

HOW TO COMPLETE A REGISTRATION FORM

In order to start completing a registration form you need to fulfil a survey previously.

Once your registration form is open you get a registration fee invoice in Students office.

How to complete a registration form.

1. After entering your personal page in VIS system you have to choose **Vpisni list / Vpis** in the menu on the left side.
2. When you insert all the data you confirm it by pressing the button **Potrdi**.
3. Now you get once more access to all the imported data. Please check it and if all is correct chose button **Potrdi** once more. If some data is not correct, go back to the previous site and correct them.
4. Now you choose **Vpisni list /Tiskanje**. When it's printed, check it and sign it.
5. If you want to receive text messages (the exam results, occasional announcements) please tick it in the appropriate box. Text messages are optional, the cost is 5 EUR per year. You will get the invoice at students office. Once you pay the invoice please inform us so we can activate your text messaging.

DATA TRANSMISSION: Due to a large quantity of data a process of completing a registration form might take a while.

ERRORS IN ENTERING DATA: You can only complete a registration form once. If you find some errors after printing a form, please call our students office (01/4704-607 and 01/4704-647).

When you complete your registration form, you must send or bring it personally to students office. Also bring with you your students card and index.