



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES

DOCUMENTS REQUIRED FOR EXEMPTION FROM TUITION FEES FOR THE ACADEMIC YEAR 2025-2026 FOR FIRST-CYCLE STUDENTS (BACHELOR'S DEGREE)

Pursuant to Council of Ministers Decision No. 40 dated 23.01.2019 and Decision No. 251 dated 27.03.2020 regarding exemption from tuition fees, we inform that applications to benefit from the exemption will be submitted by the student through the delivery of the required documents to the Department of the language they are enrolled in.

Students enrolling in the first year as well as in other years may submit their documentation from **October 13, 2025, to November 14, 2025.**

The documents that students must submit, according to their category, are as follows:

a) STUDENTS FROM FAMILIES RECEIVING ECONOMIC ASSISTANCE:

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Family certificate.
3. Certification from the Administrative Unit confirming economic assistance from the social assistance section of the Municipality, indicating the file number and its value. This document must be downloaded from the e-Albania portal and will **not** be accepted if not obtained through this portal (e-Albania).
4. Photocopy of the student's ID card.
5. Student certification.

b) STUDENTS WHO ARE MARRIED WITH CHILDREN AND BOTH ARE STUDENTS:

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al)
2. Student certification from public higher education institutions (IAL) for both parents.
3. Family certificate.
4. Photocopy of the student's ID card.

c) STUDENTS WITH DISABILITIES, VERIFIED BY THE MEDICAL COMMISSION FOR ASSESSMENT OF WORK CAPACITY, BENEFICIARIES OF DISABILITY PAYMENTS



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For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Photocopy of the student's ID card.
3. Medical-Legal Report from the Medical Commission for Assessment of Work Capacity (KMCAP) (photocopy, notarized).
4. Certification from the Social Insurance Institute or from the social assistance offices of the Municipality confirming receipt of disability payments.
5. Student certification.

ç) STUDENTS WHO HAVE AT LEAST ONE PARENT WITH DISABILITIES, VERIFIED BY THE MEDICAL COMMISSION FOR ASSESSMENT OF WORK CAPACITY, BENEFICIARIES OF DISABILITY PAYMENTS

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Original or notarized copy of the KMCAP Certification for both parents with disabilities (work disability, paraplegic disability, tetraplegic disability).
3. Original certification from the Social Insurance Institute regarding the disability pension.
4. Original certification from the Administrative Unit regarding work incapacity payments.
5. Family certificate confirming the relationship between the student and the parent with a work disability, paraplegic, or tetraplegic condition.
6. Photocopy of the student's ID card.

d) STUDENTS WHO HAVE BOTH PARENTS RETIRED OR ONE PARENT RETIRED AND THE OTHER DECEASED

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Original certification from the Social Insurance Institute regarding the payment of old-age pensions for the parent(s).
3. Family certificate.
4. Death certificate of the parent (in cases where one parent is deceased).
5. Photocopy of the student's ID card.
6. Student certification.



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dh) STUDENTS WHO ARE THIRD OR SUBSEQUENT CHILDREN IN FAMILIES WITH THREE OR MORE CHILDREN, WHERE THE FIRST TWO CHILDREN ARE ENROLLED IN PUBLIC HIGHER EDUCATION INSTITUTIONS

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Family certificate.
3. Certification confirming that the first two children are enrolled as students in public higher education institutions.
4. Photocopy of the student's ID card.

e) Students Who Have Obtained Orphan Status, Up to the Age of 25

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Family certificate.
3. Notarized photocopy of the orphan status certificate
4. Photocopy of the student's ID card
5. Student certification.

ë) Students Who Have Lost Parental Custody by Final Court Decision, Up to the Age of 25

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Family certificate.
3. Final court decision regarding the loss of parental custody.
4. Photocopy of the student's ID card.
5. Student certification.

f) Students Identified as Victims of Human Trafficking and Granted Legal Status for Treatment as Victims of Human Trafficking, Up to the Age of 25

For this category, the documents to be submitted are:



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1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Certification from the Ministry of Interior.
3. Photocopy of the student's ID card.
4. Student certification.

g) Students Who Are Children of Employees of the State Police, Republican Guard, Internal Affairs and Complaints Service, Fire and Rescue Service, Armed Forces, State Intelligence Service, and Prison Police Who Have Lost Their Lives in the Line of Duty

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Certification from the relevant Ministry.
3. Photocopy of the student's ID card.
4. Family certificate.
5. Student certification.

h) Roma and Egyptian Students, Identified Through Self-Declaration

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Notarized self-declaration form.
3. Photocopy of the student's ID card.
4. Student certification.

i) Students Who Are Children of Former Prisoners or Politically Persecuted Persons Under the Communist Regime, or Children of Parents Who Were Politically Imprisoned

For this category, the documents to be submitted are:

1. Application form for exemption from tuition fees (downloadable from the faculty website: www.fgjh.edu.al).
2. Family certificate confirming the relationship of the student to the parent(s) who were former prisoners or politically persecuted, or to parents who were politically imprisoned.
3. Certification of the parent's status as a former politically persecuted or imprisoned individual.
4. Student certification.



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Note:

THE FOLLOWING INDIVIDUALS ARE NOT ELIGIBLE FOR EXEMPTION UNDER THIS DECISION

1. Those enrolled in a second study program, for which they must cover the full cost of studies.
(*Exception: outstanding students are exempt from this rule.*)
2. Students repeating a year.

Submission Period: October 13, 2025 – November 14, 2025

After the submission of the documentation and its verification by the offices that issued the documents, the decision regarding students who will be granted exemption from tuition fees will be made by the **Board of Administration**.

For any questions or clarifications, please contact: info.fgjh@unitir.edu.al