



Useful Information:

Admission Procedure – Enrollment in Undergraduate and Postgraduate Study Programs at IBS

Enrollment in undergraduate and postgraduate study programs is intended for those who want a degree in modern, practical, and employable programs. Enrollment in the study program follows certain steps. First is the application, which is only informational in nature (binding only after enrollment), then the admission procedure, and only then enrollment. You are invited to enroll if we determine that you meet the admission requirements.

First Step: Choose a study program.

Second Step: Check the application deadlines.

Third Step: Check the admission requirements.

Fourth Step: Fill out the application form.

Fifth Step: Wait for the results of the selection process.

Sixth Step: Enroll in the study program.

Seventh Step: Start studying.

Enrollment

Enroll according to the instructions of IBS if you receive a positive response based on the results of the selection process. To complete the enrollment, you will need:

- Proof of tuition payment according to the received invoice
- Proof of enrollment fee payment according to the received invoice
- Enrollment form, which you fill out and sign after receiving it from IBS
- Two signed copies of the mutual rights and obligations agreement for studying at IBS (print both copies, fill in your personal information, and sign them) or an electronically signed copy of the agreement
- A recent photograph sized 35 x 45 mm (like for an identity document)
- Any missing documents mentioned in the application for enrollment.

The enrollment form and agreements do not need to be sent by mail if you can sign them electronically and send them to the email address referat@ibs.si. Students should also send proof of payment of tuition and enrollment fees (and any other documents) to the email address referat@ibs.si based on which the enrollment will be successfully completed by the office. If the student does not provide proof of payment of tuition and enrollment fees or does not settle the tuition and enrollment fees according to the invoice or by September 30 for the academic year in which they are enrolling, the enrollment process ends and enrollment is not possible. The student will receive a notification of the successful completion of enrollment to their email address. At that time, the student will also receive a signed agreement and Certificate of Enrollment.



Admission Requirements

UNDERGRADUATE STUDY PROGRAM:

Individuals who meet one of the following conditions can enroll in the undergraduate study program at IBS:

- Completed general matura
- Completed vocational matura
- Completed any 4-year secondary school program before June 1, 1995.

Certificates of completed secondary education do not need to be submitted at the time of application, except if the secondary education was completed with a final exam or abroad. The above conditions also apply to candidates who have completed equivalent education abroad.

In the case of enrollment of foreign citizens in study programs conducted in Slovenian, a certificate of knowledge of the Slovenian language (B2) is also required.

POSTGRADUATE STUDY PROGRAM:

Individuals who meet one of the following conditions can enroll in the postgraduate study program at IBS:

- Students who have completed a first-level study program in relevant study fields (social sciences) and have achieved at least 180 ECTS credits
- Students who have completed a study program to obtain higher professional education in relevant professional fields (social sciences)
- Students who have completed equivalent study programs in other professional fields and have completed additional study obligations determined by the IBS Senate.

The above conditions also apply to candidates who have completed equivalent education abroad.

In the case of enrollment of foreign citizens in study programs conducted in Slovenian, a certificate of knowledge of the Slovenian language (B2) is also required.

Price List of Services for Students

The current price list of tuition fees and contributions for studies at IBS is available at the link [Price List of Tuition Fees and Contributions for Studies at IBS Ljubljana](#). Tuition and enrollment fees must be paid in full before enrollment, otherwise, enrollment at IBS is not possible, and the enrollment process is interrupted.



Enrollment in the Next Year

Students can progress to the next year if they meet the requirements for advancement according to the accredited publicly valid study program. Those who meet the requirements for enrollment in the next year can submit the received enrollment form for the next year from the second half of August until September 30th.

Enrollment is no longer possible after this date.

Before enrolling, please check if you have settled all financial obligations for previous academic years, as this is one of the conditions for enrollment in the next year.

CONDITIONS FOR ADVANCEMENT:

Program	Conditions for Advancement
Undergraduate Study: Field: International Business with Foreign Languages	Conditions for enrollment in the second year: 45 ECTS out of 60 ECTS of the first year study program. Conditions for enrollment in the third year: 45 ECTS from the 2nd year and at least 50 ECTS from the 1st year.
Undergraduate Study: Field: International Business with Sustainable Development	Conditions for enrollment in the second year: 45 ECTS out of 60 ECTS of the first year study program. Conditions for enrollment in the third year: 45 ECTS from the 2nd year and at least 50 ECTS from the 1st year.
Undergraduate Study: Field: International Business and Public Administration	Conditions for enrollment in the second year: 45 ECTS out of 60 ECTS of the first year study program. Conditions for enrollment in the third year: 45 ECTS from the 2nd year and at least 50 ECTS from the 1st year.
Postgraduate Study: International Business and Sustainable Development	Conditions for enrollment in the second year: 45 ECTS out of 60 ECTS of the first year study program.

