



REPUBLIKA E SHQIPËRISË  
UNIVERSITETI I TIRANËS  
FAKULTETI I GJUHËVE TË HUAJA



## REQUIRED DOCUMENTATION FOR APPLYING FOR THE SECOND CYCLE OF STUDY

### TRANSFER AND SECOND PROGRAM OF STUDY ACADEMIC YEAR 2025-2026

#### TRANSFER AND SECOND PROGRAM OF STUDY

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

**The candidate applying for a transfer to the second cycle of studies must present personally or through an authorized person at the Higher Education Institution (HEI) and submit the following documentation:**

- a) The diploma and transcript/supplement of the diploma, or a certified copy of the original, for the first cycle of studies. A first-cycle diploma obtained abroad must be accompanied by a recognition and equivalency document issued by the CES (QSHA), or a certified copy of this document.
- b) The State Matura diploma along with the certificate of grades, or certified copies of these documents, validated by the relevant local educational institution responsible for pre-university education (DRAP/ZVAP). Candidates who completed secondary school before the entry into force of Decision no. 876, dated 3.11.2010, of the Council of Ministers, "On some amendments to Decision no. 78, dated 8.2.2006, of the Council of Ministers 'On the Creation of the State Matura and Admissions to Public Higher Education Institutions,' as amended," must present the Maturity Certificate (original or a certified copy, validated by the relevant local educational institution, responsible for pre-university education (DRAP/ZVAP)). If candidates do not have the Maturity Certificate from secondary school, they must submit a duplicate of the maturity certificate issued by the secondary school where they completed their education, confirmed by the relevant local educational institution, or a document issued by the State Archives along with the transcript.
- c. The application form according to Annex 3 of this guideline;
- d. A copy of the identification document (ID card, personal identification card, or passport);
- e. Two personal photographs;
- f. proof of knowledge of the Albanian language, issued by the responsible authorities, only for foreign nationals who are registering in a study program conducted in the Albanian language. A candidate with Albanian nationality and knowledge of the Albanian language may present any document from their country of origin that proves their knowledge of the language. This requirement is waived for foreign nationals who have completed secondary education or a study program in the Albanian language at higher education institutions in the Republic of Albania.
- g. The declaration according to Annex 1 of this guideline;
- h. The original document of deregistration from the Higher Education Institution (HEI) from which the transfer is made, containing:
  - i. Name, paternity, and surname;
  - i. Date of birth; place of birth; nationality;
  - ii. Matriculation numbers for the first and second-cycle study programs and the respective faculties of the Higher Education Institution (HEI) where the studies were completed and from where the transfer is being made;
  - iii. Name of the HEI and the study program of the first and second cycle, along with the mode of study;
  - iv. Date of enrollment in the study program offered by the HEI;
  - v. Complete study plan from which the transfer is being made, confirmation of the grade list, credits earned for each subject, and the required courses completed in the second-cycle studies, which will serve for the equivalence of the subjects of the followed study program and the respective syllabi for the completed courses.



## **SECOND-CYCLE STUDY PROGRAM, IN THE SECOND-CYCLE STUDY PROGRAMS**

The candidate applying for a **second study program** must submit the following documentation to the academic secretary responsible for the relevant study program:

- a) The diploma and transcript/supplement to the diploma, or a copy of the diploma certified as equivalent to the original, for the second-cycle studies. If the second-cycle diploma was obtained abroad, it must be accompanied by the recognition and equivalence certificate issued by the CES (QSHA), or a certified copy of it, in accordance with the deadlines specified in this guideline.
- b) The diploma and transcript/supplement to the diploma, or a copy of it certified as equivalent to the original, for the first-cycle studies. If the first-cycle diploma was obtained abroad, it must be accompanied by the recognition and equivalence certificate issued by the CES, or a certified copy of it.
- c) The State Matura diploma along with the certificate of grades, or certified copies of it, confirmed by the relevant local educational institution responsible for pre-university education (DRAP/ZVAP). Candidates who completed secondary school before the enactment of Decision no. 876, dated 3.11.2010, of the Council of Ministers, "On amendments to Decision no. 78, dated 8.2.2006, of the Council of Ministers 'On the creation of the State Matura and admissions to public higher education institutions' as amended" must submit the Maturity Certificate (original or a certified copy, confirmed by the relevant local educational institution responsible for pre-university education (DRAP/ZVAP)). If the candidates do not possess the maturity certificate from secondary school, they must submit a duplicate of the maturity certificate, issued by the high school they graduated from and confirmed by the relevant local educational institution responsible for pre-university education (DRAP/ZVAP), or the document issued by the State Archives along with the transcript of grades.
- d) The application form according to Appendix no. 3 of this guideline.
- e) A copy of the identification document (identity card, ID card, or passport).
- f) Two personal photos
- g) Proof of knowledge of the Albanian language, issued by the responsible authorities, only for foreign nationals registering in a study program conducted in the Albanian language. A candidate with Albanian nationality and knowledge of the Albanian language may present any document from their home country proving proficiency in this language. This requirement does not apply to foreign nationals who have completed secondary education or a study program in the Albanian language in higher education institutions in the Republic of Albania.
- h) A declaration according to Appendix no. 1 of this guideline.
- i) The full study program of the second cycle of studies, including the relevant syllabi, confirmation of the transcript of grades, credits earned for each subject, and the completed requirements, which will be used for the recognition of exams passed and/or relevant credits, if the recognition of passed exams and/or corresponding credits is required.

