

Rules for admitting foreigners and stateless persons for study

1. Admission for studying foreigners and stateless persons to the Taras Shevchenko National University of Kyiv (hereinafter - the University) is carried out in accordance with the Laws of Ukraine "On Higher Education", "On the Legal Status of Foreigners and Stateless Persons", "On Foreign Ukrainians", "On refugees and persons in need of additional or temporary protection ", by decree of President of Ukraine on June 03, 1994 No. 271 "On Measures for Development economic cooperation of regions of Ukraine with adjacent areas The Republic of Belarus and the administrative-territorial units of the Republic Moldova ", by the Decrees of the Cabinet of Ministers of Ukraine on February 26, 1993 No136 "About studying of foreign citizens in Ukraine", dated September 11, 2013 No. 684 "Some issues for recruiting foreigners and stateless persons" Order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No1541 "Some Issues of the Organization of the Recruitment and Training (Internship) of Foreigners and Stateless Persons" registered with the Ministry of Justice of Ukraine on November 25, 2013, № 2004/24536.

2. Foreigners and stateless persons (hereinafter - Foreigners) may obtain higher education at the expense of individual or legal entity, unless otherwise provided by international agreements of Ukraine, the consent to be bound by the Verkhovna Rada of Ukraine, laws or agreements between higher education institutions on international academic mobility. Admission of foreigners to the University for study at the expense of the state budget is carried out within quotas for foreigners.

Quota for foreigners is a certain part of the volume of public procurement places used to receive entrants from:

- foreigners who come to study in accordance with international treaties of Ukraine;
- foreign Ukrainians, whose status is certified by a card of foreign Ukrainian;
- foreigners and stateless persons permanently residing in Ukraine, persons who have been granted a refugee status in Ukraine, and persons requiring additional or temporary protection.

3. Foreigners who come to Ukraine for study, enter the University for accredited educational programs (specialties). Entry of foreign students to study at the expense of individual or legal entity is carried out:

-once a year, before and at the beginning of academic semesters (but not later than on November 1-st) for obtaining the Bachelor's and Master's degrees.

- throughout the year for postgraduate study, graduate work at a postgraduate military course, doctoral studies (PhD).

4.All categories of foreigners are enrolled to the University on the basis of enrollment orders that are formed in the United base.

5. Foreigners who receive state scholarships under international agreements, national programs, and other international obligations of Ukraine are admitted to study within the established quotas for foreigners on the basis of the directions of the Ministry of Education and Science of Ukraine.

6.Foreigners who come to Ukraine to participate in academic mobility programs or educational programs between Ukrainian universities and foreign higher education institutions are accepted for study on contractual obligations of the University.

7.Foreign Ukrainians who are legally in Ukraine, and their status is certified by a certificate of a foreign Ukrainian, have the same rights to education as citizens of Ukraine, with the exceptions established by the Constitution of Ukraine, the laws of Ukraine or international treaties, the consent to be binding on provided by the Verkhovna Rada of Ukraine. Foreign Ukrainians, whose status is certified by a certificate of a foreign Ukrainian, can be enrolled for study on state orders within the established quotas for foreigners according to the results of entrance examinations on the subjects stipulated by the Rules of admission (Supplement 2.4 for admission to the bachelor's degree (Master of medical science), § 4 Section III for entrants to an educational master's degree)

8.Foreigners who have a permanent residence permit in Ukraine and completed secondary education or educational qualification level of a specialist in Ukraine, have the right to apply for an educational bachelor's degree in accordance with the procedure set out in Section II of these Admission Rules.

9. Foreigners who have a permanent residence permit in Ukraine and who completed an educational degree (educational qualification level) of a bachelor in Ukraine, have the right to apply for an educational master's degree according to the procedure, defined in Section III of these Admission Rules.

10. Foreign citizens who enter the Preparatory Department for Pre-university language training, are undergoing the procedure for receiving an invitation and applying for enrollment as the entrants for EL Bachelor in the period up to December 1, 2018.

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Requirements for the level of education

Foreign citizens and stateless persons who have come to Ukraine and have foreign documents on full secondary education are accepted to study for a bachelor's degree (Master of medical science), for the first year of study at the University.

The University accepts foreign citizens and stateless persons who have arrived in Ukraine and have foreign documents about education corresponding to the educational degree of bachelor to study for a master's degree for the first year.

3. Foreign citizens and stateless persons entering the University must have a B1 level in Ukrainian, Russian or English, according to the language of teaching at the chosen educational program (specialty). List of educational programs for the bachelor's degree (Master of Medical Science) with the Ukrainian language is defined in Supplements 2.1 and 2.2; with Russian or English language training - Supplements 5.1. and 5.2. to these Rules of Admission. The list of educational programs for the educational master's degree with the Ukrainian language of instruction is determined by Supplement 3.1; with Russian or English - Supplement 5.3 to these Admission Rules.

§2. Terms of acceptance of applications and documents, competitive selection and admission to study

1. The organization of admission to study at the University of Foreigners, stateless persons is assigned to the selection committee of the Preparatory Department of the University.