PROCEDURE FOR ENROLLMENT IN THE NEXT YEAR:

To enroll in the next year, you will need:

- Proof of tuition payment according to the received invoice,
- Proof of enrollment fee payment according to the received invoice,
- Completed enrollment form, which you print and sign,
- Two signed copies of the agreement on mutual rights and obligations during studies at IBS (both copies of the agreement should be printed, your personal information filled in, and signed) or an electronically signed copy of the agreement.

The enrollment form and agreements do not need to be sent by mail if you can sign them electronically and send them to the email address referat@ibs.si. Students should also send proof of payment of tuition and enrollment fees (and any other documents) to the email address referat@ibs.si based on which the enrollment in the next year will be successfully completed by the office. If the student does not provide proof of payment of tuition and enrollment fees or does not settle the tuition and enrollment fees according to the invoice by September 30th for the academic year in which they are enrolling, the enrollment process is concluded and enrollment is not possible. The student will receive a notification of successful enrollment in the next year at their email address. At that time, the student will also receive the signed agreement and the Enrollment Certificate.



Repeating a Year

A student can repeat a year if they have not previously changed their study program and have not yet used the option to repeat a year at IBS. A student who wishes to re-enroll must submit a request to the student office for repeating a year. The request must include a SIGNED Declaration stating that they have not changed their study program or repeated a year at any higher education institution in Slovenia during their studies. By signing the declaration, the student assumes criminal and material responsibility and allows IBS to officially verify the accuracy of the information and, where necessary, obtain data from official records.

The request for repeating a year, along with the appropriate evidence, should be sent to IBS, Dunajska cesta 158, 1000 Ljubljana, or electronically signed and sent to referat@ibs.si

Once the IBS student office receives the Request for Repeating a Year, they will prepare the appropriate enrollment form and send it to the student.

COSTS FOR REPEATING A YEAR:

The tuition fee for repeating a year and the enrollment fee are published in the IBS price list, available on the IBS website. The tuition fee for repeating a year and the enrollment fee must be paid in full by the enrollment date. The student must provide a Payment Confirmation at the time of enrollment. If the student does not submit the payment confirmation according to the invoice or by September 30th for the academic year being repeated, the enrollment process will be terminated, and repeating the year will not be possible. The student will receive a notification of the successful completion of the process for repeating a year. At that time, the student will also receive a signed contract and an Enrollment Confirmation.

Please ensure that you have settled all financial obligations for previous academic years before enrollment, as this is one of the conditions for enrollment.

The student retains their student status during the repeat year.

Important Note: A student cannot repeat the third year. In the case of incomplete academic obligations, the student must submit a request for enrollment in the graduation term.



Conditional Enrollment

A student may exceptionally enroll in a higher year, even if they have not completed all the obligations and requirements for progression to a higher year, provided they have justified reasons, as outlined below:

JUSTIFIED REASONS AND REQUIRED EVIDENCE:

- 1) **Motherhood during studies:** Certificate: Extract from the birth register. Female students who give birth during the current academic year are entitled to extend their student status for one year for each live-born child, provided they have student status in the current academic year.
- 2) **High-risk pregnancy during the current academic year, regardless of the outcome:** Certificate: Specialist's confirmation.
- 3) **Fatherhood in the first year of the child's life, if the father lives with the child in the same household and benefits from childcare leave:** Extract from the birth register, confirmation of shared household, certificate of childcare leave utilization.
- 4) **Illness lasting at least three months during lecture periods:** Numbered medical certificate issued by the personal physician describing the illness and treatment duration, or illness summary issued by a specialist, or hospital discharge summary. The certificate must indicate the period of absence. During the absence, the student is not allowed to take exams or fulfill other obligations, as evidenced by the official records of the higher education institution.
- 5) **Death of family members of the student (mother, father, brother, sister, husband, wife, child) during exam periods of the current academic year:** Evidence: Death certificate, birth register indicating the family relationship; for members of the same household – confirmation of shared household.
- 6) **Difficult family social circumstances of the student, documented by the Social Welfare Center, which hindered the student's study engagement during exam periods of the current academic year:** Certificate: Confirmation from the Social Welfare Center showing the formation of social relationships at least one month before the exam period.
- 7) **Exceptional activity in artistic, cultural, humanitarian, sports, and research fields during exam periods:** **Certificate:** Confirmation of exceptional activity issued by the relevant umbrella organization.
- 8) **Education in two or more study programs:** Certificate: Enrollment certificate.
- 9) **At least three-month education abroad:** Evidence: Proof of education abroad.

