

RULES FOR THE ADMISSION OF NATIONALS OF MEMBER STATES OF THE EUROPEAN UNION, MEMBER STATES OF THE EUROPEAN FREE TRADE ASSOCIATION, CITIZENS OF OTHER COUNTRIES AND STATELESS PERSONS TO UTENA UNIVERSITY OF APPLIED SCIENCES

**CHAPTER I
GENERAL PROVISIONS**

1. Admission procedure (hereinafter Procedure) of Member states of the European Union, other Foreign nationals and stateless persons (hereinafter foreigners) to Utena University of Applied Sciences (hereinafter Institution) defines conditions, document submission procedure, terms and tuition fees for foreigners who pay tuition fee to study at the Institution.

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 Institution.

3. Language of instructions to foreigners at the Institution is English and (or) Russian.

**CHAPTER II
STUDY PROGRAMS**

4. List of study programs where foreigners are admitted:

FACULTY OF MEDICINE					
<i>State code</i>	<i>Study program</i>	<i>Form of studies¹ and duration (y.)</i>		<i>Language of instruction</i>	<i>Professional qualification acquired</i>
		<i>F</i>	<i>P</i>		
The group of study fields: HEALTH SCIENCES Qualification degree awarded: PROFESSIONAL BACHELOR OF HEALTH SCIENCES					
6531GX024	General Practice Nursing	3,5	-	Russian	General Practice Nurse
6531GX025	Dental Hygiene	3	-	Russian	Dental Hygienist
6531GX026	Dental Technology	3	-	Russian	Dental technician
6531GX027	Physiotherapy	3	-	Russian, English	Physiotherapist
6531GX028	Cosmetology	3	4	Russian	-
6531GX029	Odontological Care	3	-	Russian	Assistant Dentist
The group of study fields: SOCIAL SCIENCES Qualification degree awarded: PROFESSIONAL BACHELOR OF SOCIAL SCIENCES					
6531JX015	Social Work	3	4	Russian, English	Social Worker
FACULTY OF BUSINESS AND TECHNOLOGIES					
<i>State code</i>	<i>Study program</i>	<i>Form of studies¹ and duration (y.)</i>		<i>Language of instruction</i>	
		<i>F</i>	<i>P</i>		
The group of study fields: ENGINEERING SCIENCES					

Qualification degree awarded: PROFESSIONAL BACHELOR OF ENGINEERING SCIENCES					
6531EX042	Occupational Safety and Environmental Engineering	3	4	Russian, English	
6531EX043	Automatic Control Systems	3	4	Russian, English	
The group of study fields: TECHNOLOGY SCIENCES Qualification degree awarded: PROFESSIONAL BACHELOR OF TECHNOLOGY SCIENCES					
6531FX007	Foodstuff Technology	3	4	Russian, English	
6531FX018	Clothing Design and Technology	-	4	Russian	
The group of study fields: COMPUTER SCIENCES Qualification degree awarded: PROFESSIONAL BACHELOR OF COMPUTER SCIENCES					
6531BX020	Information Systems Engineering	3	4	Russian, English	
The group of study fields: LAW Qualification degree awarded: PROFESSIONAL BACHELOR OF LAW					
6531KX007	Law	3	4	Russian, English	
The group of study fields: BUSINESS AND PUBLIC MANAGEMENT Qualification degree awarded: PROFESSIONAL BACHELOR OF BUSINESS AND PUBLIC MANAGEMENT					
6531LX074	Transport and logistics business	3	4	Russian, English	
6531LX073	Accounting	3	4	Russian, English	
6531LX076	Business Management and Innovation	3	4	Russian, English	
6531LX075	Management of Tourism Services	-	4	Russian, English	
The group of study fields: AGRICULTURE SCIENCES Qualification degree awarded: PROFESSIONAL BACHELOR OF AGRICULTURE SCIENCES					
6531IX007	Agriculture Technology	3	4	Russian	

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

5. Foreign citizen are admitted to the Institution on a competitive basis at their own expense. Admission is allowed for persons, who has not less than secondary education.

6. Foreigners are admitted to study programmes if they have the appropriate level of education and meet the requirements of the programme for which they are applying. For a person applying for admission to the first year, education must be equivalent to the secondary education provided in the Republic of Lithuania; the person the person applying for admission to the upper secondary course must have completed an education equivalent to that obtained in the Republic of Lithuania secondary and higher education. In institutions in foreign countries or under international persons applying to the Institution who have received education from foreign countries or educational programmes of foreign organisations must have acquired have a document of recognition of their education in Lithuania.

7. In all cases, the decision on the foreigner's eligibility to study a given study programme shall be made by the Director of the Institution (hereinafter referred to as the Director) on the recommendation of the Dean of the Faculty.

