

**ADMISSION PROCEDURE OF THE EUROPEAN UNION MEMBER STATES,
EUROPEAN ECONOMIC AREA STATES, OTHER FOREIGN CITIZENS AND
STATELESS PERSONS TO UTENA UNIVERSITY OF APPLIED SCIENCES IN 2020**

**CHAPTER I
GENERAL PROVISIONS**

1. Admission procedure (further EU) of Member states of the European Union, European Economic Area states, other foreign citizens and stateless persons (further foreigners) to Utena University of Applied Sciences (further University) defines conditions, document submission procedure, terms and tuition fees for foreigners who pay tuition fee to study at the University.
2. Foreigners who have no less than high/secondary school graduation certificate authorized in Lithuania by the determinate order confirmed by the Government of the Republic of Lithuania have the right to be admitted to the University.
3. Foreigners (except for citizens of the Member States of the European Union and the European Economic Area) may start studies only after obtaining the National Visa D in accordance with the established procedure or holding a Temporary Residence Permit in the Republic of Lithuania.
4. Studies for foreigners at the University are conducted in English or Russian.

**CHAPTER II
STUDY PROGRAMS**

5. List of study programs to be accepted in 2020:

FACULTY OF MEDICINE					
<i>State code</i>	<i>Study program</i>	<i>Language taught</i>	<i>Form of studies¹ and duration (year)</i>		<i>Professional qualification acquired</i>
			<i>F</i>	<i>P</i>	

The group of study fields: HEALTH SCIENCES						
Qualification degree granted: PROFESSIONAL BACHELOR OF HEALTH SCIENCES						
6531GX024	General Practice Nursing	Russian	3,5	-	Full-time	General Practice Nurse
6531GX027	Physiotherapy	Russian	3	-	Full-time	Physiotherapist
The group of study fields: SOCIAL SCIENCES						
Qualification degree granted: PROFESSIONAL BACHELOR OF SOCIAL SCIENCES						
6531JX015	Social Work	Russian	3	4	Sessional	Social Worker

FACULTY OF BUSINESS AND TECHNOLOGIES						
State code	Study program	Language taught	Form of studies ¹ and duration (year)		Form of schedule	Remark
			F	P		
The group of study fields: ENGINEERING SCIENCES						
Qualification degree granted: PROFESSIONAL BACHELOR OF ENGINEERING SCIENCES						
6531EX043	Automatic Control Systems	English	3	4	Full-time/ Sessional	
The group of study fields: COMPUTER SCIENCES						
Qualification degree granted: PROFESSIONAL BACHELOR OF COMPUTER SCIENCES						
6531BX020	Information Systems Engineering	English, Russian	3	4	Full-time/ Sessional	
The group of study fields: LAW						
Qualification degree granted: PROFESSIONAL BACHELOR OF LAW						
6531KX007	Law	Russian	3	4	Full-time/ Sessional	
The group of study fields: BUSINESS AND PUBLIC MANAGEMENT						
Qualification degree granted: PROFESSIONAL BACHELOR OF BUSINESS AND PUBLIC MANAGEMENT						
6531LX076	Business Management	English, Russian	3	4	Full-time/ Sessional	
6531LX075	Tourism and Hotel Administration	English, Russian	3	4	Full-time/ Sessional	

¹Part-time study form is **allowed only for** citizens of the Republic of Lithuania or other member countries of the European Union (EU) or European Economic Area (EEA).

CHAPTER III ADMISSION

6. Foreign citizens and stateless persons are admitted to higher education institutions to study *at their own expense* through a competition.
7. Admission is allowed for persons, who has a secondary education.
8. The age of applicants are not limited.
9. Admission dates and procedures are given in the table below:

Admission dates and procedures

<i>ADMISSION (only to non-funded state places)</i>		
<i>Admission procedures</i>	<i>Deadline dates</i>	<i>Admission place and remarks</i>
Submission of applications for study and other necessary documents of students intending to study from the autumn semester ; calculation of the competitive score; study agreements signing.	Till 01-08-2020	Documents are submitted by e-mail admission@utenos-kolegija.lt or at the address:
Submission of applications for study and other necessary documents of students intending to study from the spring semester ; calculation of the competitive score; study agreements signing..	Till 01-11- 2020	Maironio str. 7, room 26 LT-28142 Utena, Republic of Lithuania

10. Decisions regarding admission of the foreigners to study in the chosen study program are made within 10 workdays after the term for the application expires. Applicants are informed by email about made decisions.

11. The following documents are being sent together with the decision:

11.1 Letter of study offer (in English or Russian);

11.2. Learning agreement, where the mutual rights and commitments of the student and the institution are defined. Signed learning agreement together with the receipt of paid tuition fee has to be returned within 10 calendar days (scanned documents are accepted).

12. After the signed learning agreement and admission fee and other required documents are received, the number of mediation letter for **National Visa (D)**, which are uploaded to information system (EPIS) service portal, are sent by email for a citizens of other foreign states and stateless persons.

