

## CHAPTER VI

### **APPLICATION AND REGISTRATION PROCEDURES FOR CANDIDATES WITH FOREIGN UPPER SCHOOL DIPLOMA, IN PROFESSIONAL STUDY PROGRAMS, IN THE FIRST CYCLE STUDY PROGRAMS, AS WELL AS IN THE INTEGRATED SECOND CYCLE STUDY PROGRAMS IN HIGHER EDUCATION INSTITUTIONS.**

1. All candidates with foreign diplomas of upper secondary education and want to pursue their studies in the study programs with a professional character, in the first cycle study programs as well as in the integrated second cycle study programs of HEIs, apply to higher education institutions, according to the deadlines set by HEIs, for each academic year, in the study programs where the quotas for these categories are provided by HEIs in the study programs they offer.
2. Candidates must have completed upper secondary education and be equipped with legal documentation of the completion of this educational level, they should not be registered in another study program in the Republic of Albania or outside of it, meet the average grade criterion determined by the decision of the Council of Ministers, as well as meet the criteria set by HEIs for the study programs for which they applied.
3. Candidates are subject to application and registration procedures, according to the deadlines set in this chapter. Registration of these winning candidates is made with reserve if at the time of registration they do not possess the recognition document issued by ESC.
4. Candidate, before applying, must pay the application fee for each study program based on the decision of HEI at the Albanian Post Office or at the second level banks in the account of the HEI to which they apply.
5. Candidates have the right to apply up to 10 (ten) study programs in one or several HEIs.
6. Candidates must hand over the following documentation to HEIs:
  - a) the application form according to this Guideline Appendix no. 2;
  - b) a copy of the document issued by the Center for Educational Services for the recognition of the diploma of upper secondary education, accompanied by a copy of the diploma/certificate and list of grades. Candidates who have not completed the process of recognition and registration present the certificate that they have applied to CES for recognition;
  - c) a copy of the identification document;
  - d) Proof of knowledge of the Albanian language, issued by the language structures (for cases when he is registered in a study program conducted in the Albanian language). Candidates of Albanian nationality and knowledge of the Albanian language, can bring any document from their country of origin that proves their knowledge of the Albanian language. Foreigners, who have completed a cycle/study program in the Albanian language in institutions of upper secondary education in the Republic of Albania are excluded from this obligation:
  - e) two personal photos;
  - f) a copy of the payment mandate;
  - g) the student's statement according to this Guideline, Appendix no. 1 attached to this.

**Application and registration deadlines for the first cycle study programs: The category of students with a foreign degree**

<b>References in the Guideline</b>	<b>Deadlines and completion dates</b>
Application period	<b>02.09.2024—13.09.2024</b>
Publication of non final list of winners	<b>18.09.2024</b>
Announcement of the final list of winning candidates	<b>26.09.2024</b>
Candidate registration	<b>26.09.2024-03.10.2024</b>
Filling the remaining vacant quotas (lowering the threshold)	<b>04.10.2024</b>
Completion of registrations of all winning candidates according to the documents submitted at the time of application.	<b>10.10.2024</b>
Sending the lists of registered students within the date specified by the CES	<b>15.12.2024</b>