2. Selection committee working hours:

-From Monday to Thursday - from 9:00 to 18:00;

-Friday - 9:00 to 17:00.

3. Registration and issuance of invitations to study, applications and documents, introductory tests, renewal, transfer and enrollment for study Entrants are held in the following terms:

Steps of the admission campaign

Beginning of registration and issuance of invitations for foreign citizens	14 th of May
Begin accepting applications and documents	2 nd of July
Terms of acceptance of applications and documents for renewal, transfer from other higher educational institutions of Ukraine and foreign educational institutions	2 nd of July - 31 st of August
Completion of acceptance of applications and documents	28 th of September
Completion of registration and issuance invitations for foreign citizens	14 th of September
The terms of the University entrance exam	9 th of July - 12 th of October
Admission to the recommended for studying for the public contract	16 th of July - 12 th of October
Admission of entrants for the funds of individual or legal entity	16 th of July - 1 st of November
Enrollment of students of the Preparatory Department for the funds of individual or legal entity	16 th of July - 1 st of December

§ 3. Procedure for accepting applications and documents

1. Documents from foreign entrants are accepted only in a paper form.
2. The invitation to participate in the competition is issued by the Taras Shevchenko National University of Kyiv due to foreigner's application with providing such

documents:

- a copy of the first page of the international passport of the foreigner with translation to English/ Russian/Ukrainian languages;
- a copy of the previous education document with translation to English/ Russian/Ukrainian; copy of the supplement to the previous education document with grades (points), translated to English/ Russian/Ukrainian languages, or academic record (with stated number and title of the document), translated to English/Russian/Ukrainian languages;
- a letter of attorney that gives the right to receive an invitation in case it is not taken personally by the applicant, legalized in his country of citizenship, translated to English/Russian/Ukrainian languages;
- consent to the processing of personal data.

Documents must be sent in scanned form to the Preparatory Department's e-mail pd@univ.kiev.ua. Or they can be applied personally to the Selection Committee of the Preparatory Department.

3. In order to get enrolled for study the foreign students and stateless individuals must apply the following documents:

- statement for entry;
- application;
- an international passport of a foreigner with a D-type visa (04/12) for the countries with visa procedure of entry issued by consular offices of Ukraine abroad on the basis of invitations to study, if otherwise is not provided by international treaties of Ukraine (3 copies of the original document and 3 copies of translation to Ukrainian language);
- a blank of invitation for receiving a visa for study (original);
- a birth certificate (2 copies of the original document and 2 copies of translation to Ukrainian language);
- a certificate from the Consular Office of Ukraine abroad about the termination of Ukrainian citizenship, indicating the corresponding Decree of the President of Ukraine shall be submitted in case of a place the birth of a foreign citizen is in Ukraine;
- a previous education document (with supplement) (3 copies of the original document and 3 copies of translation to Ukrainian language);
- A health certificate certified by the official health authority of the country from which the foreigner has arrived, issued not earlier than two months before the departure of a foreigner to study in Ukraine: the document should contain information about the results fluorographic examination and HIV testing (2 copies of the original document and 2 copies of translation to Ukrainian language);
- 12 photos in size 3x4 cm matte;
- consent to the collection and processing of personal data;
- a liability insurance contract for reimbursement of expenses, related to the execution of the decision on administrative expulsion for borders of Ukraine (deportation);
- to apply for Master degree obligatory are secondary education documents and Bachelor diplomas (3 copies of the original document and 3 copies of translation to

Ukrainian language).

4. If available, both originals and copies of following documents are submitted:

- Certificate of permanent or temporary residence in Ukraine, permission to immigration to Ukraine, diplomatic card of the Ministry of Foreign Affairs of Ukraine or another document that can affirm the right of stay in Ukraine;
- Tax service certificate for assigning a registration number of a taxpayer tax card.

All documents issued in foreign countries must be translated to Ukrainian language with notarization of the translation in Ukraine.

Originals of passports, birth certificates, education and residence documents, and the tax service certificates are being checked during the process of submission of documents. Medical documents are provided in the original.

Birth certificate, education and medical documents that have been issued abroad, must be certified and legalized in the prescribed manner, unless otherwise is provided by international treaties of Ukraine. The citizens of the participating countries to the Convention on Abolishing the Requirement of Legalization for Foreign Public Documents (The Hague, 1961p.) stamp the apostille on their documents, not legalization. No need for legalization and apostille documents issued in the participating countries to the Convention on Legal Assistance and Legal Relations in Civil, Family and Criminal Matters (Minsk, 1993)

Other copies of documents are submitted by the entrant, if called by special conditions of enrollment to the corresponding specialties (educational programmes) established by law in the terms defined for the documents acceptance, but not later than the terms established in §2 of these Rules of Admission, so the Admission Commission could take the decision of recommending the entrants for enrollment.

