

APPLICATION PROCEDURE

for Incoming Exchange students

In order to complete your application as an Exchange student at University of Ljubljana, School of Economics and Business, **YOU HAVE TO FILL IN TWO APPLICATIONS** - one to University of Ljubljana and the second to School of Economics and Business.

Step 1: ENROLMENT TO THE UNIVERSITY OF LJUBLJANA

Online application to University of Ljubljana → https://studij.uni-lj.si/studexchange/tujci_prva.asp
You **do not need to send paper copy** of the application.



FIRST TIME REGISTRATION FORM

Dear student!
Please enter your personal data to access to other forms needed to complete your application. **Please enter your full name and surname as it is written in your personal document.**
After confirming the data the system will give you your unique code, which you will use for entering the system and completing your application.

Academic year of planned exchange*	2019/20
Name of exchange programme*	
Family name*	
First name (s)*	
Date of birth* (dd.mm.yyyy)	
Place of birth*	
Country of birth*	
Gender*	
Type of personal document*	<input type="radio"/> passport <input type="radio"/> ID card
Personal document (ID or passport) number*	
Nationality*	
Permanent address *	
Postcode and city *	
Country*	
Postal address (if different)	
Postcode and city	
Country	
Postal address is valid until (dd.mm.yyyy)	
Telephone*	
E-mail*	

After confirming the entered data, your personal **unique code** will be send to your email address. You will need it when filling in the **LOGIN FORM**

Univerza v Ljubljani



LOGIN FORM

For accessing the application tool (only if you are already registered!), enter your date of birth and your unique code:

Date of birth (dd.mm.yyyy)	
Unique code	


Please type in your data correctly and **do not use** capital letters (use them only where it is necessary, e.g. Mary Novak). **You should enter your full name, as it is written in your passport or ID (ex. Joao Mimi Ferreira Samoa da Silva).** Once you enter and confirm the data, you cannot change it.

At the end of the online application, you will be able to upload the required documents: Transcript of Records and Language Certificate (*Students must present a certificate of their English language skills. Very good language skills refer to level B2 on the CEFR scale of the European Language Portfolio Levels. If language requirements are not met, University of Ljubljana will not accept your application.*)

Please note that students applying to the School of Economics and Business don't need to upload Learning agreement.

Step 2: ENROLMENT TO THE SCHOOL OF ECONOMICS AND BUSINESS

Online application form to School of Economics and Business → <https://vpis.ef.uni-lj.si/izmenjave.aspx>

Basic information	
First name: <input type="text"/>	Family name: <input type="text"/>
Sex: <input type="radio"/> Male <input type="radio"/> Female	
Date of birth: <input type="text"/>	Place of birth: <input type="text"/>
Country of birth: <input type="text" value="--Choose--"/>	Citizenship: <input type="text" value="--Choose--"/>
Cell phone: <input type="text"/>	Contact e-mail: <input type="text"/> 

Permanent address
Country: <input type="text" value="--Choose--"/>
Address: <input type="text"/>

Enrolment information	
Higher education institution: <small>receiving institution</small> <input type="text" value="Unviersity of Ljubljana, Faculty of Economics Ljubljana"/>	
Academic year: <input type="text" value="2019/2020"/>	Study period: <input type="text" value="--Choose--"/>
Exchange program: <input type="text" value="ERASMUS"/>	
Field: <input type="text" value="Management and administration"/>	

Current education	
Country: <input type="text" value="--Choose--"/>	
Home Institution: <input type="text" value="--Choose--"/>	
City of institution: <input type="text"/>	
Level of study: <input type="text" value="--Choose--"/>	Year of study: <input type="text" value="--Choose--"/>
Coordinator at home institution (First name, Family name): <input type="text"/>	
Home International Coordinator Email: <input type="text"/>	

YOUR APPLICATION WILL BE CONSIDERED COMPLETED ONLY AFTER YOU HAVE FILLED IN BOTH APPLICATION FORMS!