



REQUIRED DOCUMENTS FOR APPLICATION FOR THE SECOND- CYCLE OF STUDIES "MASTER OF SCIENCE", "PROFESSIONAL MASTER" and "JOINT MASTER".

FIRST STUDY PROGRAM
ACADEMIC YEAR 2024-2025

CHAPTER VII/10

ADMISSIONS IN THE SECOND - CYCLE OF STUDIES "PROFESSIONAL MASTER" AND "MASTER OF SCIENCE".

The candidate appears personally or through an authorized person on his behalf and submits the following documentation:

- a) Diploma and transcript/diploma supplement or a photocopy thereof certified by the original, of the completed first-cycle studies in the Republic of Albania. For diplomas from outside the country, accompanied by a photocopy of the diploma certified by the original, or, in its absence, another official document on the basis of which recognition and equivalence have been carried out in the Republic of Albania, issued in the country where the studies were completed, allowing registration and continuation of second-cycle studies; Candidates who have not completed the recognition and equivalence process of the diploma, submit a certificate that they have applied to the Center for Educational Services for recognition and equivalence;
- b) Diploma of State Matura along with the transcript of grades or a photocopy thereof certified by the original, confirmed by the respective local education institution responsible for pre-university education (DRAP/ZVAP Regional Directory of Pre – University Education/ Local Office of Pre-University Education). Candidates who completed upper secondary school before the entry into force of Decision No. 876, dated 3.11.2010, of the Council of Ministers, "On some changes to Decision No. 78, dated 8.2.2006 of the Council of Ministers" On the establishment of the State Matura and admissions to public higher education institutions", as amended", submit the Maturity Certificate (original or a photocopy thereof certified by the original, confirmed by the respective local education institution responsible for pre-university education (RDPUE/LOPUE). If candidates do not possess a high school maturity certificate, they must submit a duplicate of the maturity certificate issued by the secondary school where they completed their education and confirmed by the respective local education institution responsible for pre-university education (DRAP/ZVAP, Regional Directory of Pre – University Education/ Local Office of Pre-University Education), or the document issued by the State Archive along with the transcript of grades;
- c) Application form, according to the format of Appendix No.2, of this guideline;
- d) Declaration according to Appendix No.1, an integral part and annexed to this guideline;
- e) Photocopy of identification document (ID card, identification card, or passport);
- f) Two personal photographs;

Additional documentation only for foreign nationals:



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES



- Evidence of proficiency in the Albanian language, issued by the responsible structures, only for the foreigner who registers in a study program conducted in the Albanian language. The candidate who is of Albanian nationality and has knowledge of the Albanian language may submit any document from the country of origin proving proficiency in this language. This obligation is exempted for foreign nationals who have completed upper secondary education or a study program in the Albanian language at pre-university education institutions in the Republic of Albania.
- Candidates from special categories, in addition to the documents required above, submit:
 - Candidates with disabled status must also submit a photocopy authenticated by the original of the blind booklet issued by the State Social Service or a notarized copy of the decision of the (KMCAP) Medical Commission for Determining Work Capability.
 - Candidates with orphan status must also submit a photocopy authenticated by the original of the document certifying the orphan status issued by the State Social Service.



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES



Appendix No. 1 Declaration

I, the undersigned _____, born on _____

Name, Father's name, Surname with identity card/passport No. _____

1. Authorize the higher education institution _____ the responsible ministry for education and the institution responsible for providing educational services to process my personal data within the framework of application and registration for continuing university studies at the aforementioned Institution, as well as their eventual publication.

I also authorize the higher education institution to which I have applied, the responsible ministry for education, and the institution responsible for providing educational services to conduct all verifications and obtain all information related to my higher education studies, where I have applied for registration, the period of previous studies conducted, and any other verification related to the above.

2. I declare that I am not pursuing any other study program at other higher education institutions, and that I will not pursue another study program simultaneously until the completion of the study program to which I am applying.
3. I declare that I am familiar with the admission criteria for the study program as well as the evaluation points for each assessment criterion, and I agree.
4. I declare the accuracy of the data and documents submitted. I am aware that, in case of false data declaration or submission of falsified documents or untrue information, I am subject to measures provided for in the Penal Code and other applicable laws and regulations. In case of doubt about the accuracy of the declared information, the responsible ministry for education and/or the institution responsible for providing educational services and/or the HEI initiate their verification procedure, possibly transmitting this information to the competent authorities.

Name, Father's name, Surname of the candidate

Signature _____

Name, Father's name, Surname of the teaching secretariat

Signature _____

Place: _____

Date: ____ / ____ / _____



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UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**





REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES



Shtojca nr. 2 Data: ____/____/____

Formular aplikimi

Unë i/e nënshkruari/a _____, lindur më _____
emri atësia mbiemri
me kartë identiteti/pasaportë nr. _____ e-mail: _____, Tel: _____

Kërkoj të regjistrohem në programin e studimit të ciklit të dytë:

- "Master i Shkencave në Gjuhë dhe Komunikim Ndërkulturor dhe Turistik në _____)

Appendix No. 2 Date: __ / __ / _____

Application Form

I, the undersigned _____, born on _____ name
father's name surname with identity card/passport No. _____ email:
_____, Tel: _____

Request registration in the second cycle study program:

- "Master of Science in LANGUAGE, INTERCULTURAL AND TOURISTIC COMMUNICATION in the following branches: English Language, Italian Language, German Language, French Language, Greek Language, Turkish Language, Russian Language, Spanish Language".
- "Master of Science in TEACHING in the following branches: English Language, Italian Language, German Language, French Language, Greek Language, Turkish Language".
- "Master of Science in TECHNICAL LITERARY TRANSLATION AND INTERPRETATION in the following branches: English Language, Italian Language, German Language, French Language, Greek Language, Turkish Language, Russian Language, Spanish Language".
- "Professional Master in TRANSLATION with a profile of TRANSLATOR in English Language branch" at the Faculty of Foreign Languages, at HEI University of Tirana.
- "Joint Master with Sorbonne Paris North University "COMPUTER AND LINGUISTIC PROCESSING OF WRITTEN DOCUMENTS".

1. I declare that I am applying with quotas for candidates (place a circle above the relevant category):

A. Albanian citizens, within the country

B. Albanian candidates from abroad (mark with "x" the country the candidate comes from):

Republic of Kosovo;

Montenegro;



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES



- North Macedonia;
- Presheva;
- Bujanovac;
- Medvegja;

C. From special categories (if any, mark the specific category to which the candidate belongs): _____.

D. Foreign citizens

Native language _____ *Nationality* _____

Name of the university _____

2. I authorize the above-mentioned higher education institution and the institution responsible for providing educational services to process my personal data within the framework of application and registration for continuing higher education studies, at the aforementioned Institution, as well as their publication.
3. I declare that I will register only in one of the study programs in which I will be declared a winner for the next academic year.
4. I declare that I am not pursuing any other study program at other higher education institutions, and that I will not pursue another study program simultaneously until the completion of the study program to which I am applying.
5. I declare that I am familiar with the relevant guideline and am clear about the application, selection, and registration procedures.
6. I declare the accuracy of the information and documents submitted. I am aware that, in case of discrepancy of false data or submission of falsified documents or untrue information, I am subject to measures provided for in the Penal Code and other applicable laws and regulations. In case of doubt about the accuracy of the declared information, the institution responsible for providing educational services and/or the HEIs initiate their verification procedure, possibly transmitting this information to the competent authorities.

Name, father's name, surname of the candidate _____

Signature _____

Name, Surname of the employee who accepted the application _____

Signature _____



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UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES**

