

MANUAL FOR E-SYSTEM FOR ADMISSION AND ENROLLMENT OF FOREIGN CANDIDATES (WITH FOREIGN CITIZENSHIP)

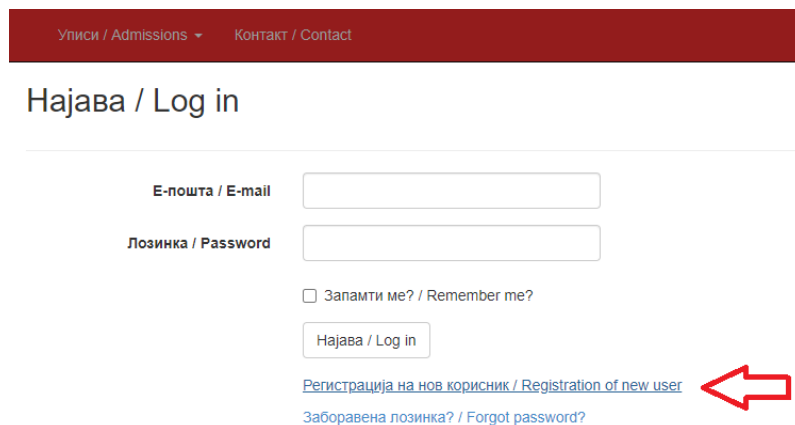
Link to the admission system: <https://eupisi.ugd.edu.mk>

Admission system is used for:

- First study year (study programs on Macedonian and English language);
 - Transfer from other universities (to any study program), and
 - Course in Macedonian / English language

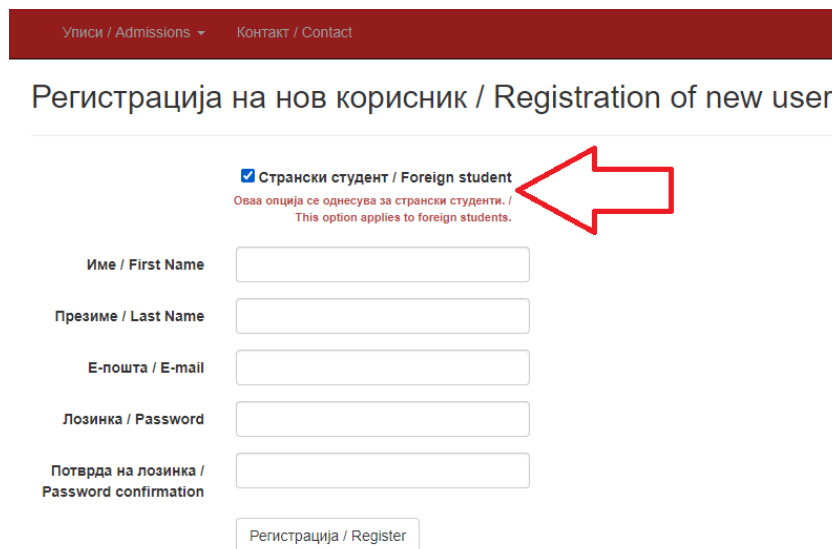
1. REGISTRATION

- All candidates must register first in the system:



The screenshot shows the top navigation bar with 'Уписи / Admissions' and 'Контакт / Contact'. Below is the 'Најава / Log in' section with input fields for 'Е-пошта / E-mail' and 'Лозинка / Password', a 'Запамти ме? / Remember me?' checkbox, and a 'Најава / Log in' button. At the bottom, there are two links: 'Регистрација на нов корисник / Registration of new user' and 'Заборавена лозинка? / Forgot password?'. A red arrow points to the registration link.

Figure 1. Registration link



The screenshot shows the top navigation bar with 'Уписи / Admissions' and 'Контакт / Contact'. Below is the 'Регистрација на нов корисник / Registration of new user' section. It features a checked checkbox for 'Странски студент / Foreign student' with a red arrow pointing to it. Below the checkbox is a note: 'Оваа опција се однесува за странски студенти. / This option applies to foreign students.' The form includes input fields for 'Име / First Name', 'Презиме / Last Name', 'Е-пошта / E-mail', 'Лозинка / Password', and 'Потврда на лозинка / Password confirmation', followed by a 'Регистрација / Register' button.

Figure 2. Registration form

- Foreign candidates **must** check Странски студент / Foreign student check box.
- Data input during the registration and the application will be used to create e-index and all the other resources at UGD, so please enter correct data.
- Enter valid (in use) private e-mail address and phone number (during application).
- Password must obey rules (example of valid password: Skopje3#).
- Registration is finished with click on Activation link sent to the private e-mail to the candidate. Later, the candidate can log in to the application system.

2. APPLICATION

- Create an application for course in Macedonian or English language **OR** Create an application for enrollment in first study year **OR** Create an application for transfer from other university.

Почетна / Home Уписи / Admissions eПлаќања / ePayment Контакт / Contact Учарство / Instructions riste timovski

УНИВЕРЗИТЕТ „ГОЦЕ ДЕЛЧЕВ“ ШТИП

ЗАПИШУВАЊЕ НА КОНКУРС
(Важи за кандидати со македонско државјанство)
Активен рок за пријавување:
од 21.09.2022 до 15.11.2022
Продолжи

ПРЕФЛУВАЊЕ ОД ДРУГ УНИВЕРЗИТЕТ
(Важи за кандидати со македонско државјанство)
Активен рок за поднесување на барања:
од 13.07.2022 до 13.05.2023
Продолжи

REGISTRATION OF A FOREIGN STUDENT FOR A COURSE IN MACEDONIAN / ENGLISH LANGUAGE
Active period for submission of requests:
from 13.07.2022 to 13.05.2023
Continue

REGISTRATION OF A FOREIGN STUDENT FOR ADMISSION (FIRST YEAR OF STUDIES OR TRANSFER FROM OTHER UNIVERSITIES)
Active period for submission of requests:
from 13.07.2022 to 13.05.2023
Continue

Figure 3. Option 1, for application in first study year or transfer and Option 2, for Course in Macedonian or English language

- Fulfill the data requested from the system:

General information about the candidate

First Name: riste
Last Name: timovski
Parent name:
Citizenship: Avganistan
Gender: Male
Date of birth:
Place of birth:
Municipality of birth:
State of birth:
Residential address:
Place of residence:
Municipality of residence:
State of residence:
E-mail: riste.timovski@yahoo.com
Mobile phone: +381
Information for request

Language: Macedonian
Request from a student (specify descriptively):
Attached documents (specify descriptively):
Select files to upload: Choose Files | No file chosen
Save request

General information about the candidate

First Name: riste
Last Name: timovski
Parent name:
Citizenship: Avganistan
Gender: Male
Date of birth:
Place of birth:
Municipality of birth:
State of birth:
Residential address:
Place of residence:
Municipality of residence:
State of residence:
E-mail: riste.timovski@yahoo.com
Mobile phone: +
Information for request

Choose faculty:
Choose department:
Choose program:
Request from a student (specify descriptively):
Attached documents (specify descriptively):
Select files to upload: Choose Files | No file chosen
Save request

This field must be fulfilