



DEAR ERASMUS+ STUDENT,

Greetings from the University of Ljubljana! With the present letter we would like to offer you some important information about academic calendar, application procedure, residence permit, medical insurance, accommodation. Information is also available on our website:

http://www.uni-lj.si/international_cooperation_and_exchange/incoming_students/

Academic calendar 2019-2020

Semester 1/winter semester: **1 October 2019 – 17 January 2020**

Winter Examination period: **20 January 2020 - 14 February 2020**

- Semester 2/summer semester: **17 February 2020 – 29 May 2020**

Summer Examination period: **1 June 2020 – 3 July 2020**

Autumn Examination period: **17 August 2020 – 11 September 2020**

Lectures free period: **31 October – 1 November 2019, 25 and 26 December 2019, 1 and 2 January 2020, 13 April 2020, 27 April 2020, 1 May 2020, 25 June 2020.**

Please note that faculties are allowed to change/adjust the academic calendar according to their internal processes! So consult also the faculty web page for more information on this.

APPLICATION DEADLINES FOR ERASMUS+ EXCHANGE:

15 MAY 2019 – winter semester and full year

15 NOVEMBER 2019 – summer semester

APPLICATION PROCEDURE:

1. After your home university has nominated you to study at the University of Ljubljana as an exchange student, you should fill in an online application https://studij.uni-lj.si/studexchange/tujci_prva.asp. We **don't need** paper copy of the application.
2. Your first step is to complete the **FIRST TIME REGISTRATION FORM**. When you confirm the form, the system will send to your e-mail the **unique**

code which you should use together with your date of birth to enter the Application forms.

The second step is to fill in the LOGIN FORM:

Date of birth (DD.MM.YYYY- ex. 01.01.1990):

Unique code (Please save the code!):

This way you enter to the Application Forms section, Housing form included (available only for Erasmus+ students).

3. Please, type your data correctly and don't use capital letters (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 Miguel Ferreira Santos da Silva).** Once you enter and confirm the data you can't change them!
4. At the end of the online application you will find the necessary documents to upload to your application: Transcript of Records, Learning Agreement and Language Certificate (B2 level of English). If you have more pages of one document (e.g. Learning Agreement) you should save them as **one file** and upload the file.
5. Your application is complete and will be processed only after you have followed all the steps of the application system and entered all the required information and documents. Learning Agreement has to be confirmed by your home university. **Art students have to send their portfolio separately by e-mail.**
6. After your application is completed it will be processed and approved by the relevant department at our university. In the middle of June/December we will send you an *Acceptance letter* and some more information on living and studying in Ljubljana.

SELECTION OF COURSES

Courses can be selected only from the list of courses of the faculty your university has a bilateral agreement with. Some of the faculties offer courses in English, other offer tutorials and some other arrangements. Please check the web site or contact the relevant faculty coordinator. Updated lists of courses are usually available at the end of April, beginning of May.

ACADEMY OF MUSIC - <https://www.ag.uni-lj.si/international-collaboration/website-for-incoming-exchange-students>; contact: nina.podlipnik@ag.uni-lj.si; aginter@ag.uni-lj.si

ACADEMY OF THEATRE, FILM, RADIO AND TELEVISION – <https://www.agrft.uni-lj.si/en/international-cooperation> ; contact: darja.markoja@agrft.uni-lj.si

ACADEMY OF FINE ARTS AND DESIGN - <http://www.aluo.uni-lj.si/en/international/>; jasmina.zajc@aluo.uni-lj.si

BIOTECHNICAL FACULTY- <http://www.bf.uni-lj.si/en/deans-office/international-activities/information-for-exchange-students/courses-offered-to-foreign-students/academic-year-20182019/#c11193>; contact: marjeta.stevanovic@bf.uni-lj.si

FACULTY OF ECONOMICS - http://www.ef.uni-lj.si/content/static_english/international_office/exchange_students/course_catalog.ap;
contact: petra.burgar@ef.uni-lj.si

FACULTY OF ARCHITECTURE - The official language in all courses is Slovene, although in design studios and courses the Erasmus+ students can communicate and work individually with the assistants and professors in English; http://predmet.fa.uni-lj.si/erasmus/erasmus_eng_homepage/erasmus_fa_eng.htm;
contact: matevz.juvancic@fa.uni-lj.si

