

VISUL REGISTRATION INSTRUCTIONS

REGISTER IN THE APP FOR INCOMING EXCHANGE STUDENTS AT THE UNIVERSITY OF LJUBLJANA

VISUL APP:

https://studij.uni-lj.si/studexchange/tujci_prva.asp.

Your registration needs to be fully completed by DECEMBER 10, 2024!

Please fill the **FIRST TIME REGISTRATION FORM** section and **save the registration code for future logins!**

Choose the year 2024/2025 and BLENDED INTENSIVE PROGRAMME

Univerza v Ljubljani



■ LOGIN FORM

For accessing the application tool (only if you are already registered!), enter your date of birth and your unique code:

Date of birth (dd.mm.yyyy)

Unique code

■ FIRST TIME REGISTRATION FORM

Dear student!

Please enter your personal data to access to other forms needed to complete your application. **Please enter your full name and surname as it is written in your personal document.** After confirming the data the system will give you your unique code, which you will use for entering the system and completing your application.

Academic year of planned exchange*	<input type="text" value="2024/25"/>
Name of exchange programme*	<input type="text" value="Blended intensive programme"/>
Family name*	<input type="text"/>
First name (s)*	<input type="text"/>
Date of birth* (dd.mm.yyyy)	<input type="text"/>
Place of birth*	<input type="text"/>
Country of birth*	<input type="text"/>
Gender*	<input type="text"/>
Type of personal document*	<input type="radio"/> passport <input type="radio"/> ID card
Personal document (ID or passport) number*	<input type="text"/>
Nationality*	<input type="text"/>
Permanent address *	<input type="text"/>
Postcode and city *	<input type="text"/>
Country*	<input type="text"/>
Postal address (if different)	<input type="text"/>
Postcode and city	<input type="text"/>
Country	<input type="text"/>
Postal address is valid until (dd.mm.yyyy)	<input type="text"/>
Telephone*	country code <input type="text"/> number <input type="text"/>
E-mail*	<input type="text"/>

Once you fill your FIRST TIME REGISTRATION FORM, you will get an e-mail with a unique code and further instruction to register in the VISUL app.

IF YOU ONLY FILL OUT THE FIRST TIME REGISTRATION FORM, YOU HAVE NOT COMPLETED YOUR REGISTRATION YET.

For any issues regarding the registration, contact:

- intern.office@uni-lj.si (Helena Deršek Štuhec)