

# Step by step guide

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FOR CANDIDATES OUTSIDE THE REGULAR  
EDUCATION SYSTEM OF THE REPUBLIC OF  
CROATIA

## Translation of key terms from the Odluka o upisu učenika u I. razred srednje škole u školskoj godini 2025./2026. document

Početak prijava u sustav	System Opens for Logins
Početak prikaza rezultata natjecanja	Competition Results Become Available
Dostava dokumenata i svjedodžbi CARNET-u	Submission of Documents and Certificates to CARNET
Registracija popunjavanjem obrasca	Submission of the Registration Form
Provjera unesenih ocjena i ostalih podataka u sustavu	Verification of Grades and Other Personal Information in the System
Prijava programa	Applications for Programmes Begin
Prijenos dokumentacija kojom se ostvaruju dodatna prava za upis	Submission of Documents for Additional Enrolment Rights
Prijava programa koji zahtijevaju dodatne provjere	Applications for Programmes that Require Additional Tests
Provođenje dodatnih provjera i unos rezultata provjera u sustav	Additional Tests are Conducted and Results Entered into the System
Unos prigovora	Complaint Submission
Objava konačnih ljestvica poretka	Publication of the Final Ranking Lists
Prijenos potpisane upisnice i ostale dokumentacije koja je uvjet za upis	Submission of Signed Enrolment Forms and Other Documents Required for Enrolment
Objava okvirnog broja slobodnih mjesta	Announcement of the Approximate Number of Spots Available for the Autumn Enrolment Term

# Summary

*NOTE: the accuracy of the data must be monitored throughout the entire enrolment process*

## A | Preparatory Steps

1. REGISTER BY FILLING OUT THE ONLINE FORM AT [HTTPS://SREDNJE.E-UPISI.HR](https://srednje.e-upisi.hr).
2. LOG IN TO THE SYSTEM AND CHECK YOUR PERSONAL INFORMATION.
3. SEND YOUR DOCUMENTS AND CERTIFICATES TO CARNET.
4. SUBMIT DOCUMENTS FOR ADDITIONAL POINTS.

## B | Application for Educational Programmes

5. APPLY FOR THE DESIRED EDUCATIONAL PROGRAMMES.
6. ATTEND ADDITIONAL ASSESMENTS.
7. SUBMIT A COMPLAINT (IF NECESSARY).

## C | Closing of Programme Applications

6. AFTER THIS DATE, CANDIDATES WILL NO LONGER BE ABLE TO APPLY FOR NEW PROGRAMMES OR CHANGE THE ORDER OF THE ONES THEY'VE ALREADY APPLIED FOR.

## D | Publication of Final Ranking Lists

7. DOWNLOAD AND SUBMIT THE ENROLMENT FORM AND OTHER DOCUMENTS REQUIRED FOR ENROLMENT.

# Detailed Guide

## Preparatory Steps

1. On the <https://srednje.e-upisi.hr> website, candidates can access the electronic registration form by clicking on the **Register** (*Registracija*) button in the top right corner. The completed registration form is automatically sent to the candidate's email address provided during registration, and to CARNET.

After receiving the registration form and verifying personal information, CARNET will complete the candidate's registration by sending a link where the candidate will choose a password to access the system for secondary school enrolment – e-Upisi u srednje škole.

2. By clicking the **Login** (*Prijava*) option in the top right corner of <https://srednje.e-upisi.hr>, a pop-up window will appear where the candidate should select the **Login using email address** (*Prijava preko vlastite e-mail adrese*) option. After logging in, the candidate must check the accuracy of their personal data. If there are any errors, the candidate must contact CARNET.

3. After registration and verification of personal data, candidates must send the following documentation, by registered post (*preporučena pošta*), to CARNET within the set deadlines: an identity document and school certificates. Based on the submitted documents, CARNET will enter the data into the system.

Candidates who are in the process of completing or have completed their primary education outside the Republic of Croatia or in the adult education system within the Republic of Croatia must submit:

- A copy of a certificate of nationality containing OIB (for Croatian citizens) or a copy of a passport (for foreign nationals) certified by a notary public;
- Copies of school certificates for the last four grades of primary school certified by a notary public.

Additionally, candidates who completed primary education abroad must undergo the process of recognition of foreign education qualifications. For that, they must send, by registered post, the following documents to CARNET:

- The final year certificate from primary school completed abroad;
- Proof of citizenship;
- Request for recognition of foreign primary school qualifications (available under **FAQ** (*Česta pitanja*) at <https://srednje.e-upisi.hr>).

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Documents should be labelled "Za upise u srednju školu" and sent by registered post (*preporučena pošta*) to the following address:

**CARNET: Hrvatska akademska i istraživačka mreža**  
**Ulica Josipa Marohnića 5, 10 000 Zagreb**

4. Within the set deadline, candidates must mark how they want to upload documents for acquiring additional points or right of priority under the [Additional Points / Right of Priority](#) (*Dodatni bodovi / prava prednosti*) tab.

Candidates can email documents to CARNET for upload, upload them independently into the system, or select automatic verification through external systems.

Candidates who are able to must upload the documents themselves. The option for CARNET to upload the documents is intended only for those who cannot upload documents themselves due to lack of internet access, a computer, etc.

In case the candidate chooses to have the data automatically checked from external systems, parental consent is required. Parents provide consent by logging in to the e-Upisi system via the e-Građani system using one of the provided credentials.

## Application for Educational Programmes

5. Under the [My Selection](#) (*Moj odabir*) tab, candidates apply for desired educational programmes. Programmes can be searched by county, school name, programme name, etc. In one enrolment term (summer or autumn), a candidate can apply for up to six educational programmes. During application, it is important to check if the school has determined a minimal number of points required for enrolment and which subjects are scored for enrolment.

