

APPROVED BY
Order No. V-134 of 15
September 2025 of the
Director of Utenos kolegija/
Higher Education Institution
(Wording of Order No. V-99
of 30 June 2026 of the
Director of Utenos kolegija/
Higher Education Institution)

**THE DESCRIPTION OF THE PROCEDURE FOR THE ADMISSION OF FOREIGN
NATIONALS TO NON-STATE-FUNDED PLACES ON STUDY PROGRAMMES TAUGHT
IN A FOREIGN LANGUAGE AT UTENOS KOLEGIJA/ HIGHER EDUCATION
INSTITUTION**

**CHAPTER I
GENERAL PROVISIONS**

1. The Description of the Procedure for the Admission of Foreign Nationals to Non-state-funded Places on Study Programmes Taught in a Foreign Language at Utenos kolegija/ Higher Education Institution (hereinafter referred to as the College) establishes the general principles and procedure for the admission of persons with at least secondary education to the non-state-funded places in the first-cycle college study programs carried out by the College.

2. Admission to the College is carried out in accordance with the Law on Science and Studies of the Republic of Lithuania, the Law on Education of the Republic of Lithuania, the orders of the Minister of Education, Science and Sports of the Republic of Lithuania and other legal acts regulating admission to higher education institutions, the Statute of the College and the Regulations of Studies.

3. Study programmes in non-state-funded places in a foreign language are conducted in English.

4. Admission to study programs in a foreign language is organised by the International Relations Department (hereinafter referred to as IRD).

5. The decision on the Applicant's possibility to study in the respective study program shall be made by the Director of the College (hereinafter referred to as the Director) upon the proposal of the Commission for the Academic Recognition of Foreign Qualifications.

**CHAPTER II
STUDY PROGRAMMES IN A FOREIGN LANGUAGE TO WHICH ADMISSION IS
CARRIED OUT**

6. Applicants may be admitted to non-state-funded study places in foreign language programs listed in Table 1.

Table 1. List of study programs in a foreign language

FACULTY OF BUSINESS AND TECHNOLOGY					
<i>State code</i>	<i>Study program</i>	<i>Study form and duration (years)</i>		<i>Language of Instructions</i>	<i>Note</i>
		Full-time	Part-time		
Group of study fields: LAW**					
Qualification degree awarded: PROFESSIONAL BACHELOR OF LAW					
6531KX007	Law	3	4	English	
Group of study fields: BUSINESS AND PUBLIC MANAGEMENT					
Qualification degree awarded: PROFESSIONAL BACHELOR OF BUSINESS MANAGEMENT					
6531LX076	Business Management and Innovations	3	4	English	
6531LX122	Tourism Services Management	3	4	English	
FACULTY OF MEDICINE					
Group of study fields: ** Social sciences					
Qualification degree awarded: PROFESSIONAL BACHELOR'S DEGREE IN SOCIAL SCIENCES AND QUALIFICATION OF SOCIAL WORKER					
6531JX015	Social work	3	4	English	
Group of study fields: ** Health Sciences					
Qualification degree awarded: PROFESSIONAL BACHELOR OF HEALTH SCIENCES					
6531GX028	Cosmetology	3	4	English	

* Only citizens of the European Union Member States and European Free Trade Association member states can study in the part-time form of study.

** Applicants are admitted only for a higher course, provided that the results of studies at a higher education institution in a foreign country are submitted, and that the College has signed an inter-institutional cooperation agreement.

CHAPTER III EXECUTION OF THE ADMISSION

7. Applicants may be admitted to study programmes if they have the appropriate level of education and meet the requirements of the programme to which they are applying:

7.1. The education of the person enrolling in the first year must be equivalent to the secondary education provided in the Republic of Lithuania;

7.2. The education acquired by the person enrolling in a higher course must be equivalent to the secondary education provided in the Republic of Lithuania, and the applicant has completed studies, has studied part of his studies or is currently studying in higher education institutions of Lithuania or foreign countries.

