

## DESCRIPTION OF THE PROCEDURE FOR ADMISSION OF FOREIGN CITIZENS TO PANEVĖŽIO KOLEGIJA/STATE HIGHER EDUCATION INSTITUTION

### I. GENERAL PROVISIONS

1. The description of the procedure for the admission of foreign citizens to Panevėžio kolegija/State Higher Education Institution (hereinafter referred to as College) establishes the general principles and regulations for the admission of citizens of European Union Member States, European Economic Area States, citizens of other foreign countries, and stateless persons (hereinafter referred to as foreigners) to non-state-funded study places in study programs conducted at the College.

2. This description is prepared in accordance with the Law on Science and Studies of the Republic of Lithuania, the Statute of the College, the Description of the Procedure for the Evaluation and Recognition of Qualifications entitling to Higher Education, and other internal and external legal acts.

3. Foreigners (except for citizens of European Union Member States and European Economic Area States) can start their studies only after obtaining a National D visa or having a temporary residence permit in the Republic of Lithuania in accordance with the established procedure.

4. Studies for foreigners are conducted in the English language.

5. The Academic Council of the College annually approves the study programs and forms (including the language of instruction) for which the admission of foreign citizens may take place and determines the tuition fees.

### II. IMPLEMENTATION OF FOREIGNER ADMISSION

6. Foreigners who have secondary education recognized in Lithuania according to the procedure established by the Government of the Republic of Lithuania and a proficiency level in English not lower than B2 are eligible to apply to the College.

7. The admission of foreigners is usually carried out until June 1st.

8. Applicants must fill out the online registration form at <https://panko.lt/en/full-time-studies-application-form-2/> and provide scanned high-resolution documents made only from original documents, including:

8.1. A copy of the passport/personal identification document.

8.2. A passport-sized photo (30x40 mm).

8.3. Copies of the education document(s) (certificate, diploma) and its supplement(s) indicating at least secondary education. If the documents are issued in a language other than English, a notarized translation of the education document(s) (certificate, diploma) and its supplement(s) into Lithuanian/English must be provided.

8.4. Document(s) certifying a change of name and/or surname if the education documents were issued under a different name and/or surname.

8.5. A document confirming the payment of the registration fee. The registration fee for studies is 100 EUR. The registration fee is non-refundable. The registration fee is paid to the College's account:

Bank name	AB bankas „Swedbank“
SWIFT code	HABALT2
Bank code	73000
Account number	LT137300010074172424
Recipient's name	Panevėžio kolegija/State Higher Education Institution
Recipient's code	111968437

Payment purpose	Candidate's (name and surname) registration fee for studies in the study program (Study Program Name).
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8.6. A valid certificate confirming B2 level proficiency in the English language. If the applicant fails to submit a certificate verifying their English language proficiency, the adequacy of English language skills will be assessed based on the applicant's maturity certificate/diploma or an English language knowledge and skills test may be administered. Foreign citizens whose state language is English are not required to submit documents proving their foreign language proficiency.

9. Incomplete submission of all the required documents will result in the application not being considered.

10. Once the application is withdrawn, the registration fee is non-refundable.

### **III. SELECTION AND DECISION-MAKING REGARDING FOREIGNER ADMISSION**

11. The selection and admission of foreigners to the College are carried out by the Study, Career, and Occupation Center.

12. Decisions regarding the admission of foreigners to their chosen study program are made within one month from the submission of all the required documents. The applicant is informed of the decision via email.

13. The following documents are sent to the student:

13.1. Letter of Acceptance (in English).

13.2. Study Agreement (in English), which specifies the rights and obligations of the student and the College. The signed study agreement, along with the document confirming the payment of the tuition fee for the first year of study, must be submitted within 10 (ten) working days in response to the received email. The tuition fee for the first year of study is paid to the College's account indicated in point 8.5.

14. Upon receiving the signed study agreement and the document confirming the payment of the tuition fee for the first year of study, the Intermediary Letter for obtaining a National D visa is sent to foreign citizens (except for citizens of European Union and European Economic Area Member States) within 5 (five) working days.

15. If an invited foreign student fails to arrive for studies, the paid tuition fee for the first year of study is non-refundable (except in cases where the foreigner did not obtain a visa from the Republic of Lithuania).

16. Foreign students arriving for studies are responsible for arranging all necessary documents for travel and residence in the Republic of Lithuania themselves, including a passport, temporary or permanent residence permit in Lithuania, health insurance, travel formalities, etc.

### **IV. IMPLEMENTATION OF ADMISSION OF FOREIGNERS TO A HIGHER COURSE**

17. Foreigners who have studied in higher schools, colleges, or other higher education institutions and wish to continue their unfinished studies or study in a higher level program may be admitted to a higher course.

18. Foreigners who want to enroll in a higher course must submit their application through the registration form at <https://panko.lt/en/full-time-studies-application-form-2/>. Along with their secondary education documents, they must provide copies of their diploma, its supplement (appendix), document certifying the completion of a study component (grade report, study certificate, academic transcript, or other document), and their translation into Lithuanian/English. These documents serve as a basis for the formal recognition of formally acquired study results and/or recognized competences.

19. The documents demonstrating study results and/or formally acquired competences are handed over to the respective faculty dean, who organizes the recognition of the foreign student's partial study results and/or formal recognition of acquired competences.

20. The recognition of partial study results and/or formal recognition of acquired competences is carried out in accordance with the Procedure for Recognition of Partial Study Results and Formal Recognition of Competences Acquired through Formal Education at College.

21. The faculty dean, after evaluating the prepared Partial Study Results and/or Formal Recognition of Competences Card(s), makes a decision regarding the duration and scope of the student's studies and the possibility to study in a higher course, and informs the Study, Career, and Occupation Center about it.

22. Further admission of foreign students is carried out according to the procedure described in Section III of the Description.

## **V. FINAL PROVISIONS**

23. Information regarding admission, document registration, formalization of admission, studies, accommodation, and other matters is provided by Dalia Urbonienė, the Head of the Study, Career, and Occupation Center, via email at [dalia.urboniene@panko.lt](mailto:dalia.urboniene@panko.lt).

24. The description, study programs and forms for foreign student admission, language of instruction, study fees, and the link to the registration form at <https://panko.lt/en/full-time-studies-application-form-2/> are published on the College's website at <https://panko.lt/en/english-apply-for-full-time-studies/>.

25. The description is approved and amended by the decision of the Academic Council.

26. Other matters related to the admission of foreign students to non-state-funded study places that are not discussed in the Description are resolved by the Deputy Director for Studies.