

## Step by Step Guide for Students

### From making a decision to come to Slovenia and do your exchange to going back home

1. The information about student exchange to Slovenia you can find at various websites, [www.studyinslovenia.si](http://www.studyinslovenia.si) is the most comprehensive.
2. Once you have seen our web site and read all about it in the Invitation for bilateral scholarships, you need to contact your local authorities to check the deadline in your country. Our deadline 31. March each year is for the authorities to send the applications to CMEPIUS, not for students to apply, so usually the local authorities give local deadline before the end of March.
3. At the same time, you need to contact the faculty in Slovenia where you would like to go (get in touch with the international office, introduce yourself, send an e-mail, CV and explain what would you like to do here and when you would like to come).
4. After a positive response from your host institution, you need to submit an on-line application. Do not forget to print it out and together with all demanded enclosures, send it to your local authorities.
5. CMEPIUS waits for all applications to arrive and in May, the Commission for foreign students assembles and makes a final decision awarding or rejecting your application.
6. After the decision of the Commission, CMEPIUS informs students about the decision and sends some basic information by e-mail.
7. You need to answer the e-mail we send to you to accept or decline the scholarship, or you have to send some additional documents in order to award the scholarship and you have to send us the address where to send you General info package so you will receive it for sure.
8. In May/June, you will receive the General info package to your address. You read it, check if all the data are correct and send back the Letter of acceptance (this is the only letter you send back the rest you keep).
9. Now you prepare for the trip: prepare your health insurance, check expiring dates of your documents, arrange your visa if you need it, read General info package, so you won't forget something, buy you plane ticket, pack your bags and off you go.
10. After arriving to Slovenia go to your accommodation (usually student dorm).
11. Than you meet your host institution and your mentor and/or contact person.
12. Host institution contacts CMEPIUS and we send them your contract by e-mail, which you sign (it is very important that you read it before you sign it).
13. When all three parties (you, the dean of your host institution and the director of CMEPIUS) sign the contract, CMEPIUS transfers the funds to your host institution. The institution then transfers the funds to you so we advise you to ask your mentor or contact person, where you can collect the funds.
14. At the end of your exchange ask your mentor or contact person for the Letter of Confirmation. One copy needs to be sent to CMEPIUS and one copy is yours.
15. Finally yet importantly, after your exchange, you will receive an e-mail from CMEPIUS with a link to an on-line report that you need to fill in and submit.

We wish you a very pleasant study exchange experience, full of new knowledge and friendships! Welcome to share it with us via Study in Slovenia FB, YouTube, Instagram or simply by writing us to [scholarships@cmepius.si](mailto:scholarships@cmepius.si)