



PI KOLPING UNIVERSITY OF APPLIED SCIENCES
DESCRIPTION OF THE PROCEDURE FOR ADMISSION OF FOREIGN CITIZENS TO
THE KOLPING UNIVERSITY OF APPLIED SCIENCES

I. GENERAL PROVISIONS

1. The Description of the Procedure (hereinafter - the Description) for Admission of Foreign Citizens (hereinafter - the Applicants) to the Kolping University of Applied Sciences (hereinafter - the KUAS) establishes the general principles and procedure for the admission of persons who have acquired education in foreign countries to the study programs at KUAS.

2. The following foreigners may apply for study programs at KUAS:

2.1. Those who have acquired education abroad – citizens of the Republic of Lithuania, who are also citizens of another state, citizens of the Member States of the European Union and the European Economic Area, other foreigners, stateless persons with a permanent residence permit in the Republic of Lithuania, and foreigners of Lithuanian origin who have presented a certificate issued by the Lithuanian community in the country, from which they came, confirming their Lithuanian origin;

2.1.1. persons specified in Section 2.1. of the Description shall be admitted through competitive admission and may apply for studies at the KUAS in Lithuanian language if they meet one of the conditions:

2.1.1.1. have passed the state examination in Lithuanian language and literature or the final Lithuanian language examination according to the educational program of an international organization; or

2.1.1.2. provide proof of proficiency in the Lithuanian language with a document issued by the competent authority confirming that their level of proficiency in the Lithuanian language is B2.

2.2. Foreign citizens, not specified in Section 2.1 of the Description, but who have acquired education in Lithuania.

2.3. Foreign citizens who are not citizens of the Member States of European Union and the European Economic Area and/or do not have a permanent residence permit in the Republic of Lithuania and/or do not have the citizenship of the Republic of Lithuania.

3. The persons specified in Sections 2.1-2.2 of the Description shall be admitted in accordance with the Rules of Admission to the KUAS for the respective year of admissions and the established terms.

4. The tuition fee for the citizens of the Member States of the European Union and the European Economic Area who apply for the non-state funded studies at the KUAS, shall be approved by the decision of the Sole Shareholder (Owner), taking into account the normative tuition fees announced by the Minister of Education, Science and Sports of the Republic of Lithuania.

5. This Description regulates the procedure for admission of Applicants to the non-state funded studies, when these persons are not citizens of the Member States of European Union and the European Economic Area and/or do not have a permanent residence permit in the Republic of Lithuania and/or do not have the citizenship of the Republic of Lithuania.

II. ORGANIZATION OF ADMISSION OF FOREIGN CITIZENS

6. Foreign citizens may be admitted to the full-time study programs offered by the KUAS if they have an appropriate level of education and meet the requirements of the program for which they are applying.

7. In order to study at the KUAS study programs in English, Applicants must have at least the secondary education and at least the level of English proficiency of B1 (in accordance with the “Common European Framework of Reference for Languages” approved by the Council of Europe). Required scores of English language proficiency certificates corresponding to level B1: TOEFL Paper 477-510, TOEFL IBT 53-64, IELTS 4.5-5.0. This requirement does not apply to foreign nationals whose official language is English.

8. Foreign citizens are admitted only to the studies not funded by the state.

9. The tuition fees for one academic year for the study programs that are taught in English and for which the admission of foreign nationals is carried out, shall be approved by a separate decision of the Sole Shareholder (Owner) of the KUAS.

10. After the Applicant has fulfilled all the requirements provided for in the Description, the admission of a foreign citizen to the study programs offered by the KUAS in English shall be carried out by performing the following procedures:

10.1. Submission of a standard application to study, within the specified deadlines (Annex 1);

10.2. Payment of document registration fee (80.00 Eur). This fee is non-refundable;

10.3. Conducted by remote or contact means, selection of Applicants who meet the requirements of the study program;

10.4. Preparation and sending of a conditional admission letter to the selected Applicant;

10.5. Payment of the tuition fee set by the KUAS, which shall be refunded to the Applicant if they do not receive a visa or temporary residence permit in the Republic of Lithuania;

10.6. Preparation of documents confirming the admission of the foreign citizen to the KUAS:

10.6.1. A certified copy or extract of the order of admission to the KUAS;

10.6.2. Letter of Admission;

10.6.3. Application for the issuance of a National multiple-entry visa (D) or a temporary residence permit in the Republic of Lithuania (preparation of Mediation Letters);

