



APPROVED by  
Order No Įsak-62A of the Director  
of Kolping HEI of 25 March 2024

## **PUBLIC BODY KOLPING HIGHER EDUCATION INSTITUTION**

### **DESCRIPTION OF THE PROCEDURE FOR THE ADMISSION OF FOREIGN NATIONALS TO PUBLIC BODY KOLPING HIGHER EDUCATION INSTITUTION**

#### **I. GENERAL PROVISIONS**

1. The Description of the Procedure for the Admission of Foreign Nationals to Public Body Kolping Higher Education Institution (the “Kolping HEI”), hereinafter referred to as the “Description”, establishes the general principles and procedure for the admission of individuals, who have acquired education in foreign countries, to the non-state-funded study places of the higher education college study programmes.

2. The Description has been prepared in accordance with the Law of the Republic of Lithuania on Science and Studies, the Statute of the Kolping HEI, the Description of the Procedure for the Assessment and Academic Recognition of Qualifications Conferring the Right to Higher Education, and other internal and external legal acts.

3. Foreign nationals (except for citizens of the Member States of the European Union and the countries of the European Economic Area) may start studying only after obtaining a National Visa D or a temporary residence permit of the Republic of Lithuania.

4. Studies for foreign nationals are available in English.

5. The annual tuition fees of study programmes conducted in English, to which foreign nationals are admitted are approved by a separate decision of the Sole Shareholder (owner) of the Kolping HEI.

#### **II. ADMISSION PROCEDURE FOR FOREIGN NATIONALS**

6. Foreign nationals who have at least secondary education, recognised in Lithuania in accordance with the procedure established by the Government of the Republic of Lithuania, and at least B1 level of proficiency in English (in accordance with the Common European Framework of Reference for Languages approved by the Council of Europe), are eligible to apply for admission to the study programmes of the Kolping HEI.

7. Foreign nationals are admitted only to non-state-funded study places.

8. The application period runs from 1 February to 30 April of the relevant year, while classes start on the 1 September the same year.

9. Admission of foreign nationals to study programmes offered by the Kolping HEI is carried out in accordance with the following procedures:

9.1. Filling-in the prescribed application form (Annex 1);

9.2. Sending the document to the Study Quality Evaluation Centre, confirming the intention to admit the applicant;

9.3. Payment of the prescribed registration fee;

9.4. Selection of eligible applicants to relevant study programmes;

9.5. Payment of the first year’s tuition fee;

9.6. Sending a mediation letter to issue a National Visa D visa or a temporary residence permit of the Republic of Lithuania.

#### **III. SUBMISSION OF APPLICATIONS**

10. Applicants must submit the following documents:

10.1. A filled-in and signed application form in the prescribed format (the application form is available at <https://www.kolpingokolegija.lt/en/studies/>);

10.2. A copy of the passport/identity document and its translation certified by a notary public or an institution providing these services;

10.3. Copies of the educational qualification(s) (certificate, diploma) and its supplement(s), indicating a level of education which is not lower than secondary education. If the documents are not in English, the certified translation into Lithuanian/English of the educational document(s) (certificate, diploma) and its attachment(s) must also be provided;

10.4. A certificate issued by the Study Quality Evaluation Centre on the recognition of education obtained in foreign institutions:

[http://www.skvc.lt/default/en/60/apply/documentation\\_requirements;](http://www.skvc.lt/default/en/60/apply/documentation_requirements;)

10.5. A valid B1 certificate in English. Foreign nationals whose official language is English do not need to provide proof of foreign language skills;

10.6. A 30x40 mm photo;

10.7. Document(s) certifying the change of name and/or surname, if the educational qualifications were issued under a different name and/or surname;

10.8. Proof of payment of the registration fee (EUR 100). The registration fee is non-refundable. The registration fee is payable to the Kolping HEI bank account:

Bank name:	SEB bankas, AB
SWIFT code	CBVILT2X
Bank code	70440
Account No	LT 13 7044 0600 0323 1710
Recipient:	VšĮ Kolpingo kolegija
Recipient code:	193038291

10.9. A letter of financial commitment signed by the parents/sponsors stating their commitment to provide sufficient means of subsistence for the duration of the study period, and a certificate from the parents/sponsors/applicant's bank stating the sufficiency of the means of subsistence (the amount of the means of subsistence is determined by the Minister of Social Security and Labour of the Republic of Lithuania or other authorised body). The signature of the person signing the commitment must be certified by a notary public;

10.10. A motivational letter of up to two pages;

10.11. Authorised persons registering applicants' documents must have a power of attorney certified by a notary public;

10.12. If the documents are not submitted or are incomplete, the application will not be processed and the registration fee will not be refunded.

10.13. In order to make a final decision, the Admissions Commission may request additional information and conduct an online motivational interview with the applicant.

11. Applicants must send copies of all required documents (scanned, high-resolution copies taken only from the original documents) by e-mail to [international@kolpingokolegija.lt](mailto:international@kolpingokolegija.lt) or to the Study Department at: VšĮ Kolpingo kolegija, Raguvos g. 7, Kaunas LT-44275, Lithuania.

#### **IV. SELECTION OF FOREIGN NATIONALS ADMISSION DECISIONS**

12. The selection and admission of applicants to the Kolping HEI is carried out by the Admissions Commission established by order of the Director.

13. For applicants intending to study the chosen study programme in English, studies are organised if a group of at least 5 (five) students is available. If a group of five (5) individuals is not available, the Kolping HEI reserves the right to offer foreign nationals an individual study schedule or combine studies with other groups.

14. Decisions on the admission of foreign nationals to the study programme of their choice are made within 10 (ten) working days from the deadline for the submission of documents referred to in point 8. The applicant is informed of the decision by e-mail.

15. The following documents (in English) are sent with the decision:

15.1. Letter of acceptance;

15.2. A study agreement, which sets out the rights and mutual obligations of the student and the Kolping HEI.

16. The signed study agreement, together with proof of payment of the tuition fee for the first year of study, must be submitted within 10 (ten) working days in response to the letter received.

17. The tuition fee for the first year of studies must be transferred to the Kolping HEI bank account specified in point 10.8. If an invited applicant fails to pay the tuition fee for the first year of studies within the specified deadlines, they are deemed not to have been invited to study at the Kolping HEI.

18. Foreign nationals (except for citizens of the Member States of the European Union and the countries of the European Economic Area) admitted to study at the Kolping HEI must obtain a National Visa D or a temporary residence permit of the Republic of Lithuania in accordance with the procedure established by legislation.

19. Within 5 (five) working days from the date of receipt of the document confirming the payment of the tuition fee, the Kolping HEI sends a Letter of Mediation addressed to the Embassy of Lithuania or other authorized institution to issue a National Visa D or a Letter of Mediation to issue a temporary residence permit of the Republic of Lithuania.

20. The student starts their studies only after obtaining a National Visa D or a temporary residence permit of the Republic of Lithuania and after submitting a copy of their health insurance document to the Kolping HEI.

21. If the applicant does not arrive by 30 September, all documents issued by the Kolping HEI relating to the admission of foreign nationals become void. The relevant authorities and foreign nationals are informed about that.

22. If a foreign national invited to study does not arrive within the specified deadlines, the tuition fee paid for the first year of study is not refunded (unless the foreign national has not obtained a visa of the Republic of Lithuania).

23. Foreign nationals coming to study are responsible for all the documents required for their travel and residence in the Republic of Lithuania (passport, temporary or permanent residence permit, health insurance, travel formalities, etc.).

## **V. FINAL PROVISIONS**

24. For all cases not provided for in these Description, decisions are taken by the Director of the Kolping HEI.

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