

## Application for Assessment of Education

Pursuant to the *Act on Assessment and Recognition of Education* (Ur. l. RS No 87/2011, 97/2011, 109/2012 and 12/2026) and the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, I, the undersigned, hereby ask for an opinion in the assessment procedure to be issued by the ENIC-NARIC centre under the Ministry of Higher Education, Science and Innovation on the basis of the submitted educational documents.

**COMPLETE THE FORM IN BLOCK CAPITALS!****I.A. INFORMATION REFERING TO THE APPLICANT**

FIRST NAME: \_\_\_\_\_ SEX (CIRCLE): M/F

LAST NAME: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

MAIDEN NAME (OF THE HOLDER OF THE CERTIFICATE/DIPLOMA): \_\_\_\_\_ DATE OF BIRTH (day, month, year): \_\_\_\_\_

RELATIONSHIP OF THE LEGAL GUARDIAN TO THE HOLDER OF THE CERTIFICATE/DIPLOMA: \_\_\_\_\_  
(to be completed only if the holder of the certificate or diploma is a minor)

NAME OF THE LEGAL PERSON (IF THE APPLICANT IS A LEGAL PERSON): \_\_\_\_\_

MAILING ADDRESS (permanent or temporary) where you can be contacted:

Street and number: \_\_\_\_\_

Postal code, place: \_\_\_\_\_, Country: \_\_\_\_\_

PHONE where you can be contacted: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**I.B. INFORMATION REFERING TO THE HOLDER OF THE CERTIFICATE/DIPLOMA – IF THE APPLICANT IS NOT THE HOLDER**

(as on the identification document):

FIRST NAME: \_\_\_\_\_ SEX (CIRCLE): M/F

LAST NAME: \_\_\_\_\_ CITIZENSHIP: \_\_\_\_\_

MAIDEN NAME: \_\_\_\_\_ DATE OF BIRTH (day, month, year): \_\_\_\_\_

MAILING ADDRESS (permanent or temporary) where you can be contacted:

Street and number: \_\_\_\_\_

Postal code, place: \_\_\_\_\_, Country: \_\_\_\_\_

PHONE where you can be contacted: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**CONSENT**

(only when the applicant is not the holder of the certificate/diploma)

I, holder of the certificate/diploma concerned (first and last name) \_\_\_\_\_:

- hereby give my consent to the applicant \_\_\_\_\_ (name of the applicant) to apply for the assessment of my education.

- I am aware that an opinion and the original documents enclosed with this application will be returned to the mailing address of the applicant through registered mail with confirmation of receipt. SIGNATURE (of the holder of the certificate/diploma): \_\_\_\_\_.

**II. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME**

**NAME OF THE CERTIFICATE OR DIPLOMA – PROVING THE COMPLETED EDUCATION**

(in the original language or transcription, as appropriate):

**ISSUING EDUCATIONAL INSTITUTION:**

(in the original language or transcription, as appropriate)

**PARTICIPATING EDUCATIONAL INSTITUTIONS:**

**DATE OF THE ISSUE** (day, month, year):

(of the certificate or diploma):

**PLACE OF ISSUE** (city, country):

(of the certificate or diploma):

**PLACE WHERE EDUCATION WAS CARRIED OUT:**

**LANGUAGE(S) OF STUDY:**

**MODE OF STUDY** (CIRCLE): a.) full-time

b.) part-time

c.) distance

d.) other

**NAME OF THE PROGRAMME** (in the original language or transcription, as appropriate):

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

**OFFICIAL DURATION OF EDUCATION** (years, semesters, credit points):

**DATE OF THE ENROLMENT:**

(month, year)

**DATE OF THE COMPLETION OF EDUCATION:**

(month, year)

**ACADEMIC TITLE OR DEGREE OBTAINED** (in original language or transcription, as appropriate):

**STATEMENT ON THE CHRONOLOGICAL DESCRIPTION OF THE ENTIRE EDUCATION, which includes previous education** (if necessary, it can be

written in a separate document):

I, the undersigned (name of the holder of the certificate/diploma) \_\_\_\_\_ hereby give my consent to the ENIC-NARIC centre's procedure to verify the authenticity of my certificate/diploma and other information about my education at the issuing education institution or other competent authority.