FACULTY OF SOCIAL SCIENCES - <http://www.fdv.uni-lj.si/en/study/exchange-programmes/international-office/subjects/name/1/all/all/15/all>; contact: danila.rijavec@fdv.uni-lj.si

FACULTY OF ELECTRICAL ENGINEERING- http://www.fe.uni-lj.si/en/education/exchange_students_guide/general_information/; contact: bostjan.murovec@fe.uni-lj.si; katarina.erjavec-dresar@fe.uni-lj.si

FACULTY OF ARTS – http://www.ff.uni-lj.si/an/internationalOffice/courses_english
contact: anja.golec@ff.uni-lj.si

FACULTY OF PHARMACY - <http://www.ffa.uni-lj.si/en/international-relations/erasmus-programme/programmes-courses>; contact: iztok.grabnar@ffa.uni-lj.si

FACULTY OF CIVIL AND GEODETIC ENGINEERING-
<https://www.en.fgg.uni-lj.si/students/> ; contact: romana.hudin@fgg.uni-lj.si

FACULTY OF CHEMISTRY AND CHEMICAL TECHNOLOGY-
<http://www.fkkt.uni-lj.si/en/international-relations/international-students/exchange-students/>; contact: stojka.oman@fkkt.uni-lj.si

FACULTY OF MATHEMATICS AND PHYSICS - <https://www.fmf.uni-lj.si/si/studenti-fizike/erasmus/incoming/>; contact: borut.kersevan@ijs.si (physics); <https://www.fmf.uni-lj.si/si/studenti-matematike/erasmus/incoming/>; klemen.sivic@fmf.uni-lj.si (math); Anka Čižman anka.cizman@fmf.uni-lj.si

FACULTY OF MARITIME STUDIES AND TRANSPORT - http://en.fpp.uni-lj.si/international_cooperation/erasmus_programme/student_exchange/erasmus_courses/; contact: international@fpp.uni-lj.si

FACULTY OF COMPUTER AND INFORMATION SCIENCE-
<https://www.fri.uni-lj.si/en/incoming-students> ; contact: alenka.kavcic@fri.uni-lj.si

FACULTY OF MECHANICAL ENGINEERING - https://www.fs.uni-lj.si/en/educational_process/international_cooperation/; contact: davorin.kramar@fs.uni-lj.si

FACULTY OF SOCIAL WORK - https://www.fsd.uni-lj.si/en/research_and_development/international_cooperation/erasmus_programme/student_mobility_undergraduate_students/; contact: office@fsd.uni-lj.si

FACULTY OF SPORTS – only in the first semester <https://www.fsp.uni-lj.si/en/our-faculty/international-cooperation/>; contact: jozef.krizaj@fsp.uni-lj.si

FACULTY OF ADMINISTRATION – only in the second semester <http://www.fu.uni-lj.si/en/international-relations/exchange-programs/courses-in-english/>; contact: marija.susnik@fu.uni-lj.si; international@fu.uni-lj.si

FACULTY OF MEDICINE: https://www.mf.uni-lj.si/en_GB/study/exchange-programmes/erasmus-for-students/erasmus-study-exchange/courses; contact: tomaz.mars@mf.uni-lj.si; Jerneja Čelofiga: international.erasmus@mf.uni-lj.si

FACULTY OF NATURAL SCIENCES - <https://www.ntf.uni-lj.si/ntf/en/study/international-exchange/erasmus-student-mobility/>; contact: majda.strakl@ntf.uni-lj.si

FACULTY OF EDUCATION - <http://www.pef.uni-lj.si/index.php?id=33>; contact: international@pef.uni-lj.si

FACULTY OF LAW - <http://www.pf.uni-lj.si/en/international-program/erasmus-108/courses-offered-in-english/>; contact: darja.rabzelj@pf.uni-lj.si; projekti.pf@pf.uni-lj.si

THEOLOGICAL FACULTY - <https://www.teof.uni-lj.si/international/erasmus-en>
contact: urska.flisar@teof.uni-lj.si