8. Persons who have acquired education in foreign institutions or according to the educational programmes of international organisations and who are enrolled in the College must have a decision of College on the academic recognition of a foreign qualification or a decision of the Centre for Quality Assessment in Higher Education (hereinafter referred to as SKVC) on the recognition of the acquired education in Lithuania, except for the cases when automatic academic recognition is applied in the case of the following foreign qualifications:

- 8.1. upon completion of the European Bacalaureate Diploma;
- 8.2. Qualifications issued in Estonia and Latvia since 2019, as well as higher education qualifications issued in Belgium, Estonia, Latvia, Luxembourg and the Netherlands; as well as in other international agreements of Lithuania on the automatic recognition of qualifications, the assessment procedure is not carried out, but automatic academic recognition is applied.
- 8.3. Automatic academic recognition does not mean admission to studies, but only gives the right to apply for them.
- 9. The dates and place of admission are given in Table 2.

Table 2. Dates and place of admission

Submission of applications to study from the spring semester	Dates and deadlines	Location
Submission of study application and other necessary documents	From September 3 to October 31	Maironio St. 7, room 26, LT 28142 Utena or by e-mail admission@utenos-kolegija.lt

- 10. When submitting the application, it is mandatory to fill in all the data and provide high-quality colour digital copies of all required original documents.
- 11. Applicants shall provide the following:**
 - 11.1. application for admission to study (Annex 1);
 - 11.2. a copy of a foreign or international qualification certificate certifying the completion of secondary education or other equivalent document, its appendix, or other equivalent document, or access to digital records indicating the granting of qualification and/or the circumstances of study in the relevant country's official registers or information systems. If the documents are issued in a language other than English, an official translation of the educational document (certificate, diploma, its appendices, annexes, study certificate) into Lithuanian or English must also be provided;
 - 11.3. a copy of the document certifying the identity of the person;
 - 11.4. a copy certifying the change of name and/or surname, if the educational documents have been issued under another name and/or surname;
 - 11.5. confirmation of the 100 EUR registration fee paid;
 - 11.6. a valid document certifying the level of proficiency in the language of instructions. If applicants have passed the International English Language Exam no earlier than 2 years ago, the lowest threshold for the exam must be: (IELTS – 5.5; PTE (Pearson Test of English) - 59; TOEFL iBT- 72, CAE – Cambridge Assessment English – 160). Not applicable to persons whose native language or education is acquired in English. If the applicant does not have this document, the level of knowledge of the foreign language is determined remotely. The applicant is informed about the method and time of determining the level of the foreign language;
 - 11.7. a copy of the valid permit for temporary/permanent residence in the Republic of Lithuania or another European Union country, if any;
 - 11.8. a certificate issued by the SKVC on the recognition of the acquired education equivalent in the education system of the Republic of Lithuania, if it was received before the submission of the application to study at the College (in the absence of a certificate, the recognition of the qualification is carried out at the College);
- 12. The College has the right to request the submission of the originals of documents necessary for the academic recognition of qualifications acquired abroad, the "[The Description of the Procedure and Quality Assurance of Assessment and Academic Recognition of Qualifications and Related to Higher Education and Acquired under the Educational Programmes of Foreign Countries and International Organisations](#)".
- 13. If the qualification acquired abroad is not recognised, admission to the College shall not be carried out. The applicant shall be informed personally.
- 14. In case of submission of all or incomplete required documents, the application to

participate in the competition shall not be considered, and the registration fee paid shall not be refunded.

15. If the competitive score of the applicant for the first year and the submitted documents meet the requirements, a motivational interview shall be organised with the applicant.

16. A decision on the admission of an applicant to the first year to study the chosen study programme shall be taken within 15 working days after the day of adoption of the decision on the academic recognition of foreign qualifications. The applicant shall be informed of the decision to accept studies by e-mail, sending the following documents to the applicant:

16.1. a letter of admission to study at the College;

16.2. A study agreement, which establishes the rights and mutual obligations of the student and the College.

17. The applicant must sign the study agreement and send it by e-mail admission@utenos-kolegija.lt to the College within 15 working days. Upon receipt of the signed study agreement and a copy of the payment order confirming the study programme tuition fee, the Director's order on admission to study is prepared.

