

INSTRUCTIONS ON HOW TO APPLY FOR STUDIES ON ALMA MATER EUROPAEA

Application for study programmes on Alma Mater is active on the following link:

<http://portal.evs.gov.si/prijava/?locale=en>

We suggest enrolling with a username and password – if you have a digital certificate you can do that as well.

HOW TO SELECT APPROPRIATE CALL FOR ENROLMENT AND TYPE OF APPLICATION

You **MUST** choose:

- I already have Slovenian personal registration number (EMŠO): NO – this number is later provided by Alma Mater
- Legend on Study program levels:
First level - Bachelor study program (first cycle study program)
Second level - Master study program (second cycle study program without unified master)
Third level - Doctoral study program (third cycle study program)
- Private higher education institutions
- Call for enrollment: Alma Mater Europaea – Institutum Studiourum Humanitatis if you are applying for Humanities programmes and Alma Mater Europaea – Evropski center Maribor (European Center Maribor) if you are applying for other Alma Mater programmes. If you are applying for Dance academy please choose Alma Mater Europaea – Dance academy (Akademija za ples)

Personal information → Details of achieved qualifications → Data on desired study → Supplemental documents → Review and submission of application → Print form

Selection of call for enrolment and type of application

Select Country of citizenship:

I am Slovenian without Slovenian citizenship: Yes No

I fulfil both conditions, I have permanent residence in Slovenia and I am a taxpayer of the Republic of Slovenia. (Being a taxpayer in the Republic of Slovenia shall also be considered if your parents or guardians are taxpayers in the Republic of Slovenia.): Yes No

I have a recognised international protection status or I am an international protection applicant. Yes No

I already have Slovenian personal registration number (EMŠO): Yes No

Study programme level:

Public higher education institutions and concessions Private higher education institutions

Call for enrolment:


Application deadline:

Type of application:

PERSONAL INFORMATION

Personal information

Enter personal information as stated in your identity document.


Name:	<input type="text" value="eneja"/>	Surname:	<input type="text" value="kovacic"/>
Sex:	<input type="radio"/> Male <input type="radio"/> Female	Maiden name:	<input type="text"/>
Date of birth:	<input type="text" value="Enter date"/> 	Place of birth:	<input type="text" value="Type in place of birth"/>
Country of birth:	<input type="text" value="United States"/>	Country of citizenship:	<input type="text" value="United States"/>
Contact phone No.:	<input type="text"/>	E-mail:	<input type="text" value="eneja.kovacic@almamater.si"/>

Permanent residence

Country:	<input type="text" value="United States"/>
Address:	<input type="text"/>
Postal code:	<input type="text"/>
City:	<input type="text"/>

Address for notices

Same as permanent residence

Name and surname:	<input type="text"/>		
Country:	<input type="text" value="Slovenia"/>		
Address:	<input type="text" value="Type in address"/> 		
<small>After entering the first four characters of the street name, the available addresses consisting from the street, house number, zip code and city will be displayed in the drop-down menu. By entering more characters the possibilities are narrowed. Once the address is entered in the row, the data will be transferred to the lower four fields. Box is linked to the Register of Spatial Units, which contains all the official addresses in Slovenia.</small>			
Municipality:	<input type="text"/>	Street Number / supplement:	<input type="text"/> / <input type="text"/>
Street:	<input type="text"/>	Zip Code:	<input type="text"/>
City:	<input type="text"/>		

DETAILS ON ACHIEVED HIGHER EDUCATION QUALIFICATIONS

You can apply for the doctoral studies if completed the following prior education:

- Select One -	▼ ⓘ
- Select One -	
17001 - Specialization after professional higher education (former)/Specialization after professional higher education (former)	
17002 - Academic higher education (former)/Academic higher education (former)	
17003 - Master's education (second Bologna cycle)/Master (second Bologna cycle)	
18101 - Specialization after academic higher education (former)/Specialization after academic higher education (former)	
18102 - Education leading to magisterij of science (former)/Magisterij of science (former)	
18201 - Education leading to doctorate of science (former)/Doctorate of science (former)	
18202 - Education leading to doctorate of science (third Bologna cycle)/Doctorate of science (third Bologna cycle)	

