



## INFORMATION FOR CANDIDATES ENROLLING AT THE FACULTY OF CIVIL AND GEODETIC ENGINEERING

Dear Students,

**The enrolment at the University of Ljubljana, Faculty of Civil and Geodetic Engineering will start with the receipt of this information and last until September 28, 2026.**

### ENROLMENT INSTRUCTIONS

Enrolment to the Faculty of Civil and Geodetic engineering is processed through the Faculty's study information system (VIS). Prior to that you must activate your UL-ID digital identity (document attached).

**The enrolment procedure is conducted online as follows:**

Enter into our study information system by using your user name you received with this letter on <https://visfgg.uni-lj.si/english/prijava.htm>

Bottom left click "**ENROLLMENT**", and then "Enrollment paper" where you shall fill in the missing data in the available sections, as guided by the system.

The certificate of enrolment can you print by yourself (option »MY DATA« → *Certificate of Enrolment*).

**For any further questions you may contact us on the e-mail: [referat@fgg.uni-lj.si](mailto:referat@fgg.uni-lj.si).**

Office of student affairs UL FGG

### Enclosures:

- Instruction for the activation of digital identity

Dear students,

to benefit from the full range of IT services that the University of Ljubljana provides, you must first activate your **UL-ID digital identity**. Please do so and define your password at the ID web portal:

**<https://id.uni-lj.si> -> English version -> Digital identity -> Activate identity**

Enter the data exactly as indicated here:

Student ID number: **2626 . . . .**

Your first name: **Peter**

Your last name: **Novak**

Name of faculty: **Faculty of Civil and Geodetic Engineering**

Your digital identity will be activated within 30 minutes.

Your username will be **pn0000@fgg.uni-lj.si**. It consists of a letter from your first name, a letter from your last name, five random numbers and @student.uni-lj.si. Your username and password are confidential and may not be disclosed to third parties.

In case of problems with the activation of your UL-ID digital identity, you can always contact the university helpdesk at <https://id.uni-lj.si> -> English version -> [Report problems](#). In case of problems with the electronic registration, contact the student office at your faculty.

Information about the IT services accessible with your username and password is available on the website [www.uni-lj.si/eng](http://www.uni-lj.si/eng)-> STUDY -> INFO student -> [Information services](#).

The Digital Identity can be used for the Web Classroom. To find out more about it, go to <https://www.en.fgg.uni-lj.si/students/>.

Office of student affairs UL FGG