18. If the application is withdrawn, the study agreement is not signed or terminated, and the registration fee is not refunded.

CHAPTER IV STRUCTURE OF THE COMPETITION SCORE

19. Applicants shall be admitted to the College by means of a competition to study at their own expense.

20. The average academic achievement of the applicants must be at least 60% of the average of the assessments of secondary education, taking into account the assessment system of the country of the qualification provider.

21. The minimum competitive score for applicants to the first year must be at least 5 points. The subjects from which the applicant's competitive score, according to the study programmes, is calculated are presented in Table 3.

Table 3. Components of the competitive score and their weighting coefficients

Name of the field of study	Title of the study programme	Main subject	The second subject¹	The third subject	The fourth subject
Weighting coefficient		4	2	2	2
Management	Business Management and Innovations	Math	History Information technology Geography Economy and entrepreneurship	Weighting coefficient for any subject that does not coincide with the first and second	Foreign languages
Tourism and recreation	Management of Tourism Services	History	Mathematics Information technology Geography	Weighting coefficient for any subject that does not	Foreign languages

¹ pasirenkamas vienas aukštesnį įvertinimą turintis dalykas

			Economy and entrepreneurship	coincide with the first and second	
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22. The competitive score is calculated using the formula below, based on the applicant's annual grades or the results of the final state examinations, depending on which grades are indicated in the secondary education document.

$$KB = 4x \frac{PD}{V_{max}} + 2x \frac{AD}{V_{max}} + 2x \frac{TD}{V_{max}} + 2x \frac{KD}{V_{max}}$$

KB - competitive score, PD, AD, TD, KD - respectively evaluations of the first, second, third, fourth subjects, Vmax - the maximum possible grade.

CHAPTER V ADMISSION TO A HIGHER COURSE

23. Applicants who have graduated, studied or are studying in higher education institutions of foreign countries under higher education study programmes and who wish to continue their studies at the College according to the same or other study programmes of the College may be admitted to a higher course, including the results of their studies.

24. Applicants for a higher course shall submit the documents specified in Chapter III of these Rules and:

24.1. a higher education diploma, its supplement (appendix), and descriptions of modules (courses), if the person has obtained a higher education degree or other qualification and wishes to have it recognised;

24.2. Study/academic certificate (students studying in higher education institutions of foreign countries according to higher education study programmes).

25. Students are admitted to the course (semester) in which they have no more than three remaining course differences in their study program, but no more than 30 credits. These differences may be resolved during the course of study before the start of the exam session.

26. After assessing whether the applicant's documents meet the requirements, the IRD forwards them to the faculty for the preparation of a credit transfer form. The form must indicate the total number of credits transferred, the number of credits transferred for each semester, and the number of credits remaining to be earned for each semester. The form must be prepared within 10 business days.

27. The Faculty sends to IRD the prepared credit transfer card.

28. IRD contacts the applicant and informs him/her about the study opportunities in the higher course (semester). The applicant decides whether to study.

29. Upon receipt of a positive response from the applicant to study, a study agreement is concluded with him/her. The study agreement includes the price for all studies based on the remaining number of credits to be paid, as well as the price for each semester of study separately.

30. IRD prepares a draft of the Director's order regarding the admission of a student to a higher course (semester).

CHAPTER VI REGISTRATION FEE, ACCOUNT DETAILS

31. Applicants to the College, when submitting an application for admission, pay a registration fee of 100 EUR to the College's account:

Name of the bank	AB bank Swedbank
SWIFT code	HABALT22
Bank code	73000
Account No.	LT96 7300 0100 0260 7628
Payee	Utenos kolegija
Company code	111965850
Payment Name	Registration fee
Payer's personal identification number	<i>Applicant's name, personal identification number or date of birth</i>

CHAPTER VII ANNUAL TUITION FEE

32. Those admitted to the College must pay the annual tuition fee approved by the decision of the Academic Council of the College No. AT-8 of 3 March 2026. Tuition fees are indicated [here](#).