To enroll for Masters studies one of the following levels of education is required:

- Select One -
16102 - Short-term higher education (former)/Short-term higher education (former)
16201 - Specialization after short-term higher education (former)/Specialization after short-term higher education (former)
16202 - Professional higher education (former)/Professional higher education (former)
16203 - Professional higher education (first Bologna cycle)/Professional higher education (first Bologna cycle)
16204 - Academic higher education (first Bologna cycle)/Academic higher education (first Bologna cycle)
17001 - Specialization after professional higher education (former)/Specialization after professional higher education (former)
17002 - Academic higher education (former)/Academic higher education (former)
17003 - Master's education (second Bologna cycle)/Master (second Bologna cycle)
18101 - Specialization after academic higher education (former)/Specialization after academic higher education (former)
18102 - Education leading to magisterij of science (former)/Magisterij of science (former)
18201 - Education leading to doctorate of science (former)/Doctorate of science (former)
18202 - Education leading to doctorate of science (third Bologna cycle)/Doctorate of science (third Bologna cycle)

Scope of study program in credit points:

Usually Masters Studies are worth 120 ECTS points (2 years) whereby the Doctoral program, as well Bachelor are worth 180 ECTS points (3 years).



Status of the application is NOT COMPLETED. There are still the following steps to the completion of the application:

Data on desired study → Enrolment conditions → Supplemental documents → Review and submission of application → Print form

Enter details of achieved higher education qualifications

Enter details of achieved higher education qualifications. Date of graduation is left blank, if you have not yet completed your study.

Details of achieved higher education qualifications

Country: Cancel

Along with the enrolment application I apply for recognition for access to education at higher education institutions in the Republic of Slovenia.

Write all data in original language or in Latin (do not translate).

Higher education institution: ?

Field of education: ?

Study programme: ?

Academic title or degree obtained: ?

Level and type of study programme: ?

Field of study/module: ?

Method of study: ?

Date of graduation: ?

Place of actual carrying out of education: ?

Official duration of education in years: ?

Scope of study programme in credit points: ?

Name of the certificate or diploma – proving completed education: ?

Date of issue (of the certificate or diploma): ?

Place of issue (of the certificate or diploma):

Info ✕
If you see no value or can not find the actual data, leave the field empty. The field is optional.

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[+ Add qualification](#)

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APPLICATION FOR ENROLMENT to specific study program

Up to this point you have filled in your personal information. Now it's time to fill in the information about the study program you are applying to.

- Higher education institution: Alma Mater Europaea – INSTITUTUM Studiorum Humanitatis or Alma Mater Europaea – European Centre, Maribor or Alma Mater Europaea – Dance Academy
- Study program: choose appropriate programme
- Field of study/module: Delivery in English language
- Place of study: Ljubljana/Maribor

Method of study: full time or part time

In both cases the student receives completely identical and valid diploma document. The difference exists in the number of contact hours and in the amount of individual work of the student. In the case of Part time study, there are less contact hours performed, when there will be more individual work of the student required. On AMEU we mostly perform Part time study.

Enrolment application for study

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! Status of the application is NOT COMPLETED. There are still the following steps to the completion of the application:
Enrolment conditions → Supplemental documents → Review and submission of application → Print form

In line with the call for enrolment, I hereby apply for study

Choice details

[Cancel](#)

Study

Higher education institution: Alma Mater Europaea – Institutum Studiorum Humanitatis, Graduate School of the Humanities, L [?](#)

Study programme: Humanistične znanosti (Third level, Doctorate study programmes) [?](#)

Field of study/module: Delivery in English language [?](#)

Place of study: Ljubljana, KARDELJEVA PLOŠČAD 1 (HQ) [?](#)

Choose qualification you are applying with: University in Graz Humanities [?](#)

Method of study: PART-TIME [?](#)

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FULFILMENT OF ENROLMENT CONDITIONS AND SELECTION CRITERIA

Fulfilment of enrolment conditions and selection criteria

It is obligatory to indicate whether you meet the conditions (Yes/No) and to give an answer in the box next to the criteria. Candidates, who have not yet graduated, indicate with Yes the condition that they will meet when they graduate and do not answer the questions on criteria, which are linked to the completion of study and are not yet available.

