



**JESSENIUS FACULTY  
OF MEDICINE IN MARTIN**

Comenius University  
Bratislava

# Information Pack

INFORMATION PACK FOR ADMITTED STUDENTS AT  
JESSENIUS FACULTY OF MEDICINE IN MARTIN, COMENIUS  
UNIVERSITY, BRATISLAVA - ACADEMIC YEAR 2024-25

Congratulations on your admission to JFMED. There are a few more **steps** you need to complete before being formally registered for the 2024/25 academic year.

### Step 1

You will need to formally accept your place by completing the online registration form **by the 23rd August 2024**. We have prepared a short manual (attached) to guide you through the process.

### Step 2

#### Submitting education documentation for validation

To confirm that you have completed **secondary** education in your country and are able to study at the [university level](#), you must send us (by post), your **apostilled** End of Secondary School Certificate **with final results** (later only referred to as Certificate). Every country calls their Certificates differently; in English speaking countries, these are referred to as *A-levels*, *Abiturprüfung* in German-speaking countries, etc. The important thing is that your secondary school leaving certificate corresponds with the *European Qualification Framework level 4* and **enables you to study at the university level**.

Note: **The Secondary Education Certificate must be apostilled, translated and finally validated by the Ministry of Education in Slovakia, before you enrol/register for the academic year.**

#### The process for obtaining the validation of the Secondary Education Certificate

1. Your original Certificate must be [apostilled/ superlegalized](#) in the (Certificate) issuing country. A government department usually issues the apostille – please check for details in the issuing country.
2. Once your Certificate has been apostilled, it will need to be translated into the Slovak language by an [official translator](#) (subject to fees). Please read on about the translation service on page 2 of this document.

Note: applicants from **ICELAND** should have their Certificate issued in English, as there are no official Icelandic/Slovak translators and **have the English version translated**.

3. When your apostilled and translated Certificate is received, the **JFMED office will pass it** for validation to the [District Office of the Ministry of Education SR](#). The validation process can take up to 30 days and you **will need to authorise us to act on your behalf** (template attached). Please note that you have to **sign this document in front of a notary public person in your home country** and return it to the JFMED admission office by post.

**Deadline:** we must receive your original Certificate apostilled and translated, signed Letter of **Authorization and fee for the Validation** by the **31<sup>st</sup> of August 2024**.

1. Jessenius Faculty of Medicine in Martin, Comenius University, <https://www.jfmed.uniba.sk/en/>

## Other documents

### Birth certificate

We are required to register your **place of birth** (town, village, city, etc. – please do not confuse the place with the country) on our system and, at the end of your studies, this place will be stated on your Diploma. As many of the new passports no longer carry this information, we would ask you to submit **a scan/copy of your birth certificate** by email at [eva.stermenska@uniba.sk](mailto:eva.stermenska@uniba.sk) or bring it with you on the enrolment day. The copy does not need to be officially verified, a simple scan of it will suffice.

### Vaccination

You will be required to submit (by email or in person at the admission office) a **confirmation of vaccination** against Hepatitis B at the beginning of your studies.

The Hepatitis B vaccine is given as a **three-dose-series**. You will be required to have received at least **one injection** (shot) by the time you start studying with us.

### Translation service:

You can find your own translator via the official [website](#) or one in your home country. Please note that it must be an official translator approved by the government. If you decide on the latter option, please contact the translator and arrange the posting of your documents. When making these arrangements, we recommend that you ask the translator to post the documents (by recorded delivery), to the JFMED admission office.

The Faculty is also working with translators in Slovakia and abroad and you can:

- For translation of documents issued in English, you may contact one of the English translators based in [Martin](#), or Mrs. Margita Vorosová, email: [ginavoros@email.cz](mailto:ginavoros@email.cz)
- For documents issued in Norwegian, you may use the services of Jan Zima, [jan.zima@interstudium.no](mailto:jan.zima@interstudium.no), who is based in Norway or find your own translator via the official website
- For all other languages, please use the official [website](#).

### JFMED address:

JFMED Admission Office  
Malá Hora 4A  
036 01 Martin  
Slovakia

### Fees

There are fees associated with your student registration for issuing of the student card and validation of your Certificate

- Student card with ISIC licence - **26€ OR** Student card without a licence (NO ISIC) - **13€** (ISIC licence gives you more commercial discounts)

2. Jessenius Faculty of Medicine in Martin, Comenius University, <https://www.jfmed.uniba.sk/en/>

- Validation of Secondary Education Certificate - **7€** if you are from Germany or Poland (based on bilateral agreements) **OR** Validation of Certificate for all other countries - **40€**

**Deadline:** please make the payment with the correct amount **by the 23rd of August 2024**. Please state **your full name when making the [bank transfer](#)** so we can correctly identify the payment.

The **tuition fee** for the 2024/25 academic year is **10.900€** and must be paid by the **09<sup>th</sup> of September 2024 at the latest**. You also have the option to pay the **tuition fee in two instalments of 5.450 €**. The deadlines for instalment payments are **the 9<sup>th</sup> of September 2024 and the 17<sup>th</sup> of February 2025**.

**JFMED Student residences** – if you are interested in accommodation at one of our [residences](#), please contact Eva Štermenská at [eva.stermenska@uniba.sk](mailto:eva.stermenska@uniba.sk) by **the 31rd of July 2024**.

Please note that the JFMED residences have limited availability. While we will aim to satisfy your accommodation request, the places are offered on the “first come, first served basis” and until the capacity is full.

### **Immigration matters and registering for the residence permit**

If you are from an EU, EEC or EEA country, you can freely move in and out of Slovakia however, you will be required to complete a simple residence registration with the relevant authorities within **90 days** of your arrival.

If you are from a **non-EU** or sometimes also referred to as a **3<sup>rd</sup> country**, you will have to complete a residence registration with the relevant authorities within **90 days** of entering the [Schengen area](#) and with **a set of documents some of which can only be issued at your home country**.

Please refer to our [Residence Permit Guide](#) for more information about the documents that you will have to submit as part of your residence application.

## Summary

### In your home country

- Have your Certificate apostilled/superlegalized
- Have it translated by an official translator
- Fill-out the Letter of Authorisation and have your signature notarised by a notary
- If you are a non-EU/3<sup>rd</sup> country passport holder, please check the JFMED [residence permit](#) pages.

**By post,** (please use recorded delivery) **and no later than by the 31<sup>st</sup> of August 2024,** please send to **JFMED Admission Office:**

- Your apostilled and translated Secondary Education Certificate (or arrange with your translator to have the Certificate sent to the JFMED Office)
- Letter of Authorisation

### Online and no later than by the 23rd of August 2024

- Complete the online return slip in the [AIS system](#) (your login details are in your Decision letter)
- Payment for your selected type of the student card and the validation service

The official enrolment/registration of students for the [2024/25 academic year](#) will be held on **11 September 2024** and further information will be emailed to you nearer the time.

Should you have any further questions on any of the processes mentioned in this document, please contact any of us in the JFMED Admission Office:

### Officers

Mgr. Eva Štermenská, [eva.stermenska@uniba.sk](mailto:eva.stermenska@uniba.sk), +421-43-2633 223

Janka Sýkorová, [janka.sykorova@uniba.sk](mailto:janka.sykorova@uniba.sk), +421-43-2633 117

Bc. Miroslava Sadilová for residence permit/immigration matters enquiries

[Miroslava.sadilova@uniba.sk](mailto:Miroslava.sadilova@uniba.sk), +421-43-2633 197

### Vice-Dean

Assoc.prof. Martin Janík, M.D., PhD. Vice -Dean for Students studying in English,

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