

**FS**

UNIVERSITY OF LJUBLJANA
Faculty of Mechanical Engineering

Aškerčeva cesta 6
1000 Ljubljana,
Slovenija
telefon (01) 47 71 200
faks (01) 25 18 567
dekanat@fs.uni-lj.si

INSTRUCTIONS FOR ENROLMENT in the academic year 2026/2027

in the 1st year of the doctoral study programme MECHANICAL ENGINEERING

We are delighted that you have decided to pursue a doctoral degree in Mechanical Engineering at the Faculty of Mechanical Engineering, University of Ljubljana. **Enrolment in the first year will take place no later than Tuesday, 22 September 2026.**

ENROLMENT PROCEDURE

- **OBTAINING A DIGITAL IDENTITY**

To use the University of Ljubljana's information services, you need an **UL-ID digital identity**. Please obtain it and set a password on the ID Portal website:

<https://id.uni-lj.si> → Digital identity → [Collecting a digital identity](#)

Enter the information exactly as shown here:

Example:

First name:	Janez
Last name:	Novak
Registration number:	23250000
Name of member:	Faculty of Mechanical Engineering

Your digital identity will be activated **30 minutes after collection**.

Note: If you are experiencing problems obtaining your UL-ID digital identity, please report the error on the website <https://id.uni-lj.si> → [Reporting an error](#).

For information on the information services you can access with your username and password, please visit <https://www.uni-lj.si/studij/informacijske-storitve>.

- **ACTIVATION OF THE UNIVERSITY EMAIL ADDRESS**

You will receive notification of your successful enrolment (invoice for enrolment fee) and any other notifications from the faculty only to your registered university or student email address, so please activate it on the ID Portal website:

<https://id.uni-lj.si> → Email

- **E-REGISTRATION**

STEP 1: After 30 minutes have passed, log into the Higher Education Information System (VIS) via the UL FS website <https://visfs.uni-lj.si/>. Enter your username and password and confirm your entry.

The screenshot shows the login page of the VIS FS system. At the top, it says "Dobrodošli v VIS FS". Below this, there is a red button labeled "Prijava z UL Identiteto (SSO)". To the right of the button, there is a text prompt: "Please choose English to open the English version of VIS." with a red arrow pointing to the language selection dropdown menu. The dropdown menu is currently set to "Slovenščina (sl)" and shows "English (en)" as an option. Below the button, there are links for "Potrebujem pomoč pri prijavi" and "Obvestilo spletnega mesta".

Your username (example): **aa1111@student.uni-lj.si**

Your password: you set it when you obtained your digital identity

1. Once you have accessed your personal page in VIS, select **Registration form/Enrolment** from the menu on the left.
When filling in the registration form, please make sure that all the information you enter is correct (personal details and home address as on the identity document, name of the secondary school you graduated from – do not use the abbreviation of the secondary school, but the full name as it appears on the certificate, etc.). To make it easier and quicker for us to inform you of any changes to lectures, exam dates, etc., please enter your email address and mobile phone number.
2. If you would like to receive SMS notifications (exam results), please select the "SMS Notification" option on the registration form. **If you do not want to receive SMS notifications, leave the box blank.** Students are not obliged to subscribe to SMS notifications. The price of an SMS alert is € 5, according to the University of Ljubljana price list for the academic year 2026/27.
3. Once you have filled in all the required information on the registration form, confirm your entry by clicking the **Confirm** button.
4. The information you have entered will appear on the screen again for you to check. If the information you have entered is correct, you can submit your registration form by clicking **Confirm**.
5. When the enrolment form has been successfully submitted, you will see **REGISTRATION SUCCESSFULLY COMPLETED** on your screen.

DO NOT SEND your registration form, as it is automatically fed into the VIS system.

STEP 2: You MUST send/deliver the following documentation to the Faculty:

1. **Contract on Education** (2 copies if sent by post or in person; 1 copy if sent over e-mail)
2. **Proof of payment of tuition fees** (not applicable for self-paying students).
 - a. Young researchers must provide the FME with a statement from their mentor,
 - b. while assistants and employees of the FME submit a proposal for referral to professional education.
 - c. The applicant must submit a Contract on Acceding to Debt (2 copies if sent over mail or handed in person, over e-mail just 1 copy) if a third party (e.g., a company) is paying the tuition fees.
3. **Statement on eligibility for co-funding the tuition fee** – anyone applying to co-fund a doctoral programme must also comply with this agreement – the terms and conditions are set out in the agreement. (THIS STATEMENT DOES NOT APPLY TO YOUNG RESEARCHERS).
4. **Researcher's declaration of commitment to the ethical principles of the UL.**

There are several ways to deliver your **enrolment documents**:

- **by post to:** Faculty of Mechanical Engineering, Aškerčeva 6, 1000 Ljubljana, marked "ENROLMENT– 3rd cycle".
- **drop it in the letterbox** opposite the Student Affairs Office **in the main corridor on the 1st floor** **or hand it in at the Student Affairs Office by 15:00** (from 8.00 until 15.00)
- If you have a digital signature, you can **digitally sign the requested documents and email them** to doktorski@fs.uni-lj.si.

*You can find all the documents of UL FME website: <https://www.fs.uni-lj.si/en/study/enrollment-in-1st-year-of-3rd-cycle-doctoral-study-programme-in-a-y-2026-2027/>

Once you have completed (confirmed) your enrolment (within a few working days of submitting your enrolment form), you will:

- receive an **invoice for the registration fee and tuition fees** by email (not applicable to FME staff). You also have an archive of all issued invoices in the VIS.
- be able to print your **certificate of enrolment** (in Slovenian and English) **in the VIS system** (VIS: "My data > Certificate of enrolment / Certificate of examination results").
- receive **1x signed contract**
- received **1x copy of signed Contract on Acceding to Debt** (*only in the case of tuition payment by a third party*)

Note 1:

You will receive a **tuition payment slip** (applicable only to self-paying students) in system VIS **after enrolment**. If you are **applying for co-funding**, **invoices for the unfunded portion of tuition fees will not be sent until the co-funded portion of tuition fees is known (in November/December)**.

You will receive an enrolment fee slip (valid for self-paying students and students whose fees are paid by a third party) by **in system VIS after enrolment**. Do not send proof of payment.

The last day of enrolment in 2026/2027 academic year is 22 September 2026.



Ljubljana, September 2026

Student Affairs Office UL FME:
Tjaša Sterle Polak I.r.