

APPLICATION AND REGISTRATION PROCEDURES FOR FOREIGN CITIZENS IN BACHELOR AND MASTER DEGREE

1. APPLICATION PROCESS:

All foreign citizens who wish to study in first-cycle programs, professional study programs, or integrated second-cycle programs at higher education institutions (HEIs) must apply directly to the institutions offering these programs. Admission is based on the quotas provided by the respective HEIs.

2. ELIGIBILITY REQUIREMENTS:

Applicants must have completed secondary or higher education and possess the legal documentation to prove this. They must not be currently enrolled in any other study program at a public or non-public HEI. Additionally, they must meet the minimum grade point average required by the Council of Ministers' decision and fulfill any specific criteria set by the HEI for the chosen study program.

3. APPLICATION FEE:

Before applying, candidates must pay an application fee for each study program, as determined by the HEI. This payment can be made through second-level banks to the account of the respective HEI. Foreign nationals applying based on bilateral agreements may be exempt from tuition fees, in accordance with the terms of the agreements.

4. REQUIRED DOCUMENTATION:

Foreign students must submit the following documents to the HEI:

- Application form
- Copy of diploma/certificate and transcript, validated by the QSHA
- Photocopy of an identification document (ID card, or passport)
- Proof of proficiency in the Albanian language
- Two personal photographs
- Proof of payment

5. SELECTION PROCESS:

HEIs will select the winning candidates based on their established criteria. Each study program offered by an HEI will publish the ranking list of candidates along with the formula/method used for selection.

6. APPEAL PROCESS:

Candidates have the right to appeal the results within three calendar days of the announcement. HEIs are required to respond to appeals with a reasoned decision within two working days. Decisions made by HEIs can be further appealed in the competent court.

7. FINAL RESULTS AND REGISTRATION:

HEIs will publish the final list of admitted candidates on their official websites and on-site, in compliance with the legal framework for the protection of personal data. Candidates may register only for the study program where they have been declared winners.

8. FILLING UNUSED QUOTAS:

After the specified registration date, the educational secretary at the main HEI unit will notify candidates about any remaining quotas. Candidates already declared winners and registered in another study program will not be eligible to fill these quotas.

9. FINAL REGISTRATION:

HEIs must complete the registration of all admitted candidates by the specified deadline.

10. DOCUMENTATION ACCEPTANCE:

The secretariats of HEIs will accept the documentation for all admitted candidates, as submitted at the time of application.

11. JOINT PROGRAM REGISTRATION PROCEDURES:

- a)** Application and registration procedures for joint study programs, developed in cooperation with HEIs from EU countries, will follow the timelines and procedures set by the respective institutions. These programs result in joint, double, or multiple degrees.
- b)** The recognition of documentation for foreign candidates admitted to these programs can take place during the first semester, before the exam period. Final student registration is conditional until the recognition process is completed by the QSHA, at which point final registration with student status will occur.
- c)** Candidates applying for joint study programs submit their applications to the respective HEI. The HEI will forward the candidates' data to the QSHA after the application process is complete. Following admission tests or contests, the HEI will send the list of admitted candidates, along with necessary documentation, to the QSHA for the diploma recognition process.
- d)** Candidates who completed their secondary education in a foreign language institution, in the same language as the joint integrated study program, are exempt from the language proficiency requirement, as per Article 76, point 4, of Law No. 80/2015 on Higher Education and Scientific Research in the Republic of Albania.

Educational secretaries will maintain a special register for the submission of documentation, recording the date, time, and candidate's signature. Once a candidate registers and signs the register, they are not allowed to change their study program for that academic year. HEIs will send the list of registered students to the QSHA in both written and electronic formats. Any names submitted after the specified date will not be processed for matriculation numbers, and the QSHA will request registration from the HEI.