The interpretation and criteria for considering the above reasons fall within the jurisdiction of the Commission for Study Affairs.



A student wishing to conditionally enroll in a higher year in the next academic year must submit an application to the Commission for Study Affairs. The completed application, along with the relevant evidence, should be sent by registered mail to IBS, Dunajska cesta 158, Ljubljana, or electronically signed application to referat@ibs.si

COSTS OF CONDITIONAL ENROLLMENT:

The application for CONDITIONAL ENROLLMENT, which is reviewed by the Commission for Study Affairs, is subject to fees according to the published IBS price list, available on the IBS website.

When filling out the payment order, the student's enrollment number should be stated in the reference, and the purpose of payment should be the student's name and surname, followed by CONDITIONAL ENROLLMENT.

A student approved for conditional enrollment by the Commission must adhere to the following:
Upon receipt of the Commission's decision, we will prepare an enrollment form for you to complete and sign. Please send the signed form to referat@ibs.si via email or submit it in person to the IBS student office.

In addition to conditional enrollment, the student must also pay the enrollment fee in accordance with the published IBS price list, available on the IBS website. The student must provide a Payment Confirmation at the time of enrollment. The student will receive a notification of the successful completion of the enrollment process. At that time, the student will also receive a signed contract and an Enrollment Confirmation.

If the student fails to submit the payment confirmation according to the pro forma invoice or by September 30th for the academic year they are enrolling in, the enrollment process will be terminated, and enrollment will not be possible.

Please ensure that you have settled all financial obligations for the previous academic year before enrollment, as this is a condition for conditional enrollment.



Absenteeism Enrollment

In the event that a student has not completed all prescribed academic obligations and the final project in the last year and has not repeated a year or changed the study program, they may request enrollment in the absenteeism program.

A student wishing to enroll in the absenteeism program in the next academic year must submit an application. The application must include a SIGNED Declaration stating that the student has not changed the study program or direction, or repeated a year at any higher education institution in Slovenia during their studies. By signing the declaration, the student assumes criminal and material responsibility and allows IBS to officially verify the accuracy of the information and, where necessary, obtain data from official records.

The application, along with the appropriate evidence, should be sent to IBS, Dunajska cesta 158, 1000 Ljubljana, or electronically signed application to referat@ibs.si

ENROLLMENT PROCEDURE IN THE ABSENTEEISM PROGRAM:

If IBS approves the Request for extension of studies (absenteeism), we will prepare an enrollment form and contract for you to sign. You do not need to send the enrollment form and contract by mail if you can sign them electronically and send them to referat@ibs.si along with the tuition and enrollment fee payment confirmation (and any other documents, such as the Statement of the payer, etc.), based on which the student's enrollment will be successfully completed by the student office. The student will receive a notification of the successful completion of enrollment at their email address. At that time, the student will also receive a signed contract and an Enrollment Confirmation.

If the student fails to submit the tuition and enrollment fee payment confirmation or settle the tuition and enrollment fee according to the pro forma invoice or by September 30th for the academic year they are enrolling in, the enrollment process will be terminated, and enrollment will not be possible.

Please ensure that you have settled all financial obligations for previous academic years before enrollment, as this is one of the conditions for enrollment.

COSTS OF THE ABSENTEEISM PROGRAM:

The tuition and enrollment fees for the absenteeism program are published in the IBS price list, available on the IBS website. The tuition and enrollment fees for the absenteeism program must be paid by the enrollment date; otherwise, enrollment in the absenteeism program is not possible.



Extension of Student Status

In accordance with the Higher Education Act, which stipulates: "if a student does not enroll in the next year or semester during their studies, their student status may be extended for up to 1 year for justified reasons," the student status can be extended if:

- The student does not graduate from the first or second-degree study program within 12 months after the completion of the last semester, provided they have not repeated a year or changed the study program or direction during their studies.
- The student does not graduate from the first or second-degree study program upon completion of the last semester if they repeated a year or changed the study program or direction during their studies.
- The student does not complete postgraduate second-degree studies within 12 months after the completion of the last semester.

