

Dear students and colleagues,

Please find the Erasmus application and admission procedure at the University of Maribor (SI **MARIBOR01**) enclosed below.

If students have been nominated by their home university, that does not mean they are already accepted for Erasmus study at the University of Maribor - it is important to follow our Erasmus application procedure. When the Erasmus admission procedure is completed, students receive Erasmus Acceptance Letters from the University of Maribor.

I would also kindly like to remind you that the admission procedure at the University of Maribor starts only after we receive the original documents, sent via normal post (and not scanned or faxed version).

Additional information about the University of Maribor and living in Maribor is provided in the **Survival Guide** at the web page: <http://www.uni-mb.si/dokument.aspx?id=22148>.

If you have any further questions, please don't hesitate to contact me.

Kind regards.

#### APPLICATION /REGISTRATION PROCEDURE FOR ERASMUS STUDY AT THE UNIVERSITY OF MARIBOR

An electronic application form can be found at the following Internet site:

<http://help.uni-mb.si/socrates/main.htm>

or: <http://www.uni-mb.si/> " eng " ERASMUS " Admission procedure

For admission to the University of Maribor in the framework of the Erasmus programme, students must follow these 6 steps:

- apply for your individual password (at the web page mentioned above)
- complete the electronic Application Form and Learning Agreement
- print out the fully completed Application Form
- obtain the signature of the Erasmus academic coordinator at your home university; a university stamp is also required
- request a Transcript of Records from your home university; the Transcript can be in any form including computer print outs from your university registrar's office; it must be written in the English language
- fill in the form Self Evaluation of Proficiency in English Language, print it out and sign it
- send all required documents to the below written address.

**All students will be informed about the accommodation possibilities when receiving their Erasmus acceptance letter from the University of Maribor and other needed documents.**

Send the Application Form, Transcript of Records and the Self Evaluation of Proficiency in English form to the following Address:

UNIVERSITY OF MARIBOR  
INTERNATIONAL RELATIONS OFFICE  
Sloimškov trg 15  
2000 Maribor  
Slovenia

Deadlines: first semester: **1st July**, second semester: **1st December**. For students from **Turkey**: first semester: **1st May**, second semester: **1st November**!

The International Relations Office (IRO) will send the form to the faculty coordinator at the University of Maribor.

If the student is accepted, IRO will send an Acceptance Letter and the confirmed Learning Agreement to the student and to the student's home university.

You can find more useful information in our Survival Guide: <http://www.uni-mb.si/dokument.aspx?id=22148>.

See you soon in Maribor!