13 . Foreigners coming to study **take care of all the documents necessary for the trip and living in the Republic of Lithuania by themselves** (passport, temporary or permanent residence permit in Lithuania, health insurance, travels formalities, etc.)

CHAPTER IV

REQUIRED DOCUMENTS FOR ADMISSION

14. Applicants have to submit the following documents:

14.1. Citizens of the Member States of the European Union, European Economic Area countries:

14.1.1. filled standard application (Annex 1);

14.1.2. copies of personal identification document (passport or ID) certified by the notary or other adequate institution;

14.1.3. original documents or copies confirmed by the notary of not lower than high/secondary school graduation certificate (certificate, diploma and their supplements). The documents should be translated into English or Russian languages. The translation has to be certified by the notary (or other adequate institution).

14.1.4. payment receipt of the admission fee (original) or its copy; (see p. 30)

14.1.5.1 photograph (3x4 cm);

14.1.6 documents proving the change of name or surname or copy authorized by the notary in case the documents certifying the obtained education are issued under other name and (or) surname;

14.1.7. Documents issued by the Centre for Quality Assessment in Higher Education evidencing secondary education or equivalent received in non-Lithuanian higher education school (according to the Government Act of the Republic of Lithuania No. 212 of February, 2012 " On approving regulations of evaluating and recognizing qualifications gained abroad which grants the right to higher education and qualification of higher education" (Official Gazette, 2012, Nr. 12891290);

14.1.7.1. to apply to the Study Quality Assessment Centre (further - SKVC) regarding the recognition of education acquired in foreign institutions (recognition of education **is not required**: graduates of the European Baccalaureate Diploma Program; for those who have acquired the qualifications *Atestāts par vispārējo vidējo izglītību* in general secondary education or *Diploms par profesionālo vidējo izglītību* in secondary education since 2019 in the Republic of Latvia; who have obtained the qualifications *Gümnaasiumi lõputunnistus* or *Kutsekeskhariduse lõputunnistus* in the Republic of Estonia since 2019).

14.2. Citizens of Other Foreign States and Stateless Persons:

14.2.1.filled standard application (Annex 1);

14.2.2.copies of personal identification document (passport or ID) certified by the notary or other adequate institution;

14.2.3.copies of documents certifying at least secondary education (certificate, diploma, their annexes, appendices, study certificate) in the original language in accordance with the established procedure. If the documents are not issued in English or Russian, a translation of the education document (certificate, diploma, study certificate) and its appendix into Lithuanian, Russian or English must also be submitted;

14.2.4. payment receipt of the admission fee (original) or its copy;

14.2.5. 1 photograph (3x4 cm);

14.2.6 documents proving of change of name or surname or copy authorized by the notary in case the documents certifying the obtained education are issued under other name and (or) surname;

14.2.7. Documents issued by the Centre for Quality Assessment in Higher Education evidencing secondary education or equivalent received in non-Lithuanian higher education school (according to the Government Act of the Republic of Lithuania No. 212 of February, 2012 ” On approving regulations of evaluating and recognizing qualifications gained abroad which grants the right to higher education and qualification of higher education” (Official Gazette, 2012, Nr. 12891290);

14.2.8. documents certifying not lower than B1/B2 level of English and/or Russian or proven record of language knowledge issued by competent authority;

15. Certified copies of documents (they are approved by Document reception service of Utena University by showing original document) must be attached in case to form students personal case.

16. If all the required documents are not submitted, the application is not considered.

17. Admission fee **is not refundable** even if application was taken back.

CHAPTER V

ADMISSION TO THE HIGHER COURSE

18. Foreigners who have studied and, for various reasons, have not graduated from a higher school, college, or other **higher education institution**, or have graduated and wish to study **another study program (specialization)** or continue their studies at a higher level, are admitted to a higher course.

19. Persons wishing to enter a higher course have to submit the documents specified in Chapter IV of these Rules Required Documents. It is not necessary to approve a higher education diploma with an annex or appendix or a study certificate from the higher education institution with which Utena University has signed an inter-institutional cooperation agreement by the established procedure

20. Admission to the course (semester) in which there are **no more than three differences in the subjects of the study program, but not more than 30 credits**. These differences are allowed to be eliminated during the studies **before the beginning of the examination session**.

21. Learning outcomes are credited by the [University's credit transfer procedure](#) and/or the [Description of the University's non-formal and informal learning competencies](#) related to higher education assessment and recognition procedure approved by the College's Academic Council.

22. Information about the study results of the person intending to study is provided to the head of the department of the University, who conducts academic recognition.

23. The head of the department, following the student's request, diploma supplement, study certificate and/or subject descriptions, documents proving the competencies acquired in the non-formal adult education system, evaluates the compliance of study results with the subject requirements of the desired study program and records the decision in the form.

24. Upon receipt of the card for study results, the admission of a student have to be carried out in accordance with the procedure specified in Chapter III *Admission* of these Rules.