VETERINARY FACULTY - <https://www.vf.uni-lj.si/izobrazevanje/international-activity>; contact: petra.gruden@vf.uni-lj.si

FACULTY OF HEALTH SCIENCES - <http://www2.zf.uni-lj.si/en/erasmus-plus>;
contact: natalija.plankl@zf.uni-lj.si

You can find more information on our website:

English courses: <https://www.uni-lj.si/study/eng/subjects/>

Faculty coordinators: http://www.uni-lj.si/international_cooperation_and_exchange/erasmus_coordinators/

LANGUAGE REQUIREMENTS

The University of Ljubljana offers instruction in the following languages: Slovenian and English.

The University of Ljubljana requires that the student has very good language skills (very good knowledge in reading, writing and speaking of the language) in at least one of the two languages in order to be able to study here.

Please note that fluent language skills in English (or Slovenian) are vital for successful studies at the University of Ljubljana. If the language requirements are not met, the University of Ljubljana will not accept you.

Required Language Skills

Students must present a language certificate of their English (or Slovene) language skills. Very good language skills refer to level B2 on the CEFR scale of [the European Language Portfolio](#) Levels.

How to prove the language skills in English (or Slovene)

- Language skills listed on the Transcript of Records of the home university;
- Language Certificate with CEFR scale;
- TOEFL score of 79 (IBT) or IELTS score of 6 for English;
- Online language support (OLS) result
- Any official language certificate

FIRST RESIDENCE PERMIT - IMPORTANT

From 1st May 2004 any citizen from a European Union state can enter the Republic of Slovenia with a valid identity card or a valid passport, without a special entrance permit (i.e. a visa or a residence permit). This holds true no matter what the purpose of entry and stay in the Republic of Slovenia. For the first three months of stay in the Republic of Slovenia a person does not need a residence permit, however he is obliged to report the temporary address to the Police or relevant administrative unit (for Ljubljana: **Tobačna ulica 5, 1000 Ljubljana**).

In the event that the residence will exceed three months a residence permit is still obligatory. This can be obtained from the administrative office within the residential district (for Ljubljana: **Tobačna ulica 5, 1000 Ljubljana**). The residence permit will be issued in accordance to the conditions set by the European Union. In order to issue a residence permit to a citizen from a member state for the purpose of study the following conditions have to be met:

- A valid identity card or passport
- Evidence of enrolment at an educational institution,
- Health insurance covering all risks in the host member state,
- Sufficient means for living (higher than the level under which the host country approves social aid to its citizens (400 € per month). According to the practice of the European Union's court a statement handed in writing and signed by the student as to his means is sufficient).
- Photo (3,5 x 4,5 cm)

According to the stated directive the residence permit is granted for the period of studies or at the most for one year and can be extended in the event that the studies last for over a year.

FIRST RESIDENCE PERMIT (NON EU CITIZENS)

If you are a third-country national from a country whose citizens are required to obtain a visa to enter the Republic of Slovenia and you wish to enter the Republic of Slovenia or stay there for study purposes, you are required to obtain a visa C (tourist visa) or visa D (long term visa) at a diplomatic mission or consulate of the Republic of Slovenia abroad prior to entering the Republic of Slovenia. For the same purposes, you can enter the

Republic of Slovenia and stay there for a certain period of time (for no more than three months in a six-month period, starting on the date of the first entry) on the basis of your passport alone if you are a citizen of a country whose citizens are not required to obtain a visa to enter the Republic of Slovenia. Within the 90 day period or after the expiration of Visa D, you are obliged to apply for a first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

If you have a **valid residence permit** issued by **another state that is party to the Schengen Agreement**, you may enter the Republic of Slovenia on the basis of this permit and a valid travel document and stay there for no longer than three months in a six-month period, which includes the combined duration of your stay in all Schengen States except for the state which issued the visa, starting on the date of the first entry into one of Schengen States or until the expiry of visa validity if this is shorter. Within 90 days period, you are obliged to apply for first residence permit at the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

For first residence permit application you are required to possess the following:

