



REQUIRED DOCUMENTATION FOR APPLYING FOR THE SECOND CYCLE OF STUDIES “MASTER OF SCIENCE”, PROFESSIONAL MASTER”, “JOINT MASTER”
FIRST STUDY PROGRAM
ACADEMIC YEAR 2025-2026

CHAPTER VII/10

ADMISSIONS TO THE SECOND CYCLE OF STUDIES "PROFESSIONAL MASTER" AND “MASTER OF SCIENCES”

The candidate must present **in person or through the person authorized by him/her** to hand over the following documentation:

a) Diploma and list of grades/diploma supplement, or a certified copy of the first cycle of studies diploma valid in the Republic of Albania. Diplomas of the first cycle of studies finished abroad, accompanied by a certified copy of it or in its absence must hand over the official document on the basis of which it is made the recognition and equation in the Republic of Albania, issued in the country where he finished his studies that allows registration and continuation of studies in the second cycle.

The candidates, who have not completed the process of recognition and equation of the diploma, hand over the document that they have applied to CES for recognition and equation.

- b) the application form, according to the format of Appendix no. 2, attached to this guideline.
- c) the student's statement according to Appendix no. 1. attached to this guideline;
- d) a copy of the identification document (identity card, personal identification card or passport);
- e) two personal photos;

Additional documentation that applies only to foreign citizens:

- certificate of Albanian language, issued by the responsible structure for the foreign citizen who is registering in a program of study conducted in the Albanian language. The candidate that has Albanian citizenship and is proficient in Albanian can present any document from the place of origin that certifies the level of the language. Foreign citizens who have completed a cycle/study program in the Albanian language in institutions of higher education in the Republic of Albania are exempt from this obligation..
- candidates part of special categories, besides the documents requested above, must submit:

¹ Regional Directorate of Pre-University Education/Local Office of Pre-University Education



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- the candidate bearing the status of a person with limited abilities must submit the notarized copy of the blindness booklet issued by the State Social Service or a notarized copy of the MCDWA² decision;
- the candidate bearing the status of an orphan must submit the notarized copy of the document that certifies the orphan status issued by the State Social Service;

² The Medical Commission for Determining Work Abilities



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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. 2 Date: / /

Applixation 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:

- "Master of Science in **TRILINGUAL 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 as **TRANSLATOR** in the branch of English language. In the Faculty of Foreign Languages, in the HEIs of the University of Tirana."
- **Joint Master** with the University of Sorbonne Paris Nord "COMPUTER AND LINGUISTIC PROCESSING OF WRITTEN DOCUMENTS"

1. I declare that I am applying for the quota for candidates:
- a) Albanian citizen inside the country
- b) Of Albanian citizenship from territories (mark an “x” the country the candidate comes from):
- o Republic of Kosovo;
 - o Montenegro;
 - o Presevo;
 - o Bujanovac;
 - o Medveja;

C. From the special categories (PAK, the special category to which the candidate is part of shall be marked):

D. Foreign citizen

Native language_____. Citizenship_____

Name of the university _____

3. 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.
4. I declare that I will register only in one program of study in which I will have been announced winner for the coming academic year.
5. 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.
6. I declare that I am familiar with the relevant guideline and I am informed about the application, selection and registration procedures.
7. 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)