

## 5. Supplemental documents

The screen will show all the supplemental documents/ attachments that may be required as evidence for enrollment in a particular study program:

- Attachments marked with a tick are mandatory. You cannot remove the check mark on these attachments.
- For attachments without a tick, check if they are mandatory for your application for enrollment, in the call for enrollment or on the websites of higher education institutions.



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

Review and submission of application → Submission of the 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 send other listed supplemental documents, check in the call for enrolment and on the websites of higher education institutions.

Attachments	Description	Method of transmission	File	Deadline date
<input checked="" type="checkbox"/>	Certificate(s)	Electronically	<input type="text" value="Prebrskaj ..."/>	12.07.2021
<input type="checkbox"/>	Translation of the certificate (s)	Electronically	<input type="text" value="Prebrskaj ..."/>	12.07.2021

← Back
Continue →

Supplemental documents/ Attachments to the application for enrollment can be submitted at the same time as the application for enrollment, or later after the deadline. The deadline for submission is displayed in the column "Deadline for submission".

All supplemental documents/ attachments can only be submitted electronically via the eVŠ portal. On the screen in the line next to the attachment you need to submit, click on the »Choose file« button, find it using the window that appears on the screen and add or save to be uploaded to the portal. After a file has been successfully uploaded, the file name appears in the list.

Confirm the entered data by clicking on the "Continue" button. If you do not want to save the data, you can cancel the data entry by clicking on the "Back" button.

## HOW TO ADD SUPPLEMENTAL DOCUMENTS LATER WHEN THE APPLICATION FOR ENROLLMENT HAS ALREADY BEEN ELECTRONICALLY SUBMITTED

All supplemental documents/ attachments can only be submitted electronically via the eVŠ web portal on the application website (<https://portal.evs.gov.si/prijava/?lang=en>). ATTENTION: You have to “Continue to login with SI-PASS” in the application in the same way as when you filled in the application for the first time, otherwise the list of active applications for enrollment will not appear in the list.

How do I apply? >>

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Digital certificates >>

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What will happen to my application? >>

Continue to login with SI-PASS

Enter the enrolment application by clicking the “Continue to login with SI-PASS” button above, which will redirect you to the authentication service.

SI-PASS enables different types of authentication. You can proceed to the application with one of the electronic identities (qualified certificate, ArnesAAI-account or one-time password smsPASS) or with a username and password.

When entering the application, the list of »Active applications« is displayed on the screen:

- When a candidate is required to attach one or more supplemental documents/ attachments, an exclamation point in a triangle is displayed at the beginning of the line when applying for enrollment for which mandatory attachments are required: 
- When supplemental documents/ attachments are not marked as mandatory, the warning (triangle with exclamation mark) is not displayed.

The list of supplemental documents/ attachments is displayed after clicking on the "Show attachments" button under list of »Active applications«.

Active applications							
	Date of application	Number of application	Call for enrolment	Status of application deadline	Study programme level	Type of application	Status of application
!	17.03.2021	2021396850	Call for enrolment of the Alma Mater Europaea - European Centre, Maribor into master study programmes in academic year 2021/2022 1 First application deadline	OPEN	Second level	Enrolment in first year of study	SENT ELECTRONICALLY

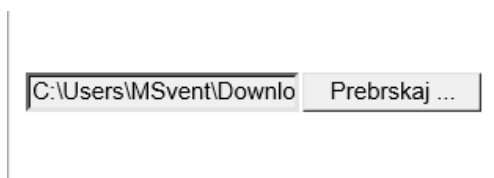
Print Cancel the application Add Show attachments

The list of attachments is displayed after clicking on the "Show attachments" button under "List of active applications ":

Supplemental documents							
	Attachments	Description	File	Status	Date last modified	Note	Deadline date
	<input checked="" type="checkbox"/> Certificate(s)	Scan or photograph of the original certificate(s) or the duplicate of the final certificate(s), representing general requirement for access to higher education.	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021
	<input type="checkbox"/> Translation of the certificate(s)	Slovene or English 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: <a href="https://spvt.mp.gov.si/tolmaci.html">https://spvt.mp.gov.si/tolmaci.html</a>	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021
	<input checked="" type="checkbox"/> Evidence on the contents and duration of education	Scan or photographs of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021
	<input checked="" type="checkbox"/> Short chronological description of the entire education	Short chronological description of the entire education (statement by the applicant)	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021
	<input type="checkbox"/> Identity document of the candidate based on the written consent	Candidates who are not citizens of the Republic of Slovenia and are citizens of an EU Member State enclose an identity card or passport (page with personal data of the candidate, which should show the name, surname, date and place of birth and citizenship); citizens from a non-EU country enclose a passport (page with the personal data of the candidate, showing the name, surname, date and place of birth and citizenship). By enclosing this document, you agree that the higher education institution can use it for the purpose of enrolment procedures and must delete it after the completion of these procedures. Only the necessary identification data should be visible on the sent document. Hide the data that are not required for identification (eg ID, signature, and photograph) with a photo processing program (eg Painter, Power Point, any other program or application on your smartphone) and make scan with a watermark that clearly states that it is a copy and for what purpose it is used.	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021

To add an attachment, click the "Browse" button next to the attachment you want to add. A window will open in which you find the file you want to upload to the portal and click on the "Open" button. (The display of this step depends on the web browser you are using.)

The successfully downloaded attachment appears on the screen in the file column, as shown in the figure:



Complete the entry of the attachment by clicking on the "Confirm" button, which returns you to the list of »Active applications«.

	<input checked="" type="checkbox"/> Evidence on the contents and duration of education	Scan or photographs of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.	<input type="text" value="C:\Users\MSvent\Downlo"/> <input type="button" value="Prebrskaj ..."/>	Required by application	17.03.2021		12.07.2021
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In the case shown in the figure, after a successfully loaded attachment, the warning (triangle with exclamation mark) has disappeared from the list of active attachments.

When you click the »Show attachments« button again, it's in:

- The visible column name of the uploaded file in the File column,
- Status column changed the status of the attachment to "Document submitted" and
- the "Remove" button is displayed in the last column.

**Remove file attached to Supplemental documents:**

- In the column next to »Deadline date list«, click the "Remove" button next to the attachment you want to delete.

<input checked="" type="checkbox"/>	Evidence on the contents and duration of education	Scan or photographs of annual report cards, transcripts, a diploma supplement or some other evidence on the contents and duration of education.	Prebrskaj ... <a href="#">24-08-20 13-01-13 Priloga 1.docx</a>	Document submitted	17.03.2021	12.07.2021	<input type="button" value="Remove"/>
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- In the dialog with the question "Are you sure you want to delete the selected attachment?", which appears on the screen, click on the answer "Yes".



- To delete the attachment, click on the "Confirm" button below the list, which will take you back to the list of »Active applications«.



#### **Modifying an already uploaded supplemental document/ attachment file:**

- To upload a new file, click the "Browse" button next to the attachment where you want to replace the file. A window will open in which you find the file you want to upload to the portal and click on the "Open" button. (The display of this step depends on the web browser you are using.) The new file will override the already loaded file. You cannot undo this step, but you can reload another file.

- Complete the entry of a new file by clicking on the "Confirm" button, which will take you back to the list of »Active applicat