

GUIDE FOR PRE-ENROLLMENT IN THE PHYSIOTHERAPY COURSE AT AMEU-ECM

Proceed from Computer - Does not work from Smartphone

- 1) In this first phase, access the website and register to obtain a username and password. Click on:
<https://portal.evs.gov.si/prijava/?lang=en>

"START LOGGING IN"

Enrolment application for study

You will be able to apply for admission to higher education from 18 February 2025.

Start login

Select the English language "EN"

You will first be redirected to the State Administration's SI-PASS online registration and e-signature service, where you can use **multiple authentication methods** (username and password that you can create, or one of your electronic identities)

1 2 3
✓ · ○ · ○
_

Please complete the **Enrolment Application Form** below, which consists of **6 steps**

After submitting your application, you will receive a **Notification of Submission** at your e-address

START LOGGING IN

When you log in to SI-PASS again, only the logins you have made using the same login method will be displayed in the **List of Active Logins**

- 2) Select the marked option.
Since you do not have a Slovenian digital identity, create a Username and password.

 **SI-PASS**
Storitev za spletno prijavo in e-podpis
Authentication and e-Signature Service

Please, choose your login method

ID card with card reader	i
ID card with mobile app	i
smsPASS	i
Qualified certificate	i
Halcom One	i
Rekono	i
ArnesAAI	i
Username and password	i
EU resident login	i
Nothing from the list	i

Select "English."
Warning: Do not use automatic browser translation to Italian.

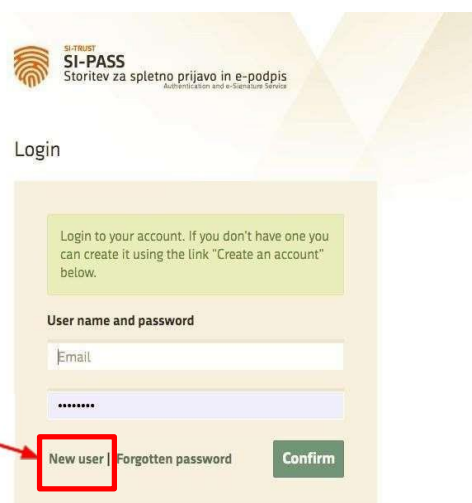
 EUROPEAN UNION
EUROPEAN UNION

1-22601ab5-b9f8-4402-acef-95fc16d2b238

Slovenščina **English** Technical Support © 20

- 3) Proceed with the registration following the instructions listed below and shown in the images

Click on "New User"



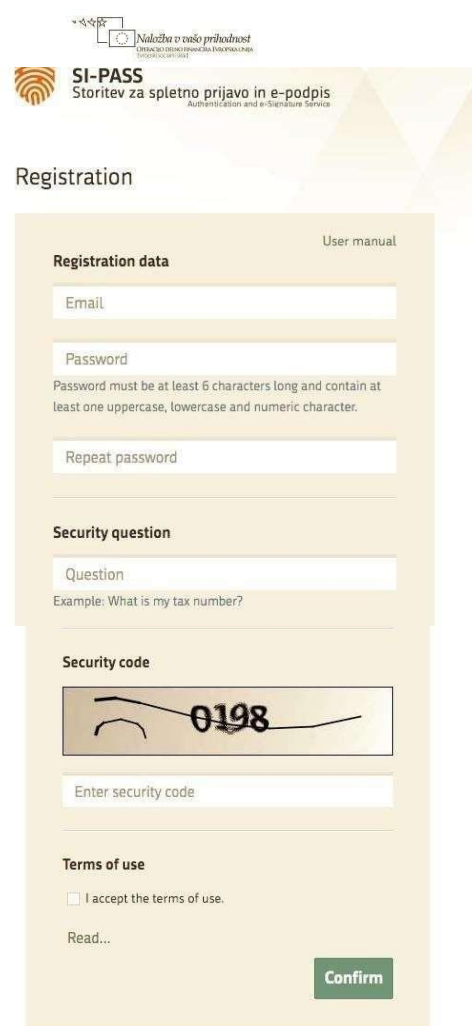
The image shows the SI-PASS login page. At the top, there is a logo and the text "SI-PASS Storitev za spletno prijavo in e-podpis". Below this, the word "Login" is displayed. A green box contains the text: "Login to your account. If you don't have one you can create it using the link 'Create an account' below." There are two input fields: "Email" and a password field with masked characters. At the bottom, there are three buttons: "New user" (highlighted with a red box and a red arrow from the text "Click on 'New User'"), "Forgotten password", and "Confirm".

Enter:

- Email address
- Create a password of at least six characters that must contain one uppercase letter, one lowercase letter, and one digit
- Create a security question and remember the corresponding answer (Example: What was my first dog's name? Answer: "Jhonny1")

SECURITY CODE

- Enter the proposed numerical code
- Read the terms, accept them, and confirm by clicking on CONFIRM.



