

Application for Assessment of Education

Pursuant to the *Act on Assessment and Recognition of Education* (Ur. l. RS No 87/2011, 97/2011 and 109/2012) 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 (ENCIRCLE): 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 actually be reached:

Street and number: _____

Postal code, place: _____, Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

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 (ENCIRCLE): M/F

LAST NAME: _____ CITIZENSHIP: _____

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

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

Street and number: _____

Postal code, place: _____, Country: _____

PHONE where you can actually be reached: _____ E-MAIL: _____

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 acquainted with the fact that an opinion and original documents enclosed to this application will be returned to the mailing address of the applicant through registered mail with return 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): _____ PLACE OF ISSUE (city, country): _____
(of the certificate or diploma): (of the certificate or diploma):

PLACE OF ACTUALLY CARRYING OUT OF EDUCATION: _____ LANGUAGES OF STUDY: _____

MODE OF STUDY (ENCIRCLE): 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: _____ DATE OF THE COMPLETION OF EDUCATION) _____
(month, year) (month, year)

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

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 at the issuing education institution or other competent authority.

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

SIGNATURE (of the holder of the certificate/diploma): _____

Was this your education ever nostrified or recognized in Republic of Slovenia? NO YES (decision number) _____

III. ATTACHMENTS required (encircle, as appropriate):

1. original of the certificate or diploma, proving the completed education
2. photocopy of the certificate/diploma referred to in the first indent (the same size and shape)
3. certified Slovene translation of the certificate/diploma referred to in the first indent
4. photocopy of the 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. short chronological description of the entire education prepared and signed by the applicant or his legal guardian
6. receipt regarding costs of the process of education assessment (50 EUR)

Other (write): _____

The reason I need my education assessed is (write if you want):

DATE (day, month, year): _____

NAME OF THE APPLICANT: _____

APPLICANT SIGNATURE: _____

Stamp for
Legal person

INSTRUCTIONS FOR COMPLETING THE V FORM –

Application for recognition for Assessment of Education

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

A holder of a certificate/diploma or his legal guardian prepares and signs the V form and submits it by the competent ENIC-NARIC centre.

A holder of a certificate/diploma or his legal guardian can also sign Consent for the other physical or legal person to apply in the Assessment of Education procedure instead of him. In this case the applicant is the other physical or legal person who signs at the bottom of the V form and submits it by the competent ENIC-NARIC centre. Be aware that the holder of a certificate/diploma should still fill out the parts under I.B. and II. themselves, especially the Consents in the boxes.

I. A. PERSONAL INFORMATION REFERRING TO THE APPLICANT

The following individuals can act as applicants:

- a holder of a certificate or diploma, if he applies himself;
- a legal guardian of the minor that is the holder of a certificate or diploma;
- other physical person or legal person with consent of the holder.

Information about the applicant refers to the individual that fulfils the form V and asks for the opinion at ENIC-NARIC centre.

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

- Parents are legal guardians of their children. The V form 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 V form at the bottom.

- The applicant can also be other physical or legal person with the Consent of the holder of a 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 HOLDER OF A CERTIFICATE OR A DIPLOMA – to be completed if the holder of the certificate or diploma is not an applicant himself

Information about the holder refers to the individual that completed the education and obtained a certificate or a diploma. When the holder applies himself he doesn't have to fill this section.

When the holder of the certificate or a diploma decides to be represented by other physical or legal person, the holder should fill out and sign the box with Consent and state the name of this physical or legal person that may apply in his account. It is also possible to attach the Consent on a separate sheet.

Parents are legal guardian to the minor child by law so they don't need additional Consent.

By signing the Consent the holder trusts also his original documents to the other 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 acknowledgment of receipt. In the case of pre-arranged personal taking over of the original documents the identity of the applicant or the holder should be proven by his identity document.

II. INFORMATION ABOUT THE COMPLETED EDUCATION/EDUCATIONAL PROGRAMME

Information refers to the completed education on the basis of which its holder 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 (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 ACTUALL 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

The holder of a certificate or diploma with submitting an application (V form) also gives a signed Consent that ENIC-NARIC centre can verify the authenticity of his certificate/diploma at the issuing education institution or other competent authority. By signing the V form the holder also certifies that the provided information in application is true and accurate and that he takes full responsibility for it.

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 assessment of 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. Legal persons also give a stamp.

INDICATIVE LIST OF DOCUMENTS REQUIRED FOR ASSESSMENT OF EDUCATION

In compliance with the *Rules on forms, documents and fees in procedures for assessment and recognition of education*, documents needed in the ENIC -NARIC centres procedure of assessment of education are:

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

1. an original of the certificate or diploma, proving the completed education, that you wish to be assessed;
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. photocopy of the 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. a short chronological description of the entire education prepared and signed by the applicant or his legal guardian;
6. a receipt of the paid costs of the process of assessment of education (50 EUR) or proof from Slovenian institution that the applicant is entitled to claim exemption from charges.

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

Send the Form V with requested original diploma/certificate via registered mail. To avoid any damages to the original diploma/certificate, please protect the package accordingly.

If you don't wish to send the original diploma/certificate via mail, you can bring it in person upon previously arranged appointment with the credential evaluator from the ENIC-NARIC center. You can arrange the appointment via telephone (01/478-47-45) or e-mail: enic-naric@gov.si or gp.mvzi@gov.si.

The original diploma/certificate will be returned to the applicant after the procedure.

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

A photocopy of the certificate or diploma is an ordinary, not authenticated photocopy of the certificate or diploma referred to in the Point 1. The whole certificate or diploma (the same size and shape), including possible 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 the 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 <https://spvt.mp.gov.si/tolmaci.html>

*It is **not necessary to submit** a certified translation of the certificate or diploma into Slovene if the ENIC-NARIC worker 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 he can assess your education although the certificate or diploma cannot be submitted for justified reasons (e.g. material hardship). You are advised to make previous enquiry at the ENIC-NARIC centre.*

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

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, diploma supplements and doctor dissertations. Other kinds of proof are possible, for example a certificate of examinations passed.

5. A short chronological description of the entire education prepared and signed by the applicant or his legal guardian

A short chronological description of the entire education should be prepared by the applicant himself/herself, 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; therefore no additional proofs are necessary.

6. A receipt of the paid costs of the process of assessment of education (50 EUR) or proof from Slovenian institution that the applicant is entitled to claim exemption from charges (unemployed, disabled person, low social status..)

Cost of the assessment of education procedure is 50€, which you can pay:

- at the ministry's main office (also mail office) in person (also with credit cards: Karanta, MasterCard, Visa, BA, Maestro),
- at the post office or bank with UPN form, which you have to fill out accordingly:
 - 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 33308-7141009-12345678
 - SWIFT koda-za plačilo iz tujine (**Swift code for payment from foreign countries**): BSLJSI2X Banka Slovenije

If the ENIC-NARIC states that the application cannot be processed on the basis of submitted documents, it may request that additional supporting documents be presented.

Documents with V form should be sent or submitted in person to this address: Ministrstvo za visoko šolstvo, znanost in inovacije, ENIC-NARIC center, Masarykova cesta 16, 1000 Ljubljana.