Candidates from special categories applying for transfer to the second cycle of studies or for a second program in the second cycle must submit additional documentation as follows:

Candidates with the status of a person with disabilities, in addition to the documentation specified in point 8 of this section, must also submit a copy of the decision from the **Medical Commission for Work Capacity Determination (KMCAP)** or a copy of the relevant booklet issued by the State Social Service, certified as equivalent to the original.

Candidates with the **status of an orphan**, in addition to the documentation specified in point 8 of this section, must also submit a **certified copy of the document that certifies their orphan status**, issued by the State Social Service.

**Roma and Egyptian candidates**, in addition to the documentation specified in point 8 of this section, must also submit a **self-declaration** or a document that **proves their affiliation with the Roma or Egyptian minority**.



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**Appendix no. 1**

**Statement**

I, the undersigned \_\_\_\_\_, (name paternity surname) born on \_\_\_\_\_ with identity card/passport no. \_\_\_\_\_

1. Authorize the institution of higher education \_\_\_\_\_ the ministry responsible for education and the institution responsible for providing 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 the admission criteria in the study program at the time of application, as well as with the evaluation points for each evaluation criterion, I agree on.

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, the ministry responsible for education and/or the institution responsible for providing educational services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.

\_\_\_\_\_  
Name father's name, surname of the candidate

\_\_\_\_\_  
Name Father's name, Surname of the educational secretariat clerk

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Location: \_\_\_\_\_ Date ..... \_\_\_\_\_



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### Appendix no. 3

Date: \_\_/\_\_/\_\_

#### Application form

I the undersigned \_\_\_\_\_ (name paternity surname), born on \_\_\_\_\_ with identity card/passport no. \_\_\_\_\_ email: \_\_\_\_\_ Mobile: \_\_\_\_\_ wish to be registered in the second cycle program of study:

- ☐ Of professional nature 2-years
- ☐ "Bachelor"
- ☐ Integrated second cycle
- ☐ "Professional master"
- ☐ "Master of Science", "Master of Arts",

\_\_\_\_\_ at the HEI \_\_\_\_\_

I hereby declare that I am applying for the quota for candidates (to be marked with an "x" where the candidate comes from):

1. I declare that I am applying for the quota for candidates:

- a) Albanian citizen within the country
- b) Of Albanian citizenship from territories (mark an "x" the country the candidate comes from):

o Republic of Kosovo;

o Montenegro;

o Preveze;

o Bujanovac;

o Medveja;

c) with a foreign diploma

Citizenship \_\_\_\_\_

Native language \_\_\_\_\_

Secondary education \_\_\_\_\_

Current address \_\_\_\_\_

**I hereby declare that I am applying for the quota for the candidates** (the category to which the candidate is part of shall be marked with an X):

- ☐ Person with limited abilities (PAK)
- ☐ Orphan
- ☐ Roma minority
- ☐ Egyptian minority

- 3. I declare that I am aware of the provisions of the Ministerial Instruction responsible for education regarding admissions to the relevant cycle of study.
- 4. I declare that, at the time of application, I am familiar with the additional criteria approved in the statutes or relevant regulations of the Higher Education Institution (HEI) and the study program, as well as with the evaluation points for each evaluation criterion, and I agree with the above.
- 5. I authorize the above-mentioned institution of higher education and the institution responsible for providing educational services for the processing of my personal data in the framework of the application and registration for the continuation of the studies of higher education, in the above-mentioned Institution, as well as their publication.
- 6. I also authorize the Higher Education Institution and the responsible institution 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 completed, and any other verification related to the above, the application, as well as the data declared in this form.
- 7. 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.
- 8. 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, the ministry responsible for education and/or the institution responsible for providing educational services and/or the HEI initiate the procedure of their control and eventually forward this data to the competent authorities.

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

**Name Surname of the clerk accepting the application (Signature)**