

REQUIRED DOCUMENTS FOR APPLICATION FOR TRANSFER AND SECOND STUDY PROGRAM FOR THE FIRST CYCLE OF STUDIES

ACADEMIC YEAR 2025–2026

TRANSFER AND SECOND PROGRAM

ADMISSION AND REGISTRATION PROCEDURES FOR CANDIDATES APPLYING FOR TRANSFER OF STUDIES AND FOR A SECOND STUDY PROGRAM, IN FIRST CYCLE STUDY PROGRAMS, IN PROFESSIONAL STUDY PROGRAMS, AND IN INTEGRATED SECOND CYCLE STUDY PROGRAMS, FULL-TIME, IN HIGHER EDUCATION INSTITUTIONS

All candidates wishing to apply for a transfer of studies must submit the following documents to the teaching secretariats covering the respective study program:

- a) Application form according to Annex no. 3;
- b) Declaration according to Annex no. 1;
- c) **The complete study program plan**, including **relevant syllabi**;
- d) **Certificate of the list of grades** and earned credits for each course and completed obligation, which will serve for the equivalence of subjects in the pursued study program; students transferring their studies from a foreign higher education institution must submit the complete study program plan, including **relevant syllabi**, and the list of grades and credits earned for each subject and obligation, translated into Albanian and certified as identical to the original;
- e) **a certified copy (with the original) of the high school diploma** (for candidates who completed high school in the Republic of Albania before 2011);
- f) **a photocopy of an identification document**;
- g) **two personal photographs**;
- h) **a copy of the payment receipt**.

At the time of final registration with documents at the higher education institution HEI (after being declared successful), the candidate must also submit the original deregistration document from the HEI they are transferring from, which must include:

- a) first name, father's name, surname;
- b) date of birth;
- c) place of birth;
- d) citizenship;
- e) enrollment number from the sending institution;
- f) name of the high school / higher education institution attended before enrolling in the current study program;
- g) state Matura ID / special registration number¹;
- h) personal identification number;
- i) date of enrollment in the study program offered by the higher education institution (HEI);
- j) title of the study program and the corresponding faculty;

¹ For candidates who completed high school before 2006.

- k) cycle and form of studies;
- l) date of interruption of studies.

Candidates applying for a second study program (SECOND FACULTY) must submit the following documents to the academic secretariats responsible for the relevant study program:

- a) A request addressed to the HEI for the study program in which the candidate is applying for a second study program (or the application form according to Annex 6);
- b) A notarized copy of the university diploma of previously completed studies, accompanied by the diploma supplement;
- c) Certification of the list of grades and earned credits for each subject and completed obligation, which will serve for the equivalence of subjects and grades in the pursued study program (if recognition of passed exams and/or corresponding credits is requested);
- d) A notarized photocopy of the high school diploma (for candidates who completed high school in the Republic of Albania before 2011). In the absence of the State Matura diploma or high school diploma, a duplicate of the high school diploma issued by the high school administration and verified by the relevant Regional Directorate of Pre-University Education (DRAP/ZVAP), or a high school transcript issued by the State Archive, must be submitted;
- e) A photocopy of an identification document (ID card, identification booklet, or passport);
- f) Two personal photographs.

Candidates with a foreign diploma who are declared successful in these study programs are subject to the same application and registration procedures as all other candidates.

Registration in these study programs can be carried out during the first semester and before the first exam session.

Registration as a student for successful candidates is provisional, pending the completion of the recognition process for their academic documentation.

Application Form

I, the undersigned _____, born on _____
 (first name father's name surname)
 with ID card/passport no. _____, e-mail: _____, Tel: _____,

Request to enroll in the following study program (mark with circle):

- ☐ 2-year Professional Program
- ☐ first Cycle "Bachelor"
- ☐ integrated Second Cycle Program
- ☐ second Cycle "Professional Master"
- ☐ second Cycle "Master of Science" / "Master of Arts"
- ☐ third Cycle "Executive Master"

at _____, in HEI _____.

I declare that I am applying under the quota for candidates (mark the appropriate category):

A. For a second study program

B. For study transfer

1. I declare that I am aware of the provisions of the Instruction of the Minister of Education, Sports, and Youth regarding admissions to the respective study cycle.
2. I declare that, at the time of application, I am aware of other additional criteria approved in the statute or respective regulations of the HEI and the study program, as well as of the evaluation points for each assessment criterion, and I agree with all the above.
3. I authorize the higher education institution, the Ministry of Education and Sports, and the Educational Services Center to process my personal data within the framework of application and registration for continuing university studies at the aforementioned institution, as well as to publish them.
4. I also authorize the Ministry of Education, Sports, and Youth, the higher education institution, and the Educational Services Center to carry out all verifications and obtain all information related to: the university studies I have applied for enrollment in, the period of previous studies, and any other verification related to the above, the application, and the data declared in this form.
5. I declare that I am not attending any other study program in other higher education institutions and that I will not attend another study program simultaneously until the completion of the study program I am applying for.
6. I declare the accuracy of the data and documents submitted. I am aware that, in case of false declarations or submission of forged documents or documents with untrue data, I am subject to the measures provided in the Criminal Code and other legal and sub-legal acts in force. In case of doubts about the accuracy of the declared information, the Ministry of Education, Sports, and Youth and/or the Educational Services Center and/or the HEI will initiate the verification procedure, possibly forwarding this information to the competent authorities.

First name Father's name Surname of the candidate

First name Surname of the staff member who received the application

Statement

I, the undersigned _____, born on _____ with ID/passport no. _____

1. Authorize the institution of higher education _____ the Ministry of Education Sports and Youth, as well as the Center for Educational Services to handle my personal data in the framework of the application and registration for the continuation of higher education studies in the aforementioned Institution, as well as their eventual publication.

I also authorize the Higher Education Institution where I applied, the ministry responsible for education and the institution responsible for providing educational services to carry out all verifications and receive all information related to: higher education studies, where I applied for registration, the period of studies completed before, and any other type of verification related to the above.

2. I declare that I am not studying in any other study program in other institutions of higher education, and that I will not simultaneously follow another study program, until the end of the study program I am applying for.

3. I declare that I am familiar with this instruction and that I meet the criteria set forth in it to apply for a transfer of studies / second study program.

4. I declare the truth of the data and documents presented. I am aware that in case of declaration of untrue data or submission of forged documents or with untrue data, I am subject to the measures provided for in the Criminal Code and other legal and by-laws in force. In case of doubt about the truth of the declared information, Ministry of Education Sports and Youth, as well as the Center for Educational Services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.

First name Father's name Surname of the candidate

First name Father's Nme of the academic secretariat staff

Signature

Signature

Location: _____ Date: ____ . ____ . 2025

**Category – Second Study Program and Transfers.
Academic Year 2025–2026**

<i>Reference to the Guideline Stages</i>	<i>Deadlines and Completion Date</i>
Application period	01.09.2025—12.09.2025
Publication of the lists of candidates who have applied for transfer of studies and those who have applied for a second study program.	17.09.2025
Review of applications and evaluation of files by the commission.	23.09.2025
Announcement of the ranked list of candidates	24.09.2025
Announcement of the final ranked list of candidates	26.09.2025
Candidate registration	06.10.2025—10.10.2025
Filling of the remaining vacant quotas, according to the candidates ranked by the points obtained below the threshold.	17.10.2025