By signing the form, I certify that the information provided in this application is true and accurate and take full responsibility for it.

**SIGNATURE** (of the holder of the certificate/diploma): \_\_\_\_\_

**III. OTHER:**

**III.A. Has your education ever been nostrified or recognised in the Republic of Slovenia?**

NO

YES (decision number):

**III.B. The reason I need my education to be assessed is:**

to enter the labour market

to continue my education

other:

**IV. SERVICE OF DOCUMENTS:**

I want the opinion or other outcome of the assessment of my education to be delivered as follows (select only one option):

regular email address (as stated in section I.A. or I.B.)

secure email box:

regular email address with confirmation of receipt (SMS)

physical address

(as stated in section I.A. or I.B.)

**DATE** (day, month, year):

Stamp for  
legal person

**NAME OF THE APPLICANT:**

**APPLICANT'S SIGNATURE:**

# INSTRUCTIONS FOR COMPLETING FORM V

## Application for Assessment of Education

If completing the form by hand, please print LEGIBLY IN BLOCK CAPITALS.

The holder of the certificate/diploma or their legal guardian prepares and signs Form V and submits it to the competent ENIC-NARIC centre.

The holder of the certificate/diploma or their legal guardian can also sign a consent for another physical or legal person to apply for the Assessment of Education procedure instead. In this case the applicant is the other physical or legal person who signs at the bottom of Form V and submits it to the competent ENIC-NARIC centre. Please note that the holder of the certificate/diploma should still fill out the parts under I.B. and II. by themselves.

### I.A. PERSONAL INFORMATION REFERRING TO THE APPLICANT

The following individuals can act as applicants:

- the holder of the certificate or diploma, if they apply themselves;
- a legal guardian of the minor who is the holder of the certificate or diploma;
- another physical or legal person with the consent of the holder of the certificate or diploma.

Information about the applicant refers to the individual who completes Form V and asks for the opinion of the competent ENIC-NARIC centre.

- It can be the holder of the certificate or diploma.

- Parents are legal guardians of their children. Form V must be completed by one of the parents if the holder of a foreign certificate or diploma is a minor. In such cases, the parent is considered as the applicant and should sign at the bottom of Form V.

- The applicant can also be another physical or legal person with the consent of the holder of the certificate or diploma.

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

*Example:* DATE OF BIRTH (day, month, year): 06.07.1980

Circle 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

Please write the email address legibly.

### I.B. INFORMATION REFERRING TO THE HOLDER OF THE CERTIFICATE OR DIPLOMA– to be completed if the holder of the certificate or diploma is not the applicant

Information about the holder refers to the individual who completed the education and obtained the certificate or diploma. When the holder is the applicant they do not need to complete this section.

When the holder of the certificate or diploma decides to be represented by another physical or legal person, the holder should fill out and sign the box indicating consent and state the name of the physical or legal person that may apply on their behalf. It is also possible to attach the statement of consent on a separate sheet.

Parents are the legal guardians of their minor child by law, so they do not need any additional consent to act on their behalf.

By signing the consent the holder also entrusts their original documents to the indicated physical or legal person (applicant), since the original documents attached to the application will be returned to the address of the applicant by mail with confirmation of receipt. In the case of a pre-arranged person taking receipt of the original documents, the identity of the applicant or the pre-arranged person should be proven with an identity document.

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

The information in this section refers to the completed education on the basis of which the holder of the certificate or diploma wishes to obtain an opinion in the assessment of education procedure.

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 (and, for example, in Cyrillic, Chinese or some other form) use Latin transcription (i.e. represent the characters of the original 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 WHERE THE EDUCATION WAS CARRIED OUT: **ROME (ITALY), BERLIN (GERMANY), LJUBLJANA (SLOVENIA)**

State the **major or concentration** (the professional, 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

**The statement on the chronological description** of the entire education, which also includes previous education, is prepared by the holder of the certificate or diploma themselves. If it is a longer record, it can be written in a separate document with a handwritten signature.

When submitting an application (Form V) the holder of the certificate or diploma also gives their signed consent that the ENIC-NARIC centre can verify the authenticity of their certificate/diploma and other information about their education at the issuing education institution or other competent authority. By signing Form V the holder also certifies that the information provided in the application is true and accurate, and that they take full responsibility for it.