The image shows the SI-PASS registration page. At the top, there is a logo and the text "SI-PASS Storitev za spletno prijavo in e-podpis". Below this, the word "Registration" is displayed. A link for "User manual" is in the top right. The "Registration data" section includes fields for "Email", "Password" (with a note: "Password must be at least 6 characters long and contain at least one uppercase, lowercase and numeric character."), and "Repeat password". The "Security question" section has a "Question" field with the example: "Example: What is my tax number?". The "Security code" section shows a box with a generated code "0198" and a line through it, and an "Enter security code" field below. The "Terms of use" section has a checkbox "I accept the terms of use." and a "Read..." link. A green "Confirm" button is at the bottom right.



You have successfully completed the first step in your registration. A message with further instructions has been sent to the email address you have provided.

Close

If your browser does not allow closing tabbed window using the button Close, consider closing it by clicking the cross sign of the tabbed window.

Once the form for generating the Email and Password is submitted, you will automatically be taken to this screen, where it is confirmed that an **email** has been sent. If the window does not close with the close button, close the entire browser window.



User account registration

To continue, please confirm your SI-PASS user account registration.

Your registration will be confirmed by clicking the link below.



info@albertscacchi.com

[CLICK TO CONFIRM](#)

This message has been automatically sent to you by the SI-PASS system. If you have not been using the system recently, or you believe your account has been compromised, please let us know at info@albertscacchi.com

Email message:

After completing the previous steps, you will receive an email (to the provided address) with the access link "CLICK TO CONFIRM," so click on the link.

After "Click to Confirm," you will access the page where you are asked for USERNAME: email address and PASSWORD: the password you created. Enter the information and click on "Confirm."



Login

The service requires login to the SI-PASS account.

Existing user:
Login to your SI-PASS account.

New user:
Select «New user» and create your SI-PASS account first.

User name and password

Email

Password

[New user](#) | [Forgotten password](#)

Confirm



If you reach the pre-registration page and the "START LOGGING IN" button does not appear, select "ENG" at the top right and choose the menu "Submission of the enrolment application," and you will be redirected to the page with the link.



At this point, you have a username and password, and you can log in and enter the pre-registration:

- 1) Access the website <https://portal.evs.gov.si/prijava/?lang=en>

Click

"START LOGGING IN"

Select English (EN) again if necessary. Under no circumstances should you use automatic translation through the browser.

Enrolment application for study

Start login

1 2 3
✓ ○ ○

You will first be redirected to the State Administration's SI-PASS online registration and e-signature service, where you can use **multiple authentication methods**

(username and password that you can create, or one of your electronic identities)

Please complete the **Enrolment Application Form** below, which consists of **6 steps**

After submitting your application, you will receive a **Notification of Submission** at your **e-address**

When you log in to SI-PASS again, only the logins you have made using the same login method will be displayed in the **List of Active Logins**

START LOGGING IN

The steps for pre-registration are 6:

Fill in all the fields exactly as shown in the following guide:

Selection of call for enrolment and type of application

1/6

Directions 

Select Country of citizenship 

 V tem koraku lahko še spremenite jezik obrazca v desnem zgornjem delu ekrana. V nadaljevanju med izpolnjevanjem prijave jezika ne boste mogli več spreminjati, temveč boste morali prijavo zbrisati in oddati novo.

I am a **Slovenian without Slovenian citizenship** ☐ Yes ☒ No 

I am a Slovene abroad ☐ Yes ☒ No

Slovenians from Abroad are expatriates and emigrants living in the neighbouring countries outside the area of Slovene national minority and in other European and non-European countries who are descendants of persons of Slovenian nationality up to the third generation ☐ Yes ☒ No

I already have Slovenian personal registration number ☐ Yes ☒ No

Ignore the text in red: (it refers to the use of the English language)

Study programme level ☒ **First cycle** Bachelor Professional and Academic study programmes and integrated Master's study programmes
☐ **Second degree** - Master's study programmes
☐ **Third Level** - Doctoral study programmes

Establishment type ☐ Public higher education institutions and concessions
☒ Private higher education institutions

Call for enrolment **Testo**

Application deadline

Type of application

Select the campus **Alma Mater Europaea – European Centre Maribor** as shown

This field is already pre-filled, and there is no need to modify it.

Application deadline: First application deadline

Type of application: Select value

Enrolment in first year of study

Enrolment in parallel study

Transfer among study programmes

Places for graduates

Select the first year of studies.

Fill in with personal information. Here is an example of an application:

PERSONAL INFORMATION

Enter personal information as stated in your identity document.

Name: Mario

Surname: Rossi

Date of birth: 10.05.1984

Sex: ☒ Male ☐ Female

Country of birth: Italy

Place of birth: Roma

Contact phone No.: +386

E-mail: info@albertococchi.com

PERMANENT RESIDENCE

When entering an address, after entering the first four characters of the street name, the drop-down menu will display possible addresses.

Country: Italy

Address: Via della Pace n.5

Postal Code: IT-50100

City: FIRENZE

ADDRESS FOR NOTICES

☒ Same as permanent residence

Name: Mario

Select as indicated below.

SECONDARY EDUCATION

Certificate of secondary schools I already have

☒ Yes ☐ No

Country of secondary school

Italy

Secondary school in the former republics of the SFRY
(until 25 June 1991)

☐ Yes ☒ No

Other secondary school abroad (outside Slovenia)

☒ Yes ☐ No

Enter the details of the **high school** attended.

