

## INDICATIVE LIST OF DOCUMENTS REQUIRED FOR RECOGNITION FOR ACCESS TO EDUCATION

In compliance with the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, documents needed by a school, other educational organisation or a higher education institution (hereinafter: school) where you wish to pursue your education in order to implement the procedure for recognition for access to education are:

### - Application for recognition for access to education, completed in compliance with the instructions – N form

**1. The original of the certificate or diploma** to be recognised and to establish the right to the access, application and treatment in the enrolment procedures

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](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 main document issued by the education institution (school).*

**2. A photocopy of the certificate or diploma** referred to in the Point 1

*A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in the Point 1. The whole certificate or diploma (the same size and shape), including possible remarks on the back of the document, must be shown on the copy.*

**3. A certified Slovene translation of the certificate or diploma** referred to in the Point 1

*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://www2.gov.si/mp/tol\\_cen.nsf/\(WebTolmaci\)?OpenView](http://www2.gov.si/mp/tol_cen.nsf/(WebTolmaci)?OpenView)

*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.*

**4. Annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education and the requirements fulfilled during the educational programme**

*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.*

*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.*

**5. 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 with N form should be sent or submitted in person to the address of the educational institution at which you seek to pursue education.