

## ADMISSION / REGISTRATION PROCEDURE

**For admission to the Environmental Protection College in the framework of the Erasmus+ Program, please follow these 5 steps:**

### **Step 1:**

Please complete the ERASMUSPLUS Student Application Form and Learning Agreement for studies/Learning Agreement for traineeships:

ERASMUSPLUS Student Application Form  
Learning Agreement for studies/Learning Agreement for traineeships

### **Step 2:**

Print out the fully completed ERASMUSPLUS Student Application Form and Learning Agreement for studies/Learning Agreement for traineeships and provide them with the signatures of the coordinators (Erasmusplus academic co-ordinator, Departmental co-ordinator, Institutional co-ordinator) at your home university. A university stamp is also required.

### **Step 3:**

Ask for Transcript of Records from your Home University. The Transcript can be in any form including computer print outs from your university Registrar's office but they need to be translated in English and grades need to be transformed into ECTS grades. Transcripts in your mother tongue (unless it is English) will not be sufficient.

### **Step 4:**

Print out the form Self Evaluation of Proficiency in English Language, fill it and sign it.

### **Step 5:**

Send the **ERASMUSPLUS Student Application Form**, the **Learning Agreement for studies/Learning Agreement for traineeships**, the **Transcript of Records** and the **Self Evaluation of Proficiency in English Language Form** to the following address:

Visoka šola za varstvo okolja  
Trg mladosti 7, 3320 Velenje, Slovenia

The form will be send to our Erasmusplus / ECTS co-ordinator.

If you are not accepted, the co-ordinator will contact you.

In opposite case, we will send a **copy of the confirmed Learning Agreement for studies/Learning Agreement for traineeships** to your present address and by Fax (No. you stated above) to your Home University.

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