

I hereby approve
“...”..... 2012
Rector L.V.Hubersky

**Admission rules
for foreigners and individuals without citizenship status
to the Taras Shevchenko National University of Kyiv
in 2012-2013**

1. General regulations

- 1.1. Preparation of aliens is conducted according to the Law of Ukraine “On the legal status of aliens” (amended), President’s decrees on “The Development Measures Act of Economic Collaboration between Ukrainian Regions and Neighboring Regions of Russian Federation” (of 25.03.94 #112) and “The Development Measures Act of Economic Collaboration between Ukrainian regions and neighboring regions of Republic of Belarus and administrative-territorial units of the Republic of Moldova” (of 03.06.94 #271), the decrees enacted by the Cabinet Council of Ukraine “On education of aliens in Ukraine” (of 26.02.93 #136, amended) and “On confirmation of the Statute regulating matriculation of aliens to higher educational establishments” (of 05.08.98 #1238). Aliens granted state scholarships in accordance to international treaties, nationwide programs, and other international obligations, are matriculated on the grounds of directives carried out by the Ministry of Education and Science, Youth and Sports of Ukraine within the limit of state order.
- 1.2. Aliens of Ukrainian descent, who received the matriculation referrals of Ukrainian national cultural societies are entitled to the same rights of education, state order included, applicable to the Ukraine’s citizens. They participate in the enrollment process for matriculation on the same conditions, as the Ukraine citizens during the enrollment process to the Taras Shevchenko National University of Kyiv on the preparation courses in the following spheres: “pedagogical education”, “arts”, “humanities”, “journalism and information”, “political and social studies”.
- 1.3. During the application for other specialties aliens of Ukrainian descent who received the matriculation referral of Ukrainian national cultural societies are entitled to the same rights of education, applicable to the Ukrainian citizens, if they are the participants of international Olympiads in compulsory subjects that have been determined by the Taras Shevchenko National University of Kyiv as major discipline (specialty) for enrollment to the specialty chosen by entrant.
- 1.4. Aliens, who constantly reside in the Ukraine, and also those with refugee status in Ukraine, are accepted to the Taras Shevchenko National University of Kyiv in the order established for the citizens of Ukraine.
- 1.5. Aliens, who obtained the General Certificate of Secondary Education in foreign schools with the Ukrainian language of study, are accepted to the Taras Shevchenko National University of Kyiv according to the entry exams, constituted by these admission rules, within the limits of established quota and the letters of referral of Ukrainian national cultural societies and diplomatic institutions of Ukraine abroad.
- 1.6. Aliens, who fall under none of the aforementioned rules (article 1.1 – article 1.5), are enrolled to the higher education establishments on the interview and on the grounds of the concluded treaty (the decree of 05.08.1998 #1238, article 20) and have to pay the tuition fee (clause 14 of the Law of Ukraine “On the legal status of aliens”).
- 1.7. Foreign entrants must have “O” (“osvita” – education) type entry visa, which they can receive in Ukraine’s embassies in respective countries. The grounds for the Ukrainian educational entry visa are provided by the original copy of the appropriate invitation, which is granted by the preparatory department on foreigner’s appeal (Kyiv, Vasylkivska street, 36, preparatory department, room 94, tel. +38 044 521-33-01, fax +38 044 521-35-50, preparatory department website www.pfku.univ.kiev.ua, email pfku@univ.kiev.ua).

- 1.8. Foreign entrants from the countries of the USSR (the Republic of Azerbaijan, The Republic of Belarus, Georgia, the Republic of Moldova, the Russian Federation, the Republic of Tajikistan, The Republic of Uzbekistan), have the right to enter Ukraine without a visa. Crossing the border they have to mark “education” under the section “purpose of entrance to Ukraine” of the migration card. This card is to be registered by the employees of border control.
- 1.9. All aliens enrolled to the Taras Shevchenko National University of Kyiv will be provided with dormitory’s accommodation.

2. The admission of documents from aliens for Bachelor’s degree

2.1. Admission deadlines:

The documents’ admission for foreigners willing to apply for the undergraduate level of study and obtain the BA degree of any faculty or institute of the University, but the Institute of International Relations, begins on 02.07.2012 and lasts until 20.08.2012 and will be held at the following address: Vasylykivska street, 36, preparatory faculty, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01; inner university lines: 65-68, 63-01. The enrollment process will be completed until 25.08.2012.

The documents’ admission for foreigners willing to apply for the undergraduate level of study and obtain the BA degree at the Institute of International Relations will start on 02.07.2012 and last until 31.07.2012 at the following address: Kyiv, Vasylykivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01. The enrollment process will be completed until 25.08.2012.

2.2. The list of documents required for aliens – applicants for the undergraduate level of BA degree:

1. Application to the University’s Rector (can be filled out in room 71, Vasylykivska street, 36, preparatory department);
2. Sample Form (can be filled out in room 71, Vasylykivska street, 36, preparatory department);
3. Copy of the educational certificate (secondary or higher education) and the transcript that includes grade (points) of all disciplines. It has to be translated into Ukrainian and certified by a notary;
4. Copy of the national passport (or the document, which may substitute it);
5. Copy of the birth certificate;
6. Health certificate on the state of health, certified by the official body of health protection of the country the foreigner arrives from. It has to be received not earlier than two months before the foreigner’s departure to Ukraine;
7. A certificate on the absence of HIV-infection;
8. 10 photos, size – 3x4 cm;
9. An open-ended return ticket valid throughout a year;

Note 1. Documents, mentioned in the articles “3”, “4”, “5” and “6” have to be:

- Certified in accordance to legislation of the country where they are delivered and legalized at the embassy of Ukraine in the country the foreigner arrives from;
- Translated into Ukrainian

Note 2. An open-ended return ticket valid through a year can be substituted by the treaty of voluntary liability insurance for expenses reimbursement, required by the deportation verdict. Such a treaty is carried out by the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylykivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01).