For students in first and second-degree study programs, it is possible to extend the status only once and for a maximum of one academic year without losing the right to an additional year after completing the last year of study. The interpretation and criteria for considering the above reasons fall within the jurisdiction of the Commission for Study Affairs.

METHOD OF EXTENDING STUDENT STATUS:

A student with justified reasons for unfinished academic obligations must submit an application for extending student status to the Commission for Study Affairs. The application should be sent to referat@ibs.si. The student must also attach a Payment Confirmation for the application for extending student status.

COSTS OF EXTENDING STUDENT STATUS:

The application for extending student status, reviewed by the Commission for Study Affairs, is subject to fees according to the published IBS price list, available on the IBS website.

When filling out the payment order, the student's enrollment number should be stated in the reference, and the purpose of payment should be the student's name and surname, followed by EXTENDING STUDENT STATUS.

A student whose application for extending student status is approved by the Commission must adhere to the following: Upon receipt of the Commission's decision, we will prepare an enrollment form for you to complete and sign. Please send the signed form to referat@ibs.si via email.

The student must also pay the enrollment fee in accordance with the published IBS price list, available on the IBS website. The student must provide a Payment Confirmation at the time of enrollment.

If the student fails to submit the payment confirmation according to the pro forma invoice or by September 30th for the academic year they are extending the status for, the process will be terminated, and the extension of status will not be possible. The student will receive a notification of the successful completion of the extension process. At that time, the student will also receive a signed contract and an Enrollment Confirmation.



Please ensure that you have settled all financial obligations for the previous academic year before enrollment, as this is a condition for extending student status.

Recognition of Prior Learning

After enrolling in a study program, a student can submit a complete application for the recognition of study obligations completed within other study programs at another faculty by filling out the form: Application for Recognition of Study Obligations available on the website (2_IBS_Form_Application for Recognition of Study Obligations) and sending it to referat@ibs.si. When submitting the application, be sure to include:

- Certificate of completed exams;
- Approved content program of the subject(s) you wish to be recognized;
- Candidates for enrollment at IBS who wish to receive a decision from the Commission for Study Affairs regarding recognized exams taken at other faculties before enrollment must also include proof of payment of the costs for issuing the decision, according to the published IBS price list available on the IBS website.

Payment Details:

Recipient: IBS International Business School Ljubljana, Dunajska cesta 158, 1000 Ljubljana

Bank Account: SI56 0202 7025 3515 326, opened at NLB d.d.

Amount: As per the received pro forma invoice

SWIFT: LJBASIX

Purpose of Payment: Application for Recognition of Study Obligations

RECOGNITION OF FORMAL AND INFORMAL LEARNING

Recognition of formal and informal learning can be requested by students at the Commission for Study Affairs. Candidates should submit a request for recognition for ALL subjects they wish to be recognized throughout their studies (not just subjects for the current or intended year of enrollment). Requests from students will be considered only once, except if new formal knowledge is acquired during their studies.

Based on decisions regarding the recognition of formal or informal learning, students can apply for a reduction in tuition fees for the current academic year. Only fully recognized study obligations are considered for tuition fee reduction. A copy of the decision must be attached to the application for a reduction in tuition fees. The application for a reduction in tuition fees must be submitted no later than 8 days after receiving the decision on the recognition of study obligations; otherwise, the application will not be approved.

The Commission for Study Affairs at IBS will recognize the acquired knowledge, skills, or abilities of candidates that fully or partially correspond to general and/or subject-specific competencies defined by the study program, where knowledge is acquired through formal learning and assessed with appropriate certification, based on legally defined criteria (specified in the Higher Education Act, Official Gazette of RS, No. 67/1993 with amendments, and Criteria for Transitions between Study Programs, Official Gazette of RS, No. 95/2010 with amendments).

The primary criterion for recognition or non-recognition is the comparability of knowledge acquired elsewhere with study units, skills, and competencies in the study program the candidate intends to enroll in.



INFORMAL RECOGNITION OF KNOWLEDGE AND SKILLS

Candidates who wish to have informally acquired knowledge and skills recognized as a condition for enrollment or as part of the obligations of the study program they are already enrolled in may apply for recognition. The candidate must submit all necessary evidence for the evaluation of informally acquired knowledge and experience. The process of evaluating and recognizing informally acquired knowledge and skills may be subject to fees based on a price list adopted by the IBS Management Board.