CHAPTER VI

REGISTRATION FEE, ACCOUNT DETAILS

25. Applicants to the College, when submitting an application for admission have to pay a registration fee of EUR **50.00**.

26. Registration fee, tuition fee is paid:

Name of the bank:	AB bankas "Swedbank"
SWIFT code:	HABALT22
Code of the bank:	73000
Account №.	LT96 7300 0100 0260 7628
Beneficiary:	Utenos kolegija
Company code:	111965850
Name of the payment:	Registracijos įmoka
Payer's personal identification code	To write applicant's personal code or personal identification number

CHAPTER VII

TUITION FEE

27. Students, admitted to the Utena UAS must pay the annual study program fee (or part of it) before signing the study agreement by submitting a payment receipt; the other - according to the terms specified in the study agreement.

28. Students (it does not apply to foreign citizens and stateless persons) wishing to pay for their studies in parts must sign a commitment to pay in parts after paying 20% of the tuition fee in the Accounting and Finance Department. Upon termination of the study contract, 20% of the study price is non-refundable.

29. The **fee of the study program** may be adjusted proportionally for students who, according to the procedure of crediting of study results, credits, and study results of subjects studied at the University and/or other higher education institutions corresponding to the parts of the study program are credited.

30. Citizens of other foreign states and stateless persons admitted to study must pay the full **one-year study program fee** and one year fee for the student dormitory.

31. If a foreigner invited to study (citizens of other foreign states and stateless persons) has not received a visa of the Republic of Lithuania and for this reason is unable to come to study, the tuition fee (90%) and dormitory deposit shall be refunded upon submission of a written request for refund bank account details or a notarised power of attorney to refund these fees to the payer's account if the fees were not paid by him. Together with the application, he must submit a copy of the explanatory document of the visa refusal of the embassy of the Republic of Lithuania in the respective foreign country.

32. If a person invited to study (citizens of other foreign states and stateless persons) has received a visa of the Republic of Lithuania, but has not come to study, the study program fee and dormitory deposit paid by him or her is not refunded.

33. Annual tuition fee for foreigners admitted to study places at their own expense in 2020 established by the Academic Council of the Utena UAS.

CHAPTER VIII

ADDRESSES AND TELEPHONES OF THE ADMISSION OFFICE

34. Information about admission, registration of documents and studies is provided on Mondays - Thursdays from 8.00 to 17.00, on Fridays from 8.00 to 14.30, lunch break from 12.00 to 12.30. Address: Maironio str. 7, Room 26, LT-28142 Utena; tel. (8 610 69398); fax (8-389) 51 662; el. e-mail: admission@utenos-kolegija.lt; website: www.utenos-kolegija.lt.

CHAPTER IX

OTHER INFORMATION

35 . Studies for the foreign students with language of instruction will be organised if a group of students with minimum 5 persons will be formed.

36. Rules, application and study agreement forms, other information about admission and studies are published on the College's website: <http://www.utenos-kolegija.lt>.

Annex 1 to the Admission Procedure of the
Utena UAS of Citizens of the European Union
Member States, European Economic Area
Countries and Other Foreign Countries and
Stateless Persons in 2020

Surname	Name
Date of birth	Place of birth
Sex <input type="checkbox"/> male <input type="checkbox"/> female	Nationality
Phone N° (with country code)	Email

APPLICATION

(application form must be printed or written in capitalized letters)

_____ -2020

Utena

Registration date	Registration N°
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I choose the study program and form in the following order:

Wish list when choosing study programs (no more than 3 requests)				Study form	
N°	Study program	Language taught (English)	Language taught (Russian)	Full-time	Part-time
	FACULTY OF BUSINESS AND TECHNOLOGIES				
1.	Law				
2.	Tourism and Hotel Administration				

3.	Business Administration				
4.	Information Systems Engineering				
5.	Automatic Control Systems		-		
FACULTY OF MEDICINE					
6.	Social Work		-		<input type="checkbox"/>
7.	General Practice Nursing	---			-
8.	Physiotherapy		-		-

I provide this additional data:

1. Permanent address

Address	
Postal code	City
Country	Valid till (dd-mm-yyyy)

2. Temporary address (if different from permanent)

Address	
Postal code	City
Country	Valid till (dd-mm-yyyy)

3. 3. Person to be contacted in case of emergency

Name	Surname
Address	
Postal code	City
Country	
Phone N° (with country code)	
Email	

4. Education

Education (higher, secondary)	
Education acquired	
Beginning of learning	
End of learning	
Type of educational institution	

5. Passport information (for non-EU citizens)

Passport N°	
Date of issue	
Valid untill	
Place of issue	

I guarantee that the provided data is correct, I am acquainted with the procedure for admission of foreign citizens to Utena University, I agree with the processing of my personal documents provided for in the admission to study procedures:

(date)

(signature of applicant)

(name, surname)

Notes made by higher school:

<i>Who registered</i>	<i>Signature</i>	<i>Date</i>	<i>Paid amount</i>	<i>Registration N°</i>					
Who formalized the documents	signature		date						

