held in English at home institution/ or has some certificate issued by your institution*); or
- Submit the Language Certificate with CERF scale issued by University (you can find it in attachment – *in case student does not have official language certificate it is acceptable that you fill in and confirm the attached language certificate, where you confirm that student's knowledge of English refers at least to B2 level*); or
- Submit TOEFL score of 79 (IBT) or IELTS score of 6.

Residence permit (non EU citizens, non EU citizens studying in EU):

All **non-EU students** need to apply for a residence permit before coming to Slovenia. Note that the application procedure can take up to 2 months.

With application form for residence permit students have to enclose:

- a valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
- Confirmation of enrolment at the higher education institution

- Health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement. This certificate should contain, in addition to stating that you have health insurance, a clear description of the scope of your rights and it should be already valid from the time of the application for the residence permit or at least two weeks before the departure.
- sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (261,56 EUR/per month); or parent's statement
- a police clearance certificate of not older than three months from your country (if the country in question issues it), translated into Slovenian, and verified;
- an authentic photograph of yourself (3,5 x 4,5 cm),

All certificates, confirmations or appendices must be translated into the Slovene language and the translation certified by a notary.

An exception to the rule that the first temporary residence permit shall be obtained prior to entry into the Republic of Slovenia applies under certain conditions for the **following categories of persons:**

- researchers, college/university teachers or college/university associates with a residence permit as a researcher, a college/university teacher or a college/university associate issued **in another EU member state;**
- Holders of an EU Blue Card, issued by another EU member state and their family members;
- Foreign students who have resided in another EU member state on the basis of a temporary residence permit **for studying purposes;**
- Long-term residents in another EU member state and their family members.

If student is one of the above, he/she can apply for the temporary residence permit in Slovenia at the administrative unit in Ljubljana otherwise you have to have it before your arrival to Ljubljana.

Some Slovenian embassy also advise students to apply for VISA D- it is faster and easier to obtain than residence permit because it is issued at the embassy where the residence permit is first done here in Ljubljana and then sent back to the embassy at which student apply for residence permit. So before applying for residence permit, we would suggest students to contact the nearest Slovenian embassy and require what are his/her options to apply for VISA D.

EU students have to immediately register their stay at the nearest police station and afterwards within first three months they have to apply for residence permit at the Administrative office in Ljubljana. They need to submit following documents:

- A valid identity card or passport
- Evidence of enrolment at an educational institution,
- Health insurance covering all risks in the host member state,
- Sufficient means for living (higher than the level under which the host country approves social aid to its citizens (290 € per month). According to the practice of the
- Photo (3,5 x 4,5 cm)

Online Application Form

All students will have to fill in **an online Application Form** no later than **November 15**. Information on how to apply is found in the email we send to the students after receiving your nominations.

Housing

Students can apply for University's dormitory but due to very limited places we do not guarantee housing there for all exchange students. Students should apply no later than **November 15**. Students who decide to stay in private accommodation/ or don't get a room in dormitory will have a help of our Buddies and Housing service of Student organization in finding accommodation.

Course selection

The list of courses is available on our webpage

http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.asp

Final course registration will be opened from **15 November to 15 December 2014**. Courses have limited number of places and we go by the rule "First come, first serve". Course selection will be done online. After semester starts student will have one week time to change courses in case they of overlapping in timetable etc. Course changes may be done only once by Coordinator for incoming students at the Faculty of Economics. Students are not allowed to add – drop courses independently, the registration process is done by International office.

Important:

Maximum number of credits that students can take is 30 ECTS which is a full course load at the Faculty of Economics, University of Ljubljana (*an exceptions are only those students that might have a semester at their home institution accredited with more than 30 ECTS credits*).

Bachelor students can sign up **ONLY** for bachelor. Master students can take courses on both levels-master and bachelor.

Orientation week

Orientation week is an Introduction program, which takes place one week before beginning of new semester. In spring semester 2015 Orientation week will take place last week from 19-22 February 2015. During this week students will get information about our study system, courses, student life in Ljubljana, Student's benefits, discover Slovenia and take part in different kind of social activities that we will prepare for them. Attendance in the Orientation week is compulsory.

Tutors/ Buddies

Every exchange student will get a tutor/buddy. Tutor is Slovenian student, who will get in touch with student arrival. Tutor will be there to help student settling down in Ljubljana- from tutor they will get all information regarding student life, Slovenian way of living and tutor will help you in finding private accommodation etc.

In case of any further questions please do not hesitate contacting us.

We look forward welcoming your students at the Faculty of Economics, University of Ljubljana!

Best regards

Alma Elezović
Coordinator for incoming students
Faculty of Economics, University of Ljubljana



University of Ljubljana

I ♥ **FACULTY OF
ECONOMICS**

Greetings from Faculty of Economics, Univeristy of Ljubljana

EFMD
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SLOVENIA
»On the sunny side of the Alps«



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