

APPROVED by  
Kaunas University of Applied  
Engineering Sciences  
Academic Council Resolution  
Minutes No. V18-07 of  
8 February, 2022.

**ADMISSION PROCEDURE FOR FOREIGN COUNTRY CITIZENS TO NON-STATE-FUNDED STUDIES AT KAUNAS UNIVERSITY OF APPLIED ENGINEERING SCIENCES FOR 2022**

**I. GENERAL PROVISIONS**

1. Admission procedure (hereinafter – the Procedure) for foreign nationals (hereinafter – the Applicants) to study in non-state-funded studies at Kaunas University of Applied Engineering Sciences (hereinafter – KTK) establishes the principles for admission of persons who have acquired education in foreign countries, and the organisation and implementation of this process.
2. This procedure regulates the admission of Applicants to non- state-funded studies when the Applicants:
  - 2.1. are not citizens of the European Union or other European Economic Area countries;
  - 2.2. have no permission for permanent residence in the Republic of Lithuania;
  - 2.3. are stateless persons.
3. Applicants are admitted to study programmes where the language of instruction is English, see Annex 1.
4. Admission is organised, implemented and in special cases decisions are made by the Admissions Team established by the Order of KTK Director.

**II. ADMISSION REQUIREMENTS**

5. Applicants are admitted to study at KTK if they have at least a secondary education and their knowledge of a foreign language corresponds at least to level B1 according to the Common European Framework of Reference for Languages.
6. If the Applicant has passed an international English language examination, the lowest score to be admitted must be: IELTS - 4; PTE - 38; TOEFL iBT - 42; CAE - 142.
7. If the Applicant has taken another internationally recognised English language examination not mentioned in the list and obtained a result corresponding to level B1 of the Common European Framework of Reference for Languages, the Admissions Team decides whether to accept it.
8. The Applicant should have obtained the average grade of at least 7/10 in the following subjects: (1) mathematics, (2) English, (3) physics / chemistry / IT / geography.
9. The average is calculated on the basis of the Applicant's grades during the final year of secondary school or the results of the final national examinations, whichever is provided in the grade transcript.

10. If both the final year grades and national examination results are provided, a higher grade is used for calculation.
11. Proof of English language proficiency mentioned above is not required for Applicants whose first language is English, who graduated from an international baccalaureate programme, or who performed KTK English test and took part in the interview (organised free of charge).

### **III. ORGANISATION OF ADMISSION**

12. Applicants must submit the following documents to the Admissions Team
  - 12.1. a completed and signed application in the form (hereinafter referred to as the Application), see Annex 2;
  - 12.2. a copy of the identity document, which must be certified by a notary of the country that issued the document;
  - 12.3. legalised educational documents certifying secondary education. The procedure for the assessment and recognition of legalization is provided by the Government of the Republic of Lithuania January 21 Resolution No. 60 “On the Approval of the Provisions for the Assessment and Academic Recognition of Qualifications Acquired Abroad Granting the Right to Higher Education” (Official Gazette No. 12-369);
  - 12.4. certificate issued by the Center for Quality Assessment in Higher Education regarding the recognition of education acquired in foreign institutions (determination of equivalents of certificate subjects and transfer of grades) confirming that the qualification obtained abroad is equivalent to the secondary education provided by the Republic of Lithuania;
  - 12.5. a document certifying the knowledge of a foreign language (English and / or Russian). If the entrant does not have such a document, he / she has the opportunity to take a foreign language (English and / or Russian) test at KTK free of charge;
  - 12.6. 2 passport photos (3x4);
  - 12.7. a certificate from the bank where the entrant or his / her parents / adoptive parents have an account proving that the entrant or his / her parents / adoptive parents / guardians can allocate sufficient funds for subsistence, studies and return to their country (original or other legal document);
  - 12.8. a receipt confirming the payment of the registration fee for the studies to the account of KTK (see section 30).
13. All documents must be translated into English or Lithuanian, the translation must be notarised.
14. The documents are accepted until August 20, 2022.
15. The Applicant must send the application and other necessary documents by registered mail to the Admissions Team, Room 104, Tvirtovės al. 35, LT-50155 Kaunas, Lithuania or by e-mail email to [admission@edu.ktk.lt](mailto:admission@edu.ktk.lt).
16. Applications shall not be considered if they are incomplete and do not include all the required documents.