10.6.4. Providing information on accommodation in Kaunas;

10.7. Signing of the Study Agreement with the KUAS.

III. SUBMISSION OF APPLICATIONS FOR ADMISSION

11. The Applicants must submit the following documents:

11.1. A completed and signed standard application to study (the application form is available at www.kolpingokolegija.lt)

11.2. A copy of the identity document and its translation certified by a notary or the institution providing such services;

11.3. Certified copies of the education document (certificate, diploma) and its annexes, which indicate at least the secondary education;

11.4. Certificate issued by the Centre for Quality Assessment in Higher Education regarding the recognition of education acquired in foreign institutions:

http://www.skvc.lt/default/en/60/apply/documentation_requirements;

11.5. Valid certificate of English language proficiency (TOEFL, IELTS, etc.). Foreign nationals whose official language is English are not required to provide documents proving proficiency in English;

11.6. 3 (three) photos, sized 30x40 mm;

11.7. Document confirming the payment of document registration fee (80.00 Eur);

11.8. Letter of financial commitment signed by the parents/sponsors, stating the commitment that the prospective student will be financially supported throughout the study period and a statement of the parents'/sponsors'/applicant's bank account (the amount of subsistence is determined by the Minister of Social Security and Labour or other authorized institution);

11.9. Notarized documents certifying the change of name and/or surname (as required);

11.10. CV and a motivational letter of up to 2 pages;

12. All documents specified in Sections 11.2., 11.3., 11.7. – 11.10. must be in one of the following languages: Lithuanian or English. Copies and translations of documents must be notarized.

13. Authorized persons registering the documents on behalf of the Applicants must have a notarized power of attorney to do so.

14. Acceptance of applications for studies of foreign citizens shall be carried out upon submission of the documents specified in Section 11 of the Description until 30 April (start date of the autumn semester is 1 September).

15. Applicants must send copies (scanned) of all necessary documents by e-mail to: studijos@kolpingokolegija.lt or to the Study Department at the address: Public Institution Kolping University of Applied Sciences, Raguvos str. 7, Kaunas LT-44275, Lithuania.

16. The annual tuition fee and the registration fee for the studies shall be paid to the account of the KUAS: AB SEB bankas; account number: LT137044060003231710, indicating the payment information: name and surname of the Applicant; document registration fee or tuition fee.

17. If not all or incomplete documents are submitted for the admission, the application shall not be considered and the document registration fee shall not be refunded.

IV. SELECTION OF FOREIGN CITIZENS, AND DECISION-MAKING PROCESS

18. Selection and admission to the KUAS shall be carried out by the Admissions Committee formed by the Order of the Director.

19. For Applicants intending to study the chosen study program in English, studies shall be organized if a group of at least 5 (five) persons is formed. If a group of 5 (five) persons is not formed, the KUAS reserves the right to offer an individual study schedule to foreign citizens or to combine studies with other groups.

20. Decisions regarding the admission of Applicants to study in the chosen study program shall be made within 10 (ten) working days after the deadline for submission of documents specified in Section 11 of this Description. The Applicant shall be informed about the decision by e-mail. The decision shall be accompanied by the following documents (in English):

20.1. Letter of Admission;

20.2. Study Agreement that specifies the mutual rights and obligations of the student and the KUAS.

21. The foreigner invited to study shall submit the Study Agreement (the Applicant shall acknowledge that he/she has become acquainted with the terms and conditions of the Study Agreement) together with the document confirming the payment of the annual tuition fee to the KUAS within 10 (ten) working days from the date of receipt of the notification. If the invited Applicant fails to pay the tuition fee for the first year of studies within the specified terms, it shall be deemed that he/she has not been invited to study at the KUAS.

22. Foreign citizens (except for citizens of the Member States of the European Union and the European Economic Area) admitted to the KUAS must obtain a National multiple-entry visa or a temporary residence permit in the Republic of Lithuania in accordance with the applicable laws.

23. Within 5 (five) working days from the date of receipt of the document certifying payment of the tuition fee, the Study Department shall send a Letter of Mediation addressed to the Lithuanian Embassy or other authorized institution to issue a national multiple-entry visa or a Letter of Mediation to issue a temporary residence permit in the Republic of Lithuania.