Candidates should carefully prepare their list of priorities so that the educational programme the candidate wants to enrol in the most is placed at the top of the list, followed by others, in order of preference.

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Therefore, the candidate is optimally placed on the ranking list of the educational programme that is the highest on their priority list, and for which, according to the achieved points, they are within the enrolment quota. When applying for a programme, candidates choose the first and second foreign language and elective subjects offered by the secondary school.

Until the end of the programme application period, candidates can apply for new programmes, delete them, and change the order of their priority list.

**6.** Some schools require additional assessments (tests of knowledge, abilities and talents). Information about additional assessments (dates and locations) is available at the **My Schedule** (*Moj raspored*) tab at <https://srednje.e-upisi.hr> and on school websites.

Additional assessments may include (first) foreign language proficiency exams, entrance exams for international programmes (except for candidates who have studied in the same international programme for at least three previous years), ability and skill tests, talent exams for schools that carry out art programmes and subject-specific knowledge tests

**7.** If the candidate notices errors in grades or personal information, they must contact CARNET. In case the candidate notices errors in results of ability or talent exams they must immediately contact the school that administered the exams. If the issues are not resolved in time, candidates can submit a formal complaint on <https://srednje.e-upisi.hr> within the official deadline.

Complaints should only be submitted if the issue could not be resolved by other means. Candidates will receive a response in the system indicating whether their complaint has been accepted or not.

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## Closing of Programme Applications

8. Before the ranking lists are locked, candidates who have not met the required enrolment criteria for a specific programme will be removed from the ranking lists of said programmes, in accordance with the deadline specified in the Calendar. If any programmes are removed from your list at this stage, you can still add new programmes until the list is locked. The list of selected educational programmes will be locked for all candidates on the date specified in the Calendar. Then, preliminary ranking lists will be published.

## Publication of Final Ranking Lists

9. When the final ranking lists are published, the candidate gains the right to enrol in the programme marked with a green checkmark in the [Right to Enrol](#) (*Pravo upisa*) column. Final ranking lists are no longer subject to change.

After publication, candidates can download the enrolment form from the [My Results](#) (*Moji rezultati*) tab. The form must be signed by both the candidate and a parent/guardian and then uploaded into the system. The candidate can monitor the status of the uploaded enrolment form in the same tab. If a candidate is unable to upload the signed form, it can be delivered personally or sent by email to the school. This option is intended only for those without computer or internet access.

Once the school accepts the enrolment form, the candidate is officially enrolled, and the candidate cannot participate in the autumn enrolment term. Candidates who fail to submit the enrolment form or other required documents (e.g. a doctor's certificate) lose their right to enrol and can apply in the next enrolment term.

# Important Information

1. Candidates outside the regular education system are individuals who are completing or have completed their primary education outside the Republic of Croatia, have completed primary education before 2024, or have withdrawn from the first year of secondary school. Such candidates must fill out the registration form before logging in to the system.

2. If the candidate has completed any grade of primary education in the regular education system of the Republic of Croatia (from 2009 onwards), it is not necessary to submit proof of citizenship or school certificates for those grades because the data is transferred automatically from the e-Matica system.

3. Documents in Croatian must be submitted as copies certified by a notary public only. If any document is in a foreign language, it must be translated and certified by an official court interpreter.

Incomplete documentation will not be accepted, and the candidate will not appear on the ranking lists. Candidates can track the status of submitted documents in their profile at <https://srednje.e-upisi.hr>.

4. If a candidate is still attending the final year of primary school abroad at the time of the application period, they will submit the final year certificate at a later time. Candidates must inform CARNET about this situation. CARNET will decide whether the delay is justified and whether the documents will be accepted, in accordance with the Calendar.

5. Candidates who registered during the summer enrolment term and whose personal data and grades have already been entered into the system do not have to submit the documents again for the autumn enrolment term.

6. Candidates who completed primary education in Croatia before 2024 and who already went through the registration and application process in previous years do not need to submit the documents again to CARNET. However, they must inform CARNET so that their personal data and grades can be transferred to the current enrolment year.



# Important Information

7. Placing an educational programme on the priority list conveys a serious intent of enrolment in that programme. Therefore, it is important that the priority list in the **My Selection** (*Moj odabir*) tab reflects the candidate's true wishes at the time the list is locked. If the candidate does not get admitted to their first choice, they will be admitted to the highest-ranked programme on their list where they meet the enrolment criteria and are within the enrolment quota. For example, if the candidate does not qualify for their first choice, but qualifies for the second or third, they will be admitted to the second-choice programme.

Therefore, candidates must carefully organize the list so that the programme they most wish to enrol in is placed at the top of the list followed by others in order of preference. Also, there should not be any programmes on the list that the candidate does not want to enrol in whatsoever.

8. When applying, candidates must pay attention to whether the school has defined a minimum number of points required for enrolment and which subjects are scored for enrolment.

9. Educational programmes that require additional assessments have shorter application deadlines compared to programmes that do not require additional assessments. The deadline for such applications is determined by the Decision on the Enrolment of Students into 1st Grade of Secondary School (*Odluka o upisu učenika u I. razred srednje škole*).

10. Placing an educational programme on the priority list signifies a serious intent to enrol.

11. The results of ability and talent tests are entered into the e-Upisi system by the schools that administer them, in accordance with the deadlines specified in the Calendar.

12. If the candidate does not attend the additional test or fails it, they will be removed from the list for that specific programme. The date of removal of candidates who did not meet a programme's enrolment criteria is specified in the Calendar.