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>Admissin 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, signing of study agreements.	Till 2nd of August	Documents are submitted by e-mail admission@utenos-kolegija.lt or at the address: Maironio str. 7, room 26 LT-28142 Utena, Republic of Lithuania
Submission of applications for study and other necessary documents of students intending to study from the spring semester , calculation of the competitive score, signing of study agreements.	Till 3rd of November	

10. Admission of foreigners to study programmes offered by the Institution is carried out through all the procedures listed below:

10.1. filling in the application form studies (Annex No. 1);

10.2. payment of the fixed entry fee;

10.3. selection of applicants eligible for the programme

10.4. sending a document confirming the applicant's intention to enrol to the Centre for the Quality Assessment of Studies, enicnaric@skvc.lt. This document can also be sent to The justification of the objective pursued in Lithuania is not required if

10.4.1 Member States of the European Union or the European Free Trade Association a national of a Member State of the European Economic Area or a member of the family of such a national;

10.4.2 having refugee status, temporary protection or awaiting a decision refugee status or subsidiary protection;

10.4.3 from a Member State outside the European Union or the European Free Trade Association a national or stateless person with a residence permit in Lithuania;

10.4.4 a foreigner of Lithuanian origin or his/her children, grandchildren or great-grandchildren.

11. Decision on the applicant's admission to the study programme of your choice shall be made within 10 working days after the expiry of the specified application deadline. The applicant

shall be notified of the decision The applicant shall be informed of the decision by e-mail and the following scanned documents shall be sent to the applicant::

11.1 letter of acceptance (if SKVC certificate of recognition of qualification has been received equivalent to secondary education provided by the Republic of Lithuania).

11.2. a study agreement that sets out the rights and reciprocity between the student and the Institution obligations.

12. The student must sign the study agreement and send it to the Institution within 10 calendar days days. Upon receipt of the signed study agreement and a receipt confirming payment of the study programme fee, for foreigners requiring a visa, an e-mail is sent from the Service Information System a mediation letter for a multiple-entry national visa posted on the service portal (EPIS) number

13. The persons admitted to study shall be those persons who are specified in the order of the Director and concludes a study contract.

14 . 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

15. Applicants have to submit the following documents:

15.1. Citizens of Member States of the European Union, Member States of the European Free Trade Association:

15.1.1. filled standard application form (Annex 1);

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

15.1.3. 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).

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

15.1.6 documents legalizing 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;

15.1.7 a decision by the Centre for the Quality Assessment of Studies on the academic recognition of a foreign qualification. Apply to the Study Quality Assessment Centre (hereinafter referred to as "SKVC") for the recognition of education acquired in foreign institutions (no recognition is required for: graduates of the European Baccalaureate Diploma Programme; graduates of the qualifications Atestāts par vispārējo vidējo izglītību or Diploms par profesionālo vidējo izglītību from 2019 in the Republic of Latvia; graduates of the qualifications Gümnaasiumi lõputunnistus or Kutsekeskhariduse lõputunnistus from 2019 in the Republic of Estonia).

15.2. citizens and stateless persons of other countries:

15.2.1 filled standard application form (Annex 1);

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

15.2.3 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;

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

15.2.5 documents legalizing 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;

15.2.6 A decision by the Centre for the Quality Assessment of Studies (SKVC) on the academic recognition of a foreign qualification

15.2.7. a copy of documents certifying at least B1 / B2 foreign (English and / or Russian) language / language proficiency (if applicable) or an international foreign language examination certificate in accordance with the established procedure;

16. Certified copies and translations of documents must be notarised or stapled in accordance with the procedure laid down by the authority which prepared them

17. If all the required documents are not submitted, the application shall not be considered.

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

CHAPTER V

ADMISSION TO HIGHER COURSE

19. Foreigners who have graduated from, studied or are studying at higher education institutions in foreign countries higher education study programmes in foreign countries and wishing to continue their studies at the Institution in accordance with these the same or other study programmes of the Institution, including the results of their studies or learning, shall be admitted to a higher course.

20. Foreigners entering a higher course shall submit the documents specified in Chapter IV of these Rules and the diploma of a higher or other educational institution, its appendix (appendix) and descriptions of modules (subjects), if the person has higher or other education and wishes to be credited .

21. It is not necessary to validate a higher education diploma with a supplement or appendix or a Certificate of Studies obtained from a higher education institution with which Utena University of Applied Sciences has signed an inter-institutional cooperation agreement.

22. 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**.

23. The results of studies shall be credited in accordance with the procedure for the crediting of partial studies, teaching and learning results of the University of Applied Sciences of Utena, and/or in accordance with the description of the procedure for the assessment and recognition of competences acquired through non-formal and informal learning related to higher education of the Institution.