- a valid passport (the expiry date of which exceeds the intended period of stay in the Republic of Slovenia by at least three months);
- health insurance covering urgent health care services in the Republic of Slovenia as a minimum requirement;
- sufficient means of subsistence in a monthly amount at least equal to the basic minimal income in the Republic of Slovenia (app. 400€);
- a police clearance certificate of not older than **three months** from your country (if the country in question issues it), translated into Slovenian, and verified;
- an authentic photograph of yourself, and you are also required to submit two of your fingerprints for their digital capture.
- Confirmation of enrolment at the higher education institution (Acceptance letter)

For more information please consult the following web pages:

<http://infotujci.si/en/third-country-nationals/temporary-residence-permit/>
<https://ec.europa.eu/immigration/>

Once in Slovenia holders of visa D, do not need to apply for residence permit for the period of validity of the visa D, but need to report temporary address within a week (if staying in private accommodation) to the relevant administrative unit in Slovenia (in Ljubljana: Tobačna ulica 5, 1000 Ljubljana).

MEDICAL INSURANCE

Foreign students coming from the EU member countries and the countries of the European economic region should have the E 128 form, E 111 form or E-card. The document type depends on the authorized insurance agency of the country of their origin. Namely, the students should contact the authorized insurance agency, where they have been insured, and ask for one of the above-mentioned forms.

Make sure you have appropriate insurance coverage (also for accidents and liability) when you come to Slovenia.

ACCOMMODATION - IMPORTANT

University of Ljubljana does not guarantee accommodation. However, there are some options that you can use to find your own accommodation:

Temporary accommodation

On the web page: <https://www.visitljubljana.com/en/visitors/places-to-stay/?category=42> is the list of hostels in Ljubljana, where you can book a room for the first week/month of your stay in Ljubljana and during that time you will be able to look for private accommodation by yourself.

Student dormitories

Some changes are expected. More information will be available in due time.

Please check our web site: https://www.uni-lj.si/international_cooperation_and_exchange/erasmus-plus-programme/incoming_students/

Private accommodation

It is very difficult to find private accommodation in Ljubljana, so you should start well in advance. The prices vary from 200 – 500€, depending on size, location, sharing the room with another student.

The Student Organization of the University of Ljubljana (SOU) will help you in searching for private accommodation after your arrival to Ljubljana. Before your departure please book yourself a hostel for a week or so. You can find the addresses of the hostels [on this web site](#):

<https://www.visitljubljana.com/en/visitors/places-to-stay/?category=42>

After your arrival, you can visit the International Office of the Student Organization (Pivovarniška 6, office hours: Monday: 12.00 - 15.00, Tuesday: 14.00 - 17.00, Friday: 12.00 - 15.00.) and they will give you some information and advice on where and how to look for accommodation.

We recommend you to contact the student organization before your arrival to Ljubljana. The e-mail address is: rooms@sou-lj.si or findmeroom@gmail.com

Here are some webpages where you can look:

1. English one:

http://www.realestate-slovenia.info/nepremicnine.html?posr=3&nep=1&id_regije=14&id_drzave=&rezultati.x=60&rezultati.y=16

(click on English flag, then choose Ljubljana, Slovenia, for rent, apartment)

2. Slovene ones (your Slovene tutor can help you with this):

<http://www.dostop.si/Kamrica.aspx>

<http://www.mkvadrat.si/>

<http://oglası.svet24.si/oglası/nepremicnine/stanovanje?advertType=3&page=1&filters=1472s-90256>

http://www.bolha.com/nepremicnine/stanovanja/?adTypeH=02_Oddam%2F&location=Osrednjeslovenska%2FLjubljana%2F

FB group: Stanovanjce, stanovanjce, kje si?

<https://www.facebook.com/groups/195726830526565/>

HousingAnywhere



University of Ljubljana is a partner of HousingAnywhere.com, the international student-to-student housing platform. Students who are coming from abroad to Ljubljana can find & book a student room on www.HousingAnywhere.com. The rooms on this platform are offered by our students that go abroad for a study abroad semester, exchange, Erasmus or internship. Using the platform itself is completely free for you as a student; when you make a concrete booking an administrative fee will be charged as a part of Housing Anywhere's secure booking system.

