

## INSTRUCTIONS FOR COMPLETING THE N FORM –

### Application for recognition for access to education

If completing the form by hand, please print LEGIBLY IN BLOCK CAPITALS. If information is not available, leave the field blank. Where boxes (?) are provided for individual answers, mark as follows: ☒.

In the box EDUCATIONAL INSTITUTION state the name and official address of the school, other educational establishment or a higher education institution at which you wish to pursue your education in the Republic of Slovenia and with which you are filing your application for recognition of education obtained abroad.

#### I. A. PERSONAL INFORMATION REFERRING TO THE HOLDER OF CERTIFICATE OR DIPLOMA

Information refers to the individual wishing to obtain access to education in the Republic of Slovenia on the basis of the foreign certificate or diploma.

**Date of birth** should be written as follows: day, month, year.

*Example:* DATE OF BIRTH (day, month, year): 06. 07. 1980

Encircle the letter denoting your sex: M – male, Ž – female.

If the **telephone number** at which you can be reached is in another country, please state the appropriate country code.

*Example:* PHONE: 0043 1 478 20 4210

#### I. B. INFORMATION REFERRING TO THE LEGAL GUARDIAN –only completed when the holder of the certificate or diploma is a minor

Information refers to the individual that is legal guardian of the holder of a foreign certificate or diploma (appointed by virtue of law). As parents are legal guardians of their children, this field must be completed by one of the parents if the holder of a foreign certificate or diploma is a minor. In such case parents are considered as an applicant and should sign the form at the bottom.

#### II. A. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificate or diploma on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

The **name of the certificate or diploma**, the **issuing establishment**, and the **title** are to be given in the original language of issue (as stated on the original certificate or diploma). If the script used is not Latin (but, for example, Cyrillic, Chinese or some other) use Latin transcription (represent the characters of one script with Latin ones).

*Example:* NAME OF THE CERTIFICATE OR DIPLOMA (in the original language or transcription, as appropriate): **DIPLOMA // SVJEDODŽBA // ATTESTAT**

*Example:* TITLE OR DEGREE AWARDED (in the original language or transcription, as appropriate) **BACHELOR OF ARTS // METALOGLODAČ // OPERATORE DELLA GESTIONE AZIENDALE**

When the educational programme was carried out in different places and countries, state all of them.

*Example:* PLACES OF ACTUALLY CARRYING OUT OF EDUCATION: **RIM (ITALIA), BERLIN (GERMANY), LJUBLJANA (SLOVENIA)**

State the **major or concentration** (profession or scientific or artistic discipline narrowly or more generally defining the education obtained) in the Slovene language.

*Example:* MAJOR OR CONCENTRATION (in the Slovene language): **EKONOMIJA**

State the official **duration of education** on the basis of which the certificate or diploma was obtained (e.g. years of study, semesters, credit points).

*Example:* DURATION OF EDUCATION: **4 SEMESTERS // 2 YEARS// 120 ECTS**

#### II. B. INFORMATION ABOUT PARTIALLY COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the foreign certificates or annual report cards and transcripts on the basis of which its holder wishes to obtain access to education in the Republic of Slovenia.

Look at instructions under II.A.

State the **part** (course, year, semester, examination) of the education programme completed abroad.

*Example:* COMPLETED PART OF THE EDUCATION PROGRAMME (course, year, semester, examination): **3 YEARS // 2 YEARS//1 SEMESTER// 10 EXAMS**

### III. ATTACHMENTS

Check the box in front of the documents supplied with the application.

If attaching a document not stated in the form, please check the box in front of "Other" and provide the name of the document.

An explanation referring to individual attachments and documents to be submitted with the application for recognition for access to education can be found in the **Indicative list of documents**.

### DATE AND SIGNATURE

Enter the date on which the application was lodged.

The applicant should write his/her first and last name in capital letters and sign the form.

The following individuals can act as applicants:

- a holder of a foreign certificate or diploma;
- a legal guardian of the minor that is the holder of a foreign certificate or diploma;
- if the holder of a foreign certificate or diploma has granted power of attorney, the applicant is the attorney-in-fact.

### III. INFORMATION REFERRING TO THE ATTORNEY-IN-FACT

Information refers to the individual given power of attorney by the holder of the certificate or diploma or his/her legal guardian for the purpose of representing him/her in the procedure for recognition for access to education if, for example, the holder of the certificate or diploma or his/her legal guardian resides in another country.

If the holder of the certificate or diploma or his/her legal guardian decides to be represented by an attorney-in-fact, he/she should complete the shaded box (**Power of Attorney**), denoting the individual given such powers, and sign on the line provided. It is also possible to attach a written power of attorney on a separate sheet.