5. When accepting the individuals who submit the education document that was issued abroad (hereinafter - the Document), a procedure is mandatory recognition and establishment of the equivalence of the document in accordance with the Order of Recognition obtained in foreign higher educational institutions, approved by the order of the Ministry of Education and Science of Ukraine from May 5-th, 2015 No 504, registered in the Ministry Justice of Ukraine on June 27-th, 2015 under No 614/27059. Recognition procedure of the Document is provided Taras Shevchenko National University of Kyiv before the second semester of the first year of studying of its owner.

Conducting of the entrance examinations for Bachelor degree (Master of Medicine)

1. Competitive selection for obtaining a Bachelor degree (Master of Medicine) consists of two stages:

- introductory language test (Ukrainian, Russian, or English);
- entrance examination in professional discipline.

In case the entrants were the former students of the Preparatory Department, who successfully have passed the final exam and got a certificate, and are now entering an educational program (specialty), the language of which coincides with the language of instruction, the decision of the Selection Committee may be free from the introductory language test and be provided with a certificate.

2. To conduct a test in Ukrainian, Russian or English language a subject examination commission, which is approved by the order of the rector of the University, is created.

Entrance test programs from Ukrainian, Russian and English languages, as well as criteria for assessing knowledge are approved by the Head of the Admission Commission (rector) of the University not later than 4 months before the beginning of entrance examinations, and are uploaded on the site of the Preparatory Department (pd.univ.kiev.ua) and the Admissions Commission (vstup.univ.kiev.ua).

3. An entrant may pass an entrance examinations in professional discipline only after successfully compiling the introductory language test.

The s are conducted by a special commission, approved by the order of the rector of the University.

The programs of entrance examinations in professional discipline are developed by the Scientists councils corresponding departments/ institutes and are approved by the head of the Admission Commission (rector) of the University not later than 4 months before the entrance tests are published on the Preparatory department web page (pd.univ.kiev.ua) and the Admissions Committee (vstup.univ.kiev.ua).

Conducting of the entrance examinations for Master degree

1. Competitive selection for obtaining a master's degree is carried out for the results of entrance examinations with:

- a foreign language (Ukrainian, Russian, or English);
- specialty.

2. A special attestation commission, approved by the order of the rector of the University, conducts an introductory language test.

Entrance test programs and evaluation criteria on Ukrainian, Russian and English languages are considered by the Academic Councils of Institute of Philology and the Institute of International Relations, and are approved by the Head of the Admission Commission (rector) of the University not later than 4 months before conduction of introductory tests, and are published on the site Preparatory Department (pd.univ.kiev.ua) and Reception commissions (vstup.univ.kiev.ua). The language of the introductory testing program corresponds to the language of announced educational program (specialty).

3. A special commission, approved by the order of the rector of the University, conducts the specialty test

The programs of the specialty tests are considered by the Academic Councils of the Faculties/Institutes and are approved by the Head of the Admissions Committee (rector) of the University no later than 4 months before conducting the entrance tests, and are published on the site of the Preparatory Department (pd.univ.kiev.ua) and the

Admission Commission (vstup.univ.kiev.ua). The language of the introductory program tests must correspond to the language of the announced educational program (specialty).

§ 5. Provision of recommendations for enrollment

1. Lists of foreign entrants recommended for enrollment for each competitive bid, are received by the Admission on the basis of the data the Unified base and approved by the decision of the Admissions Commission on terms, defined in §2.

2. The decision of the recommendation of the applicants for admission to study at the expense of state budget are being defined by the Admission Commission within the terms defined in the §2.

Foreign citizens and stateless individuals indicated in the letters of Ministry of Education and Science of Ukraine on the allocation of quotas for foreigners in the limits of the amount of places for studying at the expense of the state budget, are being enrolled as students after providing to Selection Committee of the Preparatory Department a necessary package of documents

§ 6. Provision of enrollment requirements

1. Foreign citizens and stateless individuals, recommended for study at the expense of state budget and physical (legal) individuals, shall submit documents specified in §3 of this Section (including documents concerning registration and recognition of educational level of foreign education documents). A duplicate of personal file must be transferred to the corresponding Faculty/Institute.

2. The contract for study at the expense of physical (legal) individuals is concluded after the issuance of the enrollment order.

3. While studying several specialties (specializations, educational programs) simultaneously, the entrants must provide the appropriate number of copies of documents for two personal files.

4. Information about foreign citizens that were recommended for enrollment to study at the expense of state budget, but in the established by §3 terms of this Section

have not submitted the original documents to the Selection Committee (did not meet the requirements for enrollment), is submitted to the Ministry of Education and Science of Ukraine after November 1-st, 2018.

§ 7. Enrollment order

1. Foreigners who applied to study Bachelor or Master degrees are enrolled to the University on the basis of enrollment orders. Enrollment orders are issued by the rector of the University on the basis of the decision of the Admission Commission and verified in the Unified base.

2. Enrollment orders for foreign citizens and stateless individuals who has entered within the allocated quotas for foreigners for study at the expense of the state budget, are prepared by the Preparatory Department.

3. Foreign citizens and stateless individuals, enrolled to study at the University, on the base of their application are provided by the dormitories (if available).

4. The procedure for issuing a temporary residence permit is determined by Appendix 5.4. to this Section.