3. The document admission from aliens willing to apply for the undergraduate level of study and obtain a Masters or Specialist degree.

3.1. The document admission deadline:

The document admission, entrance examinations, competitive selection and enrollment, for Specialist and Master Levels are carried out by the respective department/institutes on the grounds of higher education throughout the following terms:

Document admission is launched on – 02.07.2012

The deadline of document admission from the individuals having to pass entrance examinations – 16.07.2012

Entrance examinations – 18.07.2012 – 23.07.2012

Enrollment:

1. State order (financed by state):

For Specialist degree until 03.08.2012

For Master Degree until 01.08.2012

2. Tuition fee of the individual or legal person:

After the state order enrollment for the respective specialty – no later than 25.08.2012

Note. The enrollment right for either Specialist or Master Degree is given to individuals, who gained basic and full higher education and received a BA degree or a Specialist degree in the respective specialty.

3.2. The list of documents, which are submitted by foreigners or individuals without citizenship for Specialist Master degree.

3.2.1. The list of documents for the individuals, who gained basic or full higher education in Ukraine: 1) An application to the University's Rector (the document is filled out at the Admission committees of respective faculties/institutes); 2) A sample form established by the University's Admission committee (the document is filled out at the Admission committees of respective faculties/institutes); 3) a document of state sample certifying the gained level of education and attached transcript (originals or certified copies); 4) A copy of the national passport (or the document, which may substitute it); 5) A copy of the birth certificate; 6) a health certificate – form 086-0; 7) A certificate on the absence of HIV-infection; 8) 10 photos, size – 3x4 cm;

Note 1. Individuals applying for the Master degree on the basis of the Specialist degree, have to submit diplomas (with transcripts) certifying basic and full higher education.

Note 2. For confirmation of the national passport (or the document, which may substitute it) validity; the aliens have to visit the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylykivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01) for receiving the necessary reference, which has to be provided further to the Admission Committee of the respective faculty/institute.

3.2.2. The list of documents for individuals, who gained basic and full higher education abroad:

1. An application to the University's Rector (can be filled out in room 71, Vasylykivska, 36, preparatory department);

2. A sample form established by the University's Admission committee;

3. A copy of the education certificate (either validating the secondary or higher education) and the transcript (with grades or points);

4. A copy of the national passport (or the document, which may substitute it);
5. A copy of the birth certificate;
6. A health certificate on the state of health, certified by the official body of health protection of the country the foreigner arrives from. It has to be received not earlier than two months before the foreigner's departure to Ukraine (translated into Ukrainian and certified by the notary);
7. A certificate on the absence of HIV-infection;
8. 10 photos, size – 3x4 cm;
9. An open-ended return ticket valid throughout a year;

Note 1. Documents mentioned in the articles “3”, “4”, “5”, “6” have to be:

- Certified in accordance to legislation of the country where they are delivered and legalized at the embassy of Ukraine in the country the foreigner arrives from;
- Translated into Ukrainian and certified by the notary

Note 2. For confirmation of the national passport (or the document, which may substitute it) validity; the aliens without citizenship have to visit the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01) for receiving the necessary reference, which has to be provided further to the Admission Committee of the respective department/institute.

Note 3. An open-ended return ticket valid through a year can be substituted by the treaty of voluntary liability insurance for expenses reimbursement, which will have to do with the deportation verdict. Such a treaty is carried out by the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01).

4. The matriculation order to the Taras Shevchenko National University of Kyiv for aliens

4.1 The enrollment orders for foreigners willing to apply for the undergraduate level of study and obtain the BA degree for any faculty or institute of the University (either according to the state order or tuition fee payments of physical and legal individuals) are prepared by the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01).

4.2 The enrollment orders for aliens willing to apply for the Specialist level of study and obtain a Masters or Specialist degree are prepared by the respective faculties/institutes.

4.3 After the matriculation for the Specialist and Master level, the foreigners have to visit the preparatory department, specifically, the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01) for:

- Preparation and legalization of the treaty regarding the given education services (studying)
- Prolongation of the tenure in Ukraine;
- Legalization of the insurance policy regarding the provision of medical assistance;
- Legalization of the treaty regarding the voluntary liability insurance for expenses reimbursement required by deportation verdict.

4.4 The prolongation of the tenure in Ukraine is conducted by the authorities of internal affairs on the grounds of the University written appeal, which is prepared by the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01). The appeal has to be submitted to authorities of internal affairs no later than three workdays since the foreigner's submission of his national passport (or the document, which substitutes it) to the University.

4.5 Foreign student, which gained basic or full higher education abroad, have to pass the procedure of the document notification of the gained level of education, carried out by the Ministry of Education and Science, Youth and Sports of Ukraine, which is prepared by the Group on Foreign students, postgraduate students and interns (Kyiv, Vasylkivska street, 36, preparatory department, room 71, tel.: +38 044 521-35-68, +38 044 521-33-01, inner university lines: 65-68, 63-01).

Source: Official website of the Taras Shevchenko National University of Kyiv

(http://www.univ.kiev.ua/ua/abit/rules_inoz_2012/)