



## ADMISSION PROCESS TO ALMA MATER EUROPAEA – EUROPEAN CENTRE, MARIBOR – INTERNATIONAL STUDENTS

1. Submit the application for desired study program via EvŠ – [national application portal](#) . See the [instructions](#).

2. For the purpose of enrolment and nostrification process the following documents have to be submitted:

### 2.1 Enrolment to undergraduate study programs:

- Copy of passport or ID card;
- Original or certified/ legalized copy of upper secondary-school final certificate:
  - EU citizens: Certified copy
  - Non-EU citizens:
    - Apostille if the country which issued the certificate is signatory of the [Hague Convention](#) ;
    - If the country is not signatory of the Hague Convention, authentication is required by the Ministry of Foreign Affairs of the foreign country, followed by over-authentication by the Diplomatic mission of the foreign country in the Republic of Slovenia and the Consular Sector in the Republic of Slovenia;
- Original or certified/ authenticated copies of last two years secondary school certificates – annual transcripts of grades, where the general academic success of each year is recorded;
- Court-certified translations of high school/ upper secondary-school leaving certificate and annual transcripts of grades in Slovene, English, German, Croatian or Italian language in case the certificates are not issued in mentioned languages or composed in Latin script;
- Certificate demonstrating Slovene or English language proficiency equivalent to level B2 according to [CEFR](#);
- Short chronological description of education.

### 2.2 Enrolment to postgraduate study programs:

- Copy of passport or ID card;
- Original or certified/ legalized copy of Bachelor degree certificate (if you are applying for a Master degree) or Master degree certificate (if you are applying for a PhD):
  - EU citizens: Certified copy
  - Non-EU citizens:
    - Apostille if the country which issued the certificate is a signatory of the [Hague Convention](#) ;
    - If the country is not signatory of the Hague Convention, authentication is required by the Ministry of Foreign Affairs of the foreign country, followed by over-authentication by the Diplomatic mission of the foreign country in the Republic of Slovenia and the Consular Sector in the Republic of Slovenia;
- Original or certified/ authenticated copies of annual transcripts of grades, diploma supplement or any other documents, demonstrating duration and content of education;

- Court-certified translations of Bachelor/ Master degree certificate and annual transcripts of grades in Slovene, English, German, Croatian or Italian language in case the certificates are not issued in mentioned languages or composed in Latin script;
- Certificate demonstrating Slovene or English language proficiency equivalent to level B2 according to [CEFR](#);
- Short chronological description of education.

Please submit all above documents in physical form and electronically.

- The documents in physical form should be sent to the seat of Alma Mater by registered post or submit in person to:

Alma Mater Europaea – ECM  
International office  
Slovenska ulica 17  
2000 Maribor  
Slovenia – EU

- Scans or photographs of the documents should be sent to the following email: [international@almamater.si](mailto:international@almamater.si) or [nusa.veber@almamater.si](mailto:nusa.veber@almamater.si) .

### 3. Enrolment to Alma Mater Europaea

The candidate is invited to enroll to Alma Mater via [VIS portal](#), requested to fill the enrolment form and send the following documents:

- Two signed copies of the Contract of mutual rights and duties while studying at Alma Mater;
- Enrolment form;
- Recent 3.5 x 4.5 cm photograph (as for an ID) to be scanned and uploaded to VIS,
- Confirmation of payments as per the current [Alma Mater pricelist](#):
  - Registration/ Enrolment fee (50 EUR for Slovene students/ 100 EUR for international students);
  - Nostrification fee (100 EUR);
  - Tuition fee (full or first instalment, as specified in Study Contract);
  - *Booklet of knowledge and skills (50 EUR; only candidates for undergraduate study programs Physical therapy and Nursing);*
  - *Valid medical examination certificate – [link](#) to the medical referral (only candidates for undergraduate study programs Physical therapy and Nursing);*
  - [Vaccination certificate](#) or a copy of the personal vaccination booklet (only candidates for undergraduate study programs Physical therapy, Nursing and Social Gerontology).

Address:

Alma Mater Europaea – ECM  
International office  
Slovenska ulica 17  
2000 Maribor  
SLOVENIA, EU

#### 4. Visa/ application for temporary residence permit for the purpose of study in the Republic of Slovenia (in short TRP)<sup>1</sup>

Apply for the visa at the nearest Slovenian Embassy or register at the Administrative unit with the following documents:

- Signed application form for TRP;
- Passport size photographs with white background;
- Passport (notarized copy), valid at least further 12 months;
- Acceptance documents / proof of admission;
- Accommodation proof for one year in advance;
- Proof of financial means:
  - declaration of sufficient funds signed by parents if the candidate is below 26 years old. It is advised to attach parent's bank statement for the last 6 months. The candidate has to demonstrate enough funds equal to the amount of minimum monthly income in Slovenia, [402,18](#) EUR ;
  - if the candidate is above 26 years old, he or she has to demonstrate enough funds equal to the amount of minimum monthly income in Slovenia, [402,18](#) EUR, preferably in a form of bank statement;
- Health insurance for one year in the volume of min 30 000 EUR;
- Police clearance certificate, not older than 3 months.

Please note that police clearance certificate and health insurance must be TRANSLATED IN SLOVENIAN LANGUAGE by authorized translators in Slovenia – here is the list: <https://spvt.mp.gov.si/tolmaci/angleski.html> .

More information about study in Slovenia may be found [here](#).

#### Contacts

Please seek assistance or further information at the International office of Alma Mater:

Email: [international@almamater.si](mailto:international@almamater.si)

Phone: +386 59 335 070

Matjaž Likar, M.Sc., Head of International Office

[matjaz.likar@almamater.si](mailto:matjaz.likar@almamater.si) / +386 59 335 070

Nuša Krstič, M.A., International Officer

[nusa.veber@almamater.si](mailto:nusa.veber@almamater.si) / +386 59 335 070

---

<sup>1</sup> Only in case you have to apply for the temporary residence in Slovenia.