Sign-up here to receive a University of Ljubljana VIP profile on HousingAnywhere.com:

<https://housinganywhere.com/Ljubljana--Slovenia/university-of-ljubljana/sign-up>

To help you find and book your new room abroad before your arrival, University of Ljubljana recommends HousingAnywhere, the international housing platform. Through HousingAnywhere you can safely book your new room, offered by our outgoing students or by verified private landlords. Only if you successfully find a room, a small booking fee will be charged. Signing up with the link above, you will receive priority access to all rooms available.

To learn more about living in Ljubljana, see:

<https://housinganywhere.com/Ljubljana--Slovenia>

Keep in mind: The housing market in Ljubljana is very seasonal. So if you don't find a room listed right away check back regularly.

Do you need more information or have a specific question? Send an email to vip@housinganywhere.com and be treated with priority!

SLOVENE LANGUAGE COURSE

Intensive Course of Slovene for Erasmus+ Students

What: 60 hours course, 3 ECTS

When: 5 September 2019 – 25 September 2019 - Monday to Friday from 9.00 am to 12.30 pm

Where: Faculty of Arts, Aškerčeva 2, Ljubljana

Application deadline: end of June 2019 (places are limited)

Price: 79 € (textbook included in the price)

Application form and more information: <http://centerslo.si/en/courses-for-adults/courses/erasmus>

SPORTS AT THE UNIVERSITY OF LJUBLJANA

Center for University Sport organizes different sport programs for all students of University of Ljubljana: ECTS evaluated programs (only for students who will study at University of Ljubljana the whole academic year and can take credit points), sports recreational programs, sports holidays and competition sport. More information is available on:

https://www.unilj.si/extracurricular_activities/sport_en/year_round_sports_recreational_programmes/

Contact e-mail: sport@uni-lj.si.

CONTACTS OF TWO ESN SECTIONS IN LJUBLJANA

ŠOU – STUDENT ORGANIZATION, International Office, Pivovarniška 6, Kampus.

Office hours: Tuesday: 14.00 - 17.00, Wednesday 14:00 - 17:00, Thursday: 14.00 - 17.00,
<http://www.sou-lj.si/sl/international-students>

ESN LJUBLJANA FB GROUP:

<https://www.facebook.com/groups/181033862486230>

ESN LJUBLJANA LIKE PAGE (All events will be hosted from here)

<https://www.facebook.com/ESNljubljan>

ESN UNILJ or YOLO team:

PAGE: <https://www.facebook.com/ErasmusLjubljanaUniversity/>

Spring Semester Group:

<https://www.facebook.com/groups/ErasmusESNSpringOfficial/>

Email address: tutor@erasmusljubljan.si OR fdv.tutor@gmail.com

Website: www.erasmusljubljan.si

Instagram: <https://www.instagram.com/erasmusljubljanuniversity/>

STUDENT MEALS SYSTEM

Being an exchange student, you can use a system of subsidized student meals. The system is used in the majority of restaurants in Ljubljana and also in other cities in Slovenia. The subvention for meal is 2,63 EUR. To be able to register you need your mobile phone for identification (slovenian SIM card) and the student card issued by the university. More information you can find on: <https://www.studentska-prehrana.si/en>

LOCAL TRANSPORTATION

The most effective means of public transport in Ljubljana is the city bus. The fare, which is uniform irrespective of the distance travelled, costs 1,20 EUR and is paid by URBANA card. For those planning to stay longer, a student monthly bus card is available at Ljubljanski potniški promet (Ljubljana Transport System). The price is 20€ . Find more: <http://www.lpp.si/en/single-city-card-urbana>

AFTER YOUR ARRIVAL

Most of the faculties will organize welcome days or meetings at the beginning of semester (or a day or two before), where you will get all necessary information and student cards. You will get invitation to these events from the faculty coordinators before your arrival to Ljubljana.

We look forward to welcoming you in Ljubljana!

Contact person: Helena Deršek Štuhec
Office of International Relations
University of Ljubljana
Kongresni trg 12
SI-1000 Ljubljana

Tel.: 00386 1 2418 592
E-mail: intern.office@uni-lj.si

Office hours: MON-THUR: 9 am-11am, 2pm - 3pm, FRI: 9am – 11am.