

## 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](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

LOGIN

### ■ 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"/>

CONFIRM

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