24. Upon receipt of the applicant's transcript, the student shall be admitted in accordance with the procedures set out in Chapter III of these Rules

CHAPTER VI

REGISTRATION FEE, ACCOUNT DETAILS

25. Applicants to the Institution, when submitting an application for admission, 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 N ^o .	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. Admitted to the Institution must pay the annual study programme fee (or part of it) within the deadlines specified in the study agreement, in accordance with the payment procedure of Utena University of Applied Sciences

28. Students (does not apply to citizens of other foreign countries and stateless persons) wishing to pay for studies in part payment must sign a commitment to pay in part payment 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 for Crediting Partial Studies, Teaching and Learning Outcomes, include credits and study results of subjects studied in other foreign higher education institutions corresponding to the parts of the study program.

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 the foreigner invited to study 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 written request for refund of these fees, personal bank account details or notarized account if the taxes were not paid by him. Together with the application, he must submit a copy of the explanatory document of the visa refusal to 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 shall not be refunded.

33. The annual tuition fee for foreigners admitted to study at their own expense is approved each year by the Academic Council of the Institution.

CHAPTER VIII

ADDRESSES AND TELEPHONES OF THE ADMISSION OFFICE

34. Information about admission, registration of documents, 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. In the Institution: Maironio str. 7, Room 26, LT-28142 Utena; tel. (8 610 69 398); e-mail: admission@utenos-kolegija.lt; website: <https://www.utenos-kolegija.lt/en/international-students/admission>

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. Foreigners must arrive no later than 30 calendar days after the beginning of the first semester of study. In exceptional cases, if the foreigners indicate objective reasons, this deadline may be extended

37. Foreign nationals must submit their original education documents no later than 30 calendar days after the start of the first semester of study. In exceptional cases, upon indication of objective reasons, this deadline may be extended.

38. The Institution has the right to unilaterally, by giving the foreigner at least 10 days' written notice. calendar days, to terminate the study contract by withdrawing the student from the Institution, if the foreigner without a student fails to fulfil the obligation stipulated in point 37 of the procedure for a valid reason.

39. Failure to arrive by the deadline referred to in point 36 of the Regulations shall invalidate all documents issued by the Institution related to the admission of the foreigner. The relevant institutions and the foreigners themselves shall be informed thereof

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

CHAPTER X FINAL PROVISIONS

41. Foreigners enrolled in the Institution are obliged to obtain a temporary residence permit in the Republic of Lithuania or a certificate of the right to temporary or permanent residence in the Republic of Lithuania in accordance with the procedure established by the legislation of the Republic of Lithuania

42. In all cases not provided for in the Rules, decisions shall be made by the Selection Board appointed by the order of the Director.

43. The Rules shall be approved, amended and supplemented by an order of the Director.

44. The Rules shall enter into force on the date specified in the order of the Director.

European Union member states,
European Member States of the European Union,
the European Union's Member States
of the European Free Trade Association,
nationals of other countries and stateless persons
Annex 1 to the Rules of Admission to Utena UAS

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 capitalized)

_____ -2023

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 of instruction (English)	Language of instruction (Russian)	Full-time	Part-time
FACULTY OF MEDICINE					
1.	General Practice Nursing				
2.	Dental Hygiene				
3.	Dental Technology				
4.	Odontological Care				
5.	Physiotherapy				
6.	Cosmetology				
7.	Social Work				
FACULTY OF BUSINESS AND TECHNOLOGIES					
8.	Occupational Safety and Environmental Engineering				<input type="checkbox"/>
9.	Automatic Control Systems				
10.	Foodstuff Technology				
11.	Clothing Design and Technology				

12.	Information Systems Engineering				
13.	Law				
14.	Transport and logistics business				
15.	Accounting				
16.	Business Management and Innovation				
17.	Management of Tourism Services				
18.	Agriculture Technology				

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	
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5. Passport information (for non-EU citizens)

Passport N°	
Date of issue	
Valid untill	
Place of issue	

6. Accommodation

Do you need accommodation in a student dormitory at Utena University of Applied Sciences?	
Yes	
No	

7. Attached (mark x)

Notarised copies in original language of documents attesting at least secondary education (certificate, diploma, attachments, appendices).	
Notarised copies of the higher education diploma with its annex or appendix, or the study certificate from the higher education institution at which you studied.	
Decision of the Centre for Quality Assessment in Higher Education (www.skvc.lt) on foreign academic recognition of the qualification (for admission to the 1st year).	
a copy of an identity document certified by a notary public or by the appropriate authority.	
Document(s) attesting the change of name and/or surname, or a certified copy of the document(s), if the educational documents were issued under another name and/or surname.	
Receipt (original) for the EUR 50,- enrolment fee or a copy thereof copy	
Proof of proficiency in the foreign language(s) (English and/or Russian) (not applicable if this is your mother tongue)	

I guarantee that the provided data is correct, I am acquainted with the procedure for admission of foreign citizens to Utena University of Applied Sciences, 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								