### III. OTHER:

If the holder of the certificate or diploma would like to continue their education in the Republic of Slovenia, the procedure for recognising their education for this purpose is within the competence of the related educational institution, and it is therefore necessary to contact the institution where they would like to continue their education.

### IV. SERVICE OF DOCUMENTS:

Service of documents can be carried out in the following ways. You can only select one option in this section.

**1. Regular email address:** the document is immediately sent to the regular email address of the holder of the certificate or diploma or their authorised representative, as indicated in section I.A./I.B. The document is considered served on the seventh day after dispatch. Addresses of regular emails are not checked, so please write the address legibly in section I.A./I.B.


**2. Regular email address with confirmation (SMS):** the document is sent to the electronic delivery system, which informs the addressee about the possibility of getting the document at their regular email address and at their mobile phone number (SMS message). In the notification, the addressee also receives a link to the collection website, through which they can access the confirmation of the collection and request the collection code, which they receive via their mobile phone number. The recipient enters the received code into the box and confirms it, and the electronic delivery system sends a message to their email address. If the recipient does not confirm receipt within the specified seven-day period, the electronic delivery system sends the document to their regular email address. Addresses of regular emails and telephone numbers are not checked, so write them legibly in section I.A./I.B.

**3. Secure email box:** The holder of the certificate or diploma or their authorised representative must have a secure email box set up with a secure email box provider. The secure email box is checked upon dispatch. The recipient receives a notification in the secure email box about the possibility of receiving the document within seven days and a link through which they can electronically sign the delivery note and receive document. If the recipient does not receive the document within seven days, the electronic delivery system places the document in a secure electronic mailbox.

**4. Physical address:** The document is sent to the physical address (by registered service with confirmation of receipt) that the holder of the certificate or diploma or their authorised representative has indicated in section I.A./I.B.

If the holder of the certificate or diploma or their authorised representative does not specify any of the options given, service will be carried out to the regular email address, if this has been given in section I.A./I.B.

A digitally signed opinion of education is only valid if it is submitted electronically and in such a way that the signature can be verified.

For a digitally signed opinion of education, the following button will appear next to the opinion . Check the digital signature by clicking on this button and the signatory's details will be displayed.

## LIST OF DOCUMENTS REQUIRED FOR ASSESSMENT OF EDUCATION

In compliance with the second paragraph of Article 7 of the Act on Assessment and Recognition of Education (Ur. l. RS No 87/2011, 97/2011, 109/2012 and 12/2026) and Article 4 of the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, the following documents are needed for the ENIC -NARIC centre's assessment procedure:

### Application for assessment of education completed and signed in compliance with the instructions – Form V and the following attachments:

1. an original of the certificate or diploma, proving the completed education;
2. a photocopy of the certificate or diploma referred to in Point 1;
3. a certified Slovene translation of the certificate or diploma referred to in Point 1;
4. evidence on the contents, duration of the education and the requirements fulfilled during the educational programme (diploma supplement, annual report cards, transcripts or others);
5. statement on the chronological description of the entire education, which includes previous education, prepared and signed by the applicant or their legal guardian;
6. a receipt of the paid costs for the process of assessment of education (EUR 50) or proof that the applicant is entitled to claim exemption from this cost.

ENIC-NARIC centre may request additional documents if necessary for the assessment of education.

### ADDITIONAL INFORMATION

**1. The original certificate or diploma**, proving the completed education that you wish to be assessed, should be submitted (Diploma, Bescheid, Spričevalo o maturi).

Send Form V with the original certificate or diploma via registered mail. To avoid any damage to the original certificate or diploma, please carefully protect the package. You can also submit your application in person to the address listed at the end of the list.

If you do not want to send the original certificate or diploma via mail, you can bring it in person to a previously arranged appointment with the credential evaluator from the ENIC-NARIC centre. You can arrange an appointment via telephone (01/478-47-45) or email: enic-naric@gov.si or gp.mvzi@gov.si.

In all cases, we will return the original certificate or diploma to the applicant.