#### **IV. IMPLEMENTATION OF ADMISSION**

17. The decision on admission to the relevant study programme is made by the Admissions Team.
18. The decision on admission must be made within 10 working days after receipt of the application and supporting documents.
19. The Admissions Team can advise the Applicant on the success of their application without waiting for the time limit for the admission of documents to expire.
20. The Coordinator of International Relations shall prepare all the necessary documents confirming the Applicant's invitation to study at KTK once the decision has been made by the Admissions Team.
21. The Coordinator of International Relations shall send the following documents to the Applicant:
  - 21.1. a letter confirming the Applicant's invitation to study at KTK (hereinafter - the Invitation Letter);
  - 21.2. an application addressed to the Lithuanian Embassy to issue a multiple-entry visa (D) (sent only after receiving confirmation from the bank about the paid annual tuition fee);
  - 21.3. application for a temporary residence permit in Lithuania (sent only after receiving confirmation from the bank about the paid annual tuition fee);
  - 21.4. Preliminary Learning Agreement.
22. Before arriving for study, the Applicant must inform the Coordinator of International Relations in advance by e-mail, indicating the date, time and place of arrival.
23. Studies start on September 1.
24. Applicants must arrive for studies no later than September 15. If the Applicant does not arrive by the scheduled date, he / she will be removed from the student lists and all documents issued for a temporary residence permit in Lithuania and a multiple-entry visa (D) will become invalid.
25. Upon arrival, supervised by the International Relations Coordinator, the Applicants sign a Learning Agreement, which provides for the academic and financial obligations of both parties.
26. Applicants must independently take care of travel documents: passport, travel insurance and other expenses that are not included in the tuition fee or the registration fee.

#### **V. REGISTRATION AND TUITION FEES**

27. The registration fee for studies is 100 EUR. It is non-refundable.
28. Annual tuition fee for foreign citizens:
  - 28.1. if fewer than 5 students study in the same study programme and in the same year, the annual tuition fee is 3640 EUR;

- 28.2. if 5 and more students are studying in the same study programme and in the same year, the annual tuition fee is 2550 EUR.
29. Other special arrangements may be made regarding the annual tuition fee in exceptional cases.
30. The annual tuition fee must be paid to the account of KTK by the term provided for in the Learning Agreement:

Account details

Account holder:	Kauno technikos kolegija
Bank:	AB SEB bankas
Account number:	LT 54 7044 0600 0301 1752
Bank code:	70440
SWIFT (BIC) code	CBVILT2XXXX

All bank fees are covered by the Applicant.

31. Upon receipt of the Invitation Letter, the entrant must pay the annual tuition fee and send a document confirming the payment of the fee by e-mail to the Coordinator of International Relations.
32. After the Coordinator of International Relations confirms the receipt of the annual tuition fee, the Applicant, through KTK, shall apply to the Embassy of the Republic of Lithuania for a visa.
33. The paid annual tuition fee, less EUR 50 bank fees, may be refunded if:
- 33.1. the Applicant cannot obtain a visa;
- 33.2. in case the Applicant does not arrive for studies and submits of a motivated request for refund of the tuition fee.
34. If a student terminates his / her studies voluntarily, the fee shall be refunded only for the remaining period of studies (for credits/courses that have been prepaid but not yet studied).
35. Foreign nationals who do not agree with the decision of the Admissions Team may submit a written appeal to the no later than within 14 days from the date of receipt of the decision. The decision on the appeal shall be made no later than within 5 working days from the receipt of the appeal.