Name of the secondary school

Liceo Scientifico Leonardo da Vinci

Name of the education programme

Liceo Scientifico

Name of the education paper

Maturità

City of issue

Firenze

City of education

Firenze

Web address of the school

www.liceo.it

Email address of the school

liceo@gmail.com

Official length of education

5 years

Select university, Physiotherapy, Maribor campus, and English language.

APPLICATION FOR STUDY - FIRST CHOICE

Higher education institution

Alma Mater Europaea University Alma Mater Europaea University – Faculty ECM

Study programme

Physiotherapy (First level, Professional, One-subject programme)

Field of study/module

Select value

Place of study

Maribor, (HQ)

Language of instruction

English

Type of study

☐ Full-time ☒ Part-time

Documents to attach (only the high school diploma at this stage).

REQUIRED ATTACHMENTS	
Certificate(s) 	E-copy/scan of the final certificate(s), representing general requirement for access to higher education in the country of issue without legalization. The copy shall be verified by the issuing institution at the request of the higher education institution. If the higher education institution is unable to verify the authenticity of the document, applicants will be asked to send Original of the final certificate(s) legalized according to the system of legalization in the country of issue. Deadline for submission of annex(es) 13.07.2025 + Add attachment
Evidence on the contents and duration of already finished education 	E-copies/scans of annual report cards, transcripts, diploma supplement or other evidence on the contents and duration of education (for all years of pre-university education). If a certified translation of the document(s) is required, the applicant will be asked for it subsequently on the web portal eVŠ. Deadline for submission of annex(es) 13.07.2025 + Add attachment
Short chronological description of the entire already finished education 	E-copy/scan of short chronological description of the entire education, relevant to the enrolment application and recognition procedure of foreign education. Deadline for submission of annex(es) 13.07.2025
Translation of the certificate(s) 	E-copy/scan of a certified translation of the final certificate(s) into Slovene or English language referred to in point 1. If a certified translation of the certificate(s) is required, the applicant will be asked for it subsequently on the web portal eVŠ. Deadline for submission of annex(es) 13.07.2025 + Add attachment
NOT NECESSARY ATTACHMENTS	
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. Deadline for submission of annex(es) 13.07.2025 + Add attachment

[Back](#) [Continue](#)

We are at the bottom of the first page; click on **Continue**

Screen to review the entered data.



REGISTRATION HAS NOT YET BEEN SUBMITTED!
Review the information you entered before submitting your application, as you will no longer be able to change it after submission.
You can electronically submit your application by clicking on the Submit Application button at the bottom of the page.

ENROLMENT APPLICATION FOR STUDY FOR ACADEMIC YEAR 2024/2025

Type of application	Enrolment in first year of study	Application number	2024602014
Study programme level	First level	Call for enrolment	Alma Mater Europaea - European Centre, Maribor - Call for enrollment into undergraduate programs in academic year 2024/25
Date	20/2/2024		

PERSONAL INFORMATION

Name and surname	Mario Rossi	Country of birth	Italy	Contact phone No.	
Personal registration number	4000000247025	Place of birth	Roma	E-mail	info@albertococchi.com
Date of birth	10/5/1984	Select Country of citizenship	Italy		
Sex	Male				

PERMANENT RESIDENCE	ADDRESS FOR NOTICES		
Address	Via della Pace n.5, IT-50100, FIRENZE	Name and surname	Mario Rossi
Country	Italy	Address	Via della Pace n.5, IT-50100, FIRENZE
		Country	Italy

Would you like to receive a PDF of your SUBMITTED application?

☒ I would like to receive a PDF of the submitted application to the email address I provided in my application

By submitting your application, you **guarantee the truthfulness of the information provided in this application form and confirm that you are aware of the content of the call for applications to which you are applying, as well as the use of your personal data for the purpose of the application.**



I hereby give my explicit consent to the higher education institution in charge of the process of recognition of education to request the ENIC/NARIC centre for the assessment of education if needed and verify the authenticity of the certificate of education with the issuer of the original document.

[More information](#)

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SUBMIT

The following steps must be completed before the application is finalised:

1. Select Call for Enrolmen 2. Personal Info 3. Qualification Details 4. Study Preferences 5. Supplemental Docs 6. Review & Submit

Press SUBMIT after selecting to receive a PDF copy

Confirmation of submission SUBMITTED.
Download the PDF (Download application) and send it to
international@almamater.si

LOGIN 1

[Download application](#)[Delete registration](#)

Application number

2024602014

Application status

✓

SUBMITTED

Call for Tenders

Alma Mater Europaea - European Centre, Maribor - Call for enrollment into undergraduate programs in academic year 2024/25

Application deadline

First application deadline

Status

OPEN

Type of application

Enrolment in first year of study

Date

20.02.2024

	Establishment	Programme	Module	Mode
First choice	ALMA MATER EUROPAEA-European Centre, Maribor	Physiotherapy (First level, Professional, One-subject programme)		PART-TIME