33. When enrolling in a higher course, the study programme fee may be adjusted proportionally for students who are eligible for [The Procedure for Academic Recognition and Acceptance of the Learning Outcomes of Partial Studies, Training at Utenos Kolegija/Higher Education Institution](#) credits and study results of subjects studied in other foreign higher education institutions corresponding to the parts of the study programme are credited.

34. If a student terminates the study agreement before the start of the study semester due to the failure to obtain a temporary residence permit in the Republic of Lithuania, the tuition fee paid by the student and the dormitory deposit shall be refunded upon submission of a written request for the refund of these fees, indicating the details of the personal bank account or a notarized power of attorney to return these fees to the payer's account, if the student did not pay the fees. Together with the application, he must submit a decision from the Migration Department of the Ministry of the Interior of the Republic of Lithuania that refuses to issue a temporary residence permit in Lithuania.

35. If a student studying remotely has not received a temporary residence permit in the Republic of Lithuania and, for this reason, cannot come to continue his face-to-face studies and terminates the study agreement, the tuition fee paid for the remaining period of study (after termination of the study agreement) will be refunded.

36. If the Applicant has received a temporary residence permit in the Republic of Lithuania, but has not come to study, they are deleted from the student lists. The study programme fee paid by the applicant is non-refundable.

CHAPTER VIII DOCUMENT RECEPTION ADDRESSES AND TELEPHONE NUMBERS

37. Information about admission, registration of documents, formalisation of admission, and studies is provided in the International Relations Department:

Day of the week	Timing	Address	Phone	E-mail
Monday – Thursday	8.00– 17.00	Maironio g. 7, 26 room , LT-	+370 610 69 398	admission@utenos-kolegija.lt
Friday	8.00– 14.30	28142 Utena		
https://www.utenos-kolegija.lt/en/international-students/admission				

**CHAPTER IX
OTHER INFORMATION**

38. Studies in a foreign language shall be carried out with the formation of a group of at least 15 applicants.

**CHAPTER X
FINAL PROVISIONS**

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

40. The Rules shall enter into force from the date specified in the order of the Director.

Name, surname	
Personal identification number or date of birth	
Nationality	
ID number	
Address	
Phone No.	
Email address	

APPLICATION

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I chose the study programme and form in the following order:

Priority* No.	Study programme	Full-time studies	Part-time studies
	Business Management & Innovation		
	Tourism Services Management		
	Law**		
	Social work**		
	Cosmetology**		

* A maximum of 3 preferences are selected, and they are numbered in the priority column from the most important (1) to the least important (3).

**Applicants are admitted only for a higher course, including the results of studies in a foreign higher education institution, with which the College has signed an inter-institutional cooperation agreement.

I provide copies of the following documents:

Title of the document	Yes/No
A copy of the foreign or international qualification document or other document corresponding thereto, its annex or other document corresponding thereto, or digital records attesting to the granting of qualification and/or the learning circumstances in the relevant official registers or information systems of the country	
Official translation of the education document (certificate, diploma, their annexes, appendices, study certificate) into Lithuanian or English;	

a copy of the identity document;	
a copy certified in accordance with the procedure established by the document certifying the change of name and/or surname, if the educational documents have been issued under another name and/or surname;	
confirmation of the registration fee of EUR 100 paid;	
a valid level of knowledge of foreign languages.	
a copy of a valid permit for temporary/permanent residence in the Republic of Lithuania or another European Union country, if you have one;	
A certificate issued by the SKVC on the recognition of the acquired education equivalent in the education system of the Republic of Lithuania, if it was received before the submission of the application to study at the College	
Other (please list)	
Other (please list)	

I guarantee that the data provided is correct, that I am familiar with the Rules for the Admission of Foreign Citizens to non-State-funded Places on study programmes taught in a foreign language in Utenos kolegija/ Higher Education Institution, and that I agree to the processing of my personal data as provided for in the study admission procedures.

(data)

(Signature of the applicant)

(Name, surname)