

MACEDONIAN LANGUAGE CLASSES

Foreign students who intend to enroll at the first cycle studies at Goce Delchev University firstly need to attend two semesters of Macedonian language program and for that reason they submit the following documents:

- A copy of the receipt issued by the Ministry of Education and Science of the Republic of Macedonia, notifying that the procedure for legal recognition of your secondary school diploma has already started
- Copies of: Diploma for completed secondary education (Apostille seal on the diploma – for the countries that have signed the Hague convention and for the other countries a seal from the Ministry of foreign affairs)
- Certificates for each completed secondary school year
- Transcript (record of student's grades)
- Birth certificate
- Citizenship certificate
- Copy of the first page of the passport (scanned and sent to the email address given below)
- Medical certificate, including HIV and HEPATITIS C test

All of these copies must be certified by a public notary in the country the prospective students come from, and then translated in Macedonian by an official interpreter appointed by the court in the Republic of Macedonia.

The documents should be submitted personally or through an authorized person, who on the other hand has the right to submit documents only for one person during the academic year. All applicants for students should have completed *four-year secondary school*, including those coming from Turkey.

After receiving the documents from the candidate, the official representative for foreign students should issue the following documents in period of three days:

- Certificate for a full-time student in the preparatory classes for Macedonian language at the Institute for languages, at the Faculty of Philology in Shtip.
- A study program of the envisaged education.

The obligation of the candidates is to sign a Contract for beginning a course for learning Macedonian organized by the Institute of languages at the Faculty of Philology. The students are required to take two courses, i.e. three months each, and after successfully passing the exams they receive certificates for A1 level and A2 level of knowledge. The student is required to pay the amount of 500 Euros for one course, or 1000 Euros altogether, on the drawing account listed in the Contract.

Future students coming from the Balkans (Serbia, Croatia, Bulgaria...) should take and successfully pass a test for adequate Macedonian knowledge and thus obtain a certificate which confirms it. This certificate is issued by the Student Affairs Office at the Faculty of Philology (Campus IV). Students are required to pay 1.200 MKD (20 Euros) on adequate drawing account of the Institute for languages.

APPLICATION AND ENROLLMENT AT FIRST CYCLE OF STUDIES

After successfully completing the Macedonian courses, foreign students should **apply** under admission criteria at one of the three registration terms, determined on the state level, which are usually divided into three terms asserted by the open competition for enrollment of students at the first cycle of studies at Goce Delchev University. Foreign citizens enroll at the faculties of the University without any entrance exam, except when applying at the following faculties: Academy of Music, Academy of Fine Arts and Film Academy.

Upon applying, students submit the following documents:

- Enrollment application (Bookstore of UGD)
- Proof of paid 300 MKD on the drawing account of the University for Study Programs without examination of the knowledge, i.e. 500 MKD on the drawing account of the University, for study programs where examination of the knowledge is being carried out (Art/ Music/Film academies).
- [Decision on the legal recognition of the secondary school diploma](#) obtained by the Ministry of Education and Science (MES) in Skopje
- Diploma for completed secondary education (Apostille seal on the diploma for the countries that have signed the Hague convention and for the other countries a seal from the Ministry of foreign affairs)
- Certificates for each completed secondary school year
- Transcript (document of education)
- Birth certificate
- Citizenship certificate
- Copy of the first page of the passport (scanned and sent to the email address below)
- Medical certificate, including HIV and HEPATITIS C test
- A1/A2 certificates or Certificate of language knowledge for prospective students from the Balkans
Once the list of admitted foreign candidates to the first cycle of studies is being announced on the UGD website, students submit documents for **enrollment** (University Bookstore) and pay the first installment of the participation and administrative taxes on drawing accounts which can be seen on the website.

TEMPORARY RESIDENCE PERMIT

Foreign students should **apply for temporary residence permit** in the diplomatic or consular mission of the Republic of Macedonia in the country where he/she comes from. For that reason, they need the following documents:

- Documents obtained from the University (certificate for a regular student, a certificate for successfully passed Macedonian language test and a study program of the envisaged education).
- Certificate of non-criminal record explaining that there are not any criminal proceedings against him /her.

You can obtain additional information on the official site of the Ministry of Foreign Affairs. www.mfa.gov.mk

The next step is **obtaining a temporary residence permit** for which foreign students apply at the Ministry of Interior Affairs (MIA). You can get additional information on the official site of MIA, www.mvr.gov.mk in the part of legislation –The Law on Foreigners.

All foreign students should issue a temporary residence permit for the reason of obtaining a Unique Master Citizen Number for foreigners (ЕМБГ) which is necessary for registration in the electronic record (e –index) by the University. This rule also refers to students coming from the Balkan countries (Croatia, Serbia, Bulgaria...) who plan to transfer to universities in their mother countries after completing the first semester at UGD. For the purpose of obtaining a temporary residence permit, the University will issue them with a certificate for confirmation of a full-time student status, a study program of the envisaged education, and a certificate for successfully passed Macedonian language test.

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