General conditions ?

Humanistične znanosti (Third level, Doctorate study programmes, EP) Izvajanje v angleškem jeziku

Yes No 2nd cycle masters' study programme

Yes No 2nd cycle unified masters' study programme

Yes No Undergraduate academic study programmes (accredited before 11 June 2004; pre-bologna reform)

Yes No Postgraduate education: Masters' study programme (accredited before 11 June 2004; pre-bologna reform)

Yes No Post-graduate education: Specialisation study programme after the completion of undergraduate professional study programme (accredited before 11 June 2004)

Yes No Post-graduate education: Specialisation study programme after the completion of undergraduate academic study programme (accredited before 11 June 2004)

Fulfilment of selection criteria ?


Humanistične znanosti (Third level, Doctorate study programmes, EP) Izvajanje v angleškem jeziku

8 Grade of diploma thesis

8 Average grade of previous studies

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SUPPLEMENTAL DOCUMENTS

 Status of the application is NOT COMPLETED. There are still the following steps to the completion of the application:

Review and submission of application → Print form

Supplemental documents

Listed below are all the supplemental documents that are required for enrolment. For attachments that are already marked with a tick, the application on the basis of your entered data determined that they are mandatory. If you must also attach other listed supplemental documents, check in the call for enrolment and on the websites of higher education institutions.

	Attachments	Description	Method of transmission	File
<input checked="" type="checkbox"/>	Certified copy of diploma or masters degree	Certified copy of diploma or masters degree	By registered post	
<input checked="" type="checkbox"/>	Original or the duplicate of the final certificate(s)	Original or the duplicate of the final certificate(s), representing general requirement for access to higher education in the country of issue, 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. Countries for which no legalization is required: Austria, Bulgaria, Bosnia and Herzegovina, Cyprus (for documents issued by public higher education institutions and universities), Czech republic, France, Greece, Croatia, Hungary, Republic of Macedonia, Rumania.	By registered post	
<input checked="" type="checkbox"/>	Photocopy of the original certificate(s)	Photocopy of the original certificate(s) or the duplicate of the final certificate(s), representing general requirement for access to higher education.	By registered post	
<input checked="" type="checkbox"/>	Certified Slovene translation of the certificate(s)	Certified Slovene translation of the certificate(s)), representing general requirement for access to higher education, (please check at the relevant university or higher education institution if this document is required). For the list of authorised translators see: https://spvt.mp.gov.si/tolmaci.html	By registered post	
<input checked="" type="checkbox"/>	Evidence on the contents and duration of education	(Not certified) copies of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.	By registered post	
<input type="checkbox"/>	Certified translation of evidence on the contents and duration of education	Certified Slovene translation of the certificate(s) of the annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education, (please check at the relevant university or higher education institution if this document is required). (For the list of authorised translators see: https://spvt.mp.gov.si/tolmaci.html)	By registered post	
<input type="checkbox"/>	Short chronological description of the entire education	Short chronological description of the entire education (statement by the applicant).	By registered post	

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After completing the application process you must print out the application form, sign and send it to our address:

Alma Mater Europaea – ISH
Slovenska ulica 17
2000 Maribor
SLOVENIJA

Relevant proof of prior education acquired must be attached together with the application. Based on the sent documentation the commission will check if you meet the requirements for enrollment. In case of positive decision you will be invited to enroll via e-mail.