24. A student shall start studies only after obtaining a national multiple-entry visa or temporary residence permit in the Republic of Lithuania and submitting a copy of the Health Insurance to the KUAS.

25. Failure to arrive to attend the studies within the specified time limits shall invalidate all documents issued by the KUAS related to the admission of foreign citizens. The relevant authorities and foreign citizens shall be informed thereof.

V. FINAL PROVISIONS

26. In all cases not provided for in this Description, decisions shall be made by the Director of the KUAS.

Annex 1 to the Description of the Procedure for Admission of Foreign Citizens to the Kolping
University of Applied Sciences



Photo

INTERNATIONAL STUDENT APPLICATION FORM

(Application form should be typed or written in capital letters)

PERSONAL DATA	
Family Name	
First Name (s)	
Gender	
Date of Birth (dd/mm/yyyy)	
Place of Birth (city/country):	
Citizenship	
Passport/ID No.	
Issue Date and place:	
Valid until:	
CONTACT INFORMATION	
Permanent Address	Mailing address (if different from permanent address)
Street, number	Street, number
Postal Code	Postal Code
City	City
Country	Country
Phone No. (with country code)	
E-mail	
Person to be contacted in case of emergency:	
Family name	
First name	
Address	
Postal Code	
City	
Country	
Tel. No. (with country code)	
E-mail	

STUDY PROGRAMME YOU APPLY FOR (mark x)		
Study programme	1st priority	2nd priority
Social Work Management		
Child Welfare and Social Security		
Ecotourism		
Transport Logistics		

EDUCATIONAL BACKGROUND			
<i>Please list all schools, colleges, universities or other training institutes you have attended</i>			
Level of education (mark x)	Secondary		
	Professional/Vocational		
	Higher education		
Name of Institution	Address /City/Country)	Graduation date	Certificate/Diploma/Degree

KNOWLEDGE OF LANGUAGES				
Mother tongue:				
Language of instruction at school (if different):				
Other languages	Listening	Reading	Speaking	Writing
Self-assessment grid: A1, A2 – basic user, B1, B2 – independent user, C1, C2 – proficient user https://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf Have you taken TOEFL or IELTS? If yes, please indicate your score: Date passed:				

DECLARATION		
I guarantee that all of the data given in this application is complete, accurate and legitimate. I understand that any omission or incorrect information shall be cause for disciplinary action up to dismissal, with no right to appeal or to a tuition refund. I am familiar with the admission requirements for international citizens of Kolping University of Applied Sciences and I agree with the procedure of documentation handling defined in the admission procedure.		
(Name, Surname)	(Signature of the applicant)	(Date)

ENCLOSURES (mark x)

Legalised Certificate/Diploma (original or its notarised copy) with the Transcript of Grades attached. These documents should pass double legalisation at the Ministry of the Foreign Affairs in the country where education was received and at Centre for Quality Assessment in Higher Education in Lithuania. Legalised and notarised translations into English are required for all copies of Education documents.	
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Recognition document of foreign qualifications issued by the Lithuanian Centre for Quality Assessment in Higher Education (Lietuvos studijų kokybės vertinimo centras – SKVC) http://www.skvc.lt/default/en/60/apply/documentation_requirements	
The copy of the certificate that shows the proficiency level B1 in the English language, or corresponding IELTS 6.0, or TOEFL 5.50 certificates	
Notarised copy of the passport (for non EU citizens) or ID card (for EU and EEA citizens)	
Documents legalizing change of name or surname or copy authorized by the notary in case the documents certifying the obtained education are issued under another name and (or) surname	
Three recent passport-size photographs (3x4)	
Copy of the proof of payment of the application fee (non-refundable – 80 euros);	
Motivation letter (1200-4000 characters) and CV	
Affidavit (original, legalised) providing one's pledge to support the Applicant's costs of studies and living during the studies period and return trip home.	
Bank statement (original, legalised) providing evidence of Applicant's or sponsor's financial abilities to provide financial support of the duration of the studies.	
You can upload doc, docx, gif, jpg, pdf, png, rar, tif, txt, xls, xlsx, zip files	

Note: All documents have to be either in English or Lithuanian language. Subscription of the Notary for English and Lithuanian translation of all written documents is required. The Application which is missing some of the required documents will not be considered.

Notes made by Kolping University of Applied Sciences

Person in charge of handling the documents	Signature	Date	Paid fee	Registration Number						