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

*A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in Point 1. The whole certificate or diploma (the same size and shape), including any 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 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*

*It is **not necessary to submit** a certified translation of the certificate or diploma into Slovene if the member of staff at ENIC-NARIC centre 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 they can assess your education in cases when the certificate or diploma cannot be submitted for justified reasons (e.g. material hardship). You are advised to make any enquiries with regard to such issues at the ENIC-NARIC centre.*

*It is not necessary to submit a certified translation of the certificate or diploma if it was issued in two or more languages, one of which is Slovene or English.*

**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, such as a certificate of examinations passed.*

If the holder of the certificate or diploma wishes to assess **second- or third-level higher education**, they must also submit photocopies of documents showing the previous education they have completed. For third-level (doctoral) education, it is necessary to submit a copy of the cover page of the doctoral dissertation, index and summary, as well as a web link to it, if it has been published.

In the case of assessing **secondary education completed as reskilling or upskilling**, photocopies of documents related to previously completed education must be submitted.

**5. Statement on the chronological description of the entire education, which includes previous education**

A statement on the chronological description of the entire education, which includes previous education, should be prepared by the applicant themselves, 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, and no additional proof is necessary. The statement, prepared in a separate document, must be signed.

**6. A receipt of the paid costs paid** for the process of assessment of education (EUR 50) or proof that the applicant is entitled to claim exemption from this cost (due to being unemployed or a disabled person, receiving certain social welfare benefits, etc.).

The cost for the process of assessment of education is EUR 50, which you can pay:

- at the ministry's main office in person with credit cards: Karanta, MasterCard, Visa, BA, Maestro,
- with a UPN form, which you have to fill out as follows:
  - namen plačila (**purpose of payment**): MVZI-stroški za vrednotenje
  - naziv in naslov prejemnika (**address of the recipient**): Drugi nedavčni prihodki države, Ljubljana
  - številka računa-IBAN (**account No.**): SI56 01100 1000621284
  - referenca (**reference**): 11 33600-7141009-12345678
  - SWIFT koda-za plačilo iz tujine (**Swift code for payment from foreign countries**): BSLJSI2X Banka Slovenije
- through an online bank with a QR code:

-		
-		
-		
MVZI-stroski vrednotenja		-
***50,00		-
SI56 0110 0100 0621 284		***50,00
SI11 33600-7141009-12345678	ADVA MVZI-stroski vrednotenja	
Drugi nedavčni prihodki države	SI56 0110 0100 0621 284	
Ljubljana	SI11 33600-7141009-12345678	
Ljubljana	Drugi nedavčni prihodki države	
	Ljubljana	
	Ljubljana	

The fee is not charged to legal entities under public law.

The following persons are exempt from the costs of education assessment:

1. beneficiaries of social assistance (financial social assistance) in accordance with the regulations governing social welfare benefits (a final decision issued by the competent authority);
2. beneficiaries of the supplementary allowance in accordance with the regulations governing social welfare benefits (a final decision issued by the competent authority);
3. beneficiaries of disability allowance in accordance with the regulations governing the protection of adults with physical and mental disabilities (a final decision issued by the competent authority);
4. jobseekers who, in accordance with the regulations governing the labour market, are considered unemployed persons (a certificate issued by the Employment Service of Slovenia confirming that the person is registered as unemployed, and is not older than 14 days);
5. persons granted international protection and applicants for international protection in the Republic of Slovenia (proof of the stated status in the Republic of Slovenia, issued by the ministry responsible for internal affairs);
6. persons under temporary protection in the Republic of Slovenia (a copy of the temporary protection identity card issued by the competent administrative);
7. persons with recognised repatriated status and their immediate family members who have been granted the right to repatriation to the Republic of Slovenia (proof of appropriate status in the Republic of Slovenia, issued by the Office of the Government of the Republic of Slovenia for Slovenians abroad and around the world) and
8. holders of Slovenian educational certificates or diplomas.

PERSONAL SUBMISSION OF APPLICATION:

Ministrstvo za visoko šolstvo,  
znanost in inovacije  
Kotnikova 38  
1000 Ljubljana

SHIPPING BY MAIL:

Ministrstvo za visoko šolstvo,  
znanost in inovacije  
ENIC-NARIC center  
Masarykova cesta 16  
1000 Ljubljana