



PROCEDURES FOR APPLICATION AND REGISTRATION OF CANDIDATES WITH FOREIGN UPPER- SECONDARY SCHOOL DIPLOMAS, IN PROFESSIONAL STUDY PROGRAMS, IN THE FIRST -CYCLE STUDY PROGRAMS, AS WELL AS IN THE INTEGRATED SECOND- CYCLE STUDY PROGRAMS , FULL-TIME, IN HIGHER EDUCATION INSTITUTIONS.

1. All foreign candidates who wish to pursue studies in first-cycle study programs, professional study programs, and integrated second-cycle study programs in higher education institutions, apply to the higher education institutions according to the calendar approved by the orders of the heads of the QSHA (Center for Educational Services) and the RASH (Albanian Academic Network), for each academic year, in the study programs where the respective quotas are provided by the higher education institution.
2. Foreign candidates must have completed upper secondary education and be equipped with legal documentation confirming the completion of this educational level, they must not be registered in another study program in public or non public HEIs, must 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 they are applying to.
3. Foreign candidates, before applying, must pay the application fee for each study program as determined by the higher education institution (HEI). This payment should be made at the offices of the Albanian Post or at second-level banks into the account of the HEI to which they are applying. Foreign candidates who apply based on bilateral agreements are exempt from tuition fees, in accordance with the respective agreements.
4. Candidates have the right to apply for up to 10 (ten) study programs at one or several higher education institutions (HEIs).
5. Foreign students must submit the following documentation to the higher education institutions (HEIs):
 - a) the application form according to Appendix No. 2 of this guideline;
 - b) a copy of the diploma/certificate and the transcript of grades, recognized by the Center for Educational Services (QSHA);
 - c) a photocopy of the identification document (identification card or passport);
 - d) a certificate of proficiency in the Albanian language, obtained from the Faculty of History and Philology of the University of Tirana (for cases where enrolling in a study program that is conducted in the Albanian language), as well as in other languages known by the candidate. Foreign candidates of



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Albanian ethnicity who have very good knowledge of the Albanian language can provide any document from their country of origin that proves their proficiency in Albanian;

- e) two personal photographs;
- f) a copy of the payment mandate;
- g) authorization for the processing of personal data according to Appendix No. 4 of this guideline.



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APPENDIX NO.1 DECLARATION

I, the undersigned _____, born on _____

(first name, father's name, last name), with ID card/passport no. _____

1. Authorize the higher education institution, the Ministry of Education, Sports, and Youth, and the Education Services Center to process my personal data within the scope of my application and registration for continuing university studies at the aforementioned institution, as well as the potential publication of such data.

I also authorize the Higher Education Institution where I have applied, the Ministry of Education, Sports, and Youth, and the Education Services Center to carry out all verifications and obtain all information related to: the university studies for which I have applied to enroll, the period of prior studies, and any other verification related to the above.

2. I declare that I am not currently enrolled in another study program at other higher education institutions and that I will not simultaneously pursue another study program until the completion of the study program for which I am applying.
3. I declare that I am aware of the admission criteria for the study program at the time of application, as well as the evaluation points for each evaluation criterion, and I agree with the above.
4. I declare the authenticity of the submitted data and documents. I am aware that in the case of declaring false data or submitting falsified or inaccurate documents, I am subject to the measures provided in the Penal Code and other applicable legal and sub-legal acts. In case of doubt regarding the authenticity of the declared information, the Ministry of Education, Sports, and Youth and/or the Center for Educational Services and/or the higher education institution will initiate the procedure for verifying the data and may eventually forward this information to the competent authorities.

First name, father's name, last name of the candidate

Signature:

Place: _____



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First name, father's name, last name of the educational secretary

Signature:

Date: ____ / ____ / _____



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Application Form

I, the undersigned _____, born on _____

(first name, father's name, last name), with ID card/passport no.

_____, email: _____, Tel:

Request to register for the first-cycle / professional / integrated second-cycle study program
_____ at IAL _____.

1. I declare that I am applying with quotas for candidates:

a) with Albanian nationality from the following territories (to be marked with "x" the country the candidate comes from):

Republic of Kosovo;

Montenegro;

North Macedonia;

Presheva;

Bujanovac;

Medvegja;

b) foreigner

With nationality _____

Mother tongue _____

With upper secondary education _____

Current address _____

2. I authorize the aforementioned higher education institution and the Center for Educational Services to process my personal data within the framework of application and registration for the continuation of university studies at the mentioned institution, as well as their publication.



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3. I declare that I will register only in one of the study programs in which I will be declared the winner for the next academic year.
4. I declare that I am not currently pursuing any other study program at other higher education institutions, and I will not simultaneously pursue another study program until the completion of the study program for which I am applying.
5. I declare that I am familiar with the relevant Guideline and I understand the application, selection, and registration procedures.
6. I declare the accuracy of the data and documents provided. I am aware that in case of providing false data or submitting falsified documents or inaccurate information, I am subject to measures provided in the Penal Code and other applicable laws and regulations. In case of suspicion regarding the accuracy of the declared information, the Education Services Center and/or IAL will initiate their control procedure and may eventually transmit this information to competent authorities.

Name , Father's name, Last name of the candidate

Signature_____