



REPUBLIC OF ALBANIA
UNIVERSITY OF TIRANA
FACULTY OF FOREIGN LANGUAGES

Documentation Required for Tuition Fee Reduction for Second-Cycle Students for the Academic Year 2025-2026

Based on Council of Ministers Decision No. 780 dated 26.12.2018, regarding a 50% reduction of tuition fees for second-cycle students, we inform that applications to benefit from the fee reduction must be submitted **personally by the student**.

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

1/a) Students with Disabilities, Verified by the Medical Commission for Assessment of Work Capacity, Including Blind Students, Tetraplegic, Paraplegic, or Students with Other Disabilities

For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) Notarized photocopy of the certificate from the Medical Commission for Determining Blindness (K.M.P.V.) or from the Medical Commission for Assessment of Work Capacity (K.M.C.A.P.).
- c) Original certification from the local self-government unit regarding the level of disability/disability allowance received by the student, including protocol number.
- d) Notarized photocopy of the Blindness Booklet / Notarized photocopy of paraplegic/tetraplegic status.
- e) Photocopy of the student's ID card.
- f) Student certification.

a) Students from Families Receiving Economic Assistance

For this category, the documents to be submitted are:

1. Application form for exemption or treatment as a scholarship recipient (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 **protocolled, signed, and stamped**.
4. Photocopy of the student's ID card.



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1/b) Students Who Are Children of Persons/Families with Disabilities, Verified by the Medical Commission for Work Capacity (KMCAP), Whose Families Benefit from Law No. 9355, dated 10.03.2005 “On Social Assistance and Services,” as Amended, Receiving Full or Partial Economic Assistance from Local Government Units

For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) Original or notarized copy of the KMCAP certificate for the student’s parent(s) with disabilities (work disability, paraplegic, tetraplegic).
- c) Certification issued by the local association of disabled workers, together with a notarized photocopy of the Work Disability Certificate obtained according to the parent’s disability status.
- d) Original certification from the Social Insurance Institute regarding the payment of the disability pension.
- e) Original certification from the local self-government unit regarding the amount of social assistance received by the disabled parent, protocolled.
- f) Family certificate confirming the relationship of the student to the parent with work disability, paraplegic, or tetraplegic status.
- g) Photocopy of the student’s ID card.
- h) Student certification.

1/c) Students Who Have Obtained Orphan Status, Up to the Age of 25

For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) Family certificate.
- c) Photocopy of the student’s ID card.
- d) Notarized photocopy of the orphan status certificate, issued by the Ministry of Social Welfare and Youth.
- e) Student certification.

1/ç) 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:

- a) Application form to benefit from the tuition fee reduction.
- b) Student certification.
- c) Family certificate.
- d) Final court decision regarding the loss of parental custody.
- e) Photocopy of the student’s ID card.

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



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For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) Student certification.
- c) Certification from the Ministry of Interior.
- d) Photocopy of the student's ID card.

1/dh) 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:

- a) Application form to benefit from the tuition fee reduction.
- b) Student certification.
- c) Certification from the relevant Ministry.

1/e) Roma and Egyptian students, who will be identified through self-declaration:

For this category, the documents that must be completed are:

- a) Application form to benefit from tuition fee reduction
- b) Student certificate
- c) Notarized self-declaration form
- d) Photocopy of the student's ID card

1/h) Students Up to the Age of 25 Who Have Only One Parent, Because the Other Parent Is Deceased, and Whose Family's Annual Income Is Insufficient to Cover the Cost of Studies. For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) Family certificate and photocopy of the student's ID card.
- c) Death certificate of the deceased parent.
- d) Certifications verifying the family's annual income, including:

1. Certification from the Regional Tax Directorate that no family member over 18 engages in private business activities
2. Certifications from the Employment Office confirming whether parents or any family member over 18 is registered as unemployed.
3. Family certification from the Social Insurance Institute regarding whether family members receive a pension or not.
4. Certification regarding ownership of land or income-generating real estate property by family members.



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

1. For this category, the documents to be submitted are:

- a) Application form to benefit from the tuition fee reduction.
- b) 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.
- c) Certification of the parent's status as a former politically persecuted or imprisoned individual.
- d) Criminal record or certification regarding the period of the parent's political imprisonment, issued by the Ministry of Interior.

Note:

Individuals eligible under the above social categories **do not benefit** from this decision if they:

1. Are 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. Are students repeating a year.

Documentation must be submitted **personally by each student**.

After submission and verification of the documentation, the decision regarding students who will benefit from the tuition fee reduction will be made by the **Board of Administration**. Students who do not qualify under the Board's decision will be required to pay the **full tuition fee** for the academic year.

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