The process of recognizing informally acquired knowledge and skills starts upon the candidate's request, submitted to the office by filling out the Application for Recognition of Informal Knowledge and Skills available on the IBS website (Form 3_IBS_Application for Recognition of Informal Knowledge and Skills). A mandatory component of the application is a list of attached evidence.

RECOGNITION OF FOREIGN EDUCATION FOR FURTHER EDUCATION AT IBS

Anyone holding a foreign education certificate and wishing to continue their education in the Republic of Slovenia must obtain a decision on the recognition of foreign education for further education in the Republic of Slovenia. The process of recognizing education obtained abroad begins with the eVŠ application. The process is conducted by an authorized person to whom the candidate applies for study.

The deadline for issuing the decision is two months from the date of receipt of the complete application.

For the process of recognizing foreign education for the purpose of further education at IBS, the following documents must be submitted upon enrollment:

- 1) Copy of the original education certificate (high school diploma or diploma), which the candidate wishes to be recognized in the enrollment process for further education - the document does not need to be legalized - the authenticity of the document will be verified by the issuer. If the higher education institution cannot confirm the authenticity of the document, the candidate will be asked to send the original document(s) of completed education abroad for which recognition is sought, legalized according to the regulations and requirements of the country of origin (see below).
- 2) Translation of the education certificate: a copy of the translation into Slovenian or English, done by a sworn translator - mandatory only if the document is not in Slovenian, Italian, Croatian, or English.
- 3) Evidence of the content, duration, and completed obligations during education - for enrollment in undergraduate studies, certificates of all high school years, for enrollment in graduate studies, a certificate of completed exams or an appendix to the diploma, including the average grade of the study.
- 4) Translation of the evidence from point 3 into Slovenian, if not issued in Italian, Croatian, or English. The translation must be done by a sworn translator.
- 5) Brief chronological description of the entire education, prepared by the candidate.
- 6) Copy of the personal document - page with the candidate's personal data: citizens of EU member states submit a copy of their ID card or passport, citizens of non-EU member states submit a copy of their passport.



IBS may request the applicant to submit additional documents if necessary for the assessment of the application.

If IBS is unable to obtain a certificate of authenticity from the issuer of the document, candidates will be asked to submit the original document, which must be appropriately legalized according to the country of origin:

A) Documents issued in the countries on the following list do not need to be legalized:

1. Republic of Austria
2. Republic of Bulgaria
3. Bosnia and Herzegovina
4. Czech Republic
5. France
6. Greece
7. Republic of Croatia
8. Republic of Hungary
9. Republic of Romania
10. Republic of North Macedonia
11. Republic of Serbia

B) Countries Requiring Apostille:

1. Countries signatory to the Hague Convention:
<https://www.hcch.net/en/instruments/conventions/status-table/?cid=41>
2. Competent authorities for legalization:
<https://www.hcch.net/en/instruments/conventions/authorities1/?cid=41>

C) All Other Countries: [Zakon o overitvi listin v mednarodnem prometu \(ZOLMP-1\)](#)



Undertaking Academic Obligations without Student Status

PAUSE STUDENTS

Individuals whose student status has expired and who have not completed the prescribed academic obligations in the academic year receive the status of a pause student. For students who do not meet the requirements for advancement to a higher year or repeating a year by September 30 of the current academic year, we will open an enrollment list for pausing. This means that the person does not have student status, but if they wish, they can still complete missing obligations, following the instructions and price list of IBS.

When a person without status completes missing exams, they can submit an application for continuation of studies in the next academic year and enroll in a higher year to regain student status. Conducting exams for a person without status is charged according to the IBS price list available on the IBS website.

CITIZENS

Individuals who have not yet been enrolled at IBS can complete individual academic obligations as citizens. In this case, they must complete an administrative enrollment. With administrative enrollment, the student does not obtain student status, but they gain the right to access academic environments and informational support.

Administrative enrollment is carried out by completing the form "Application for Undertaking Academic Obligations without Enrollment at IBS" published on the IBS website (Form 4_IBS_Form_Application for Undertaking Academic Obligations without Enrollment). The completed form is submitted to the administration at the email address referat@ibs.si or sent by registered mail to IBS, Dunajska cesta 158, 1000 Ljubljana. Conducting academic obligations is settled in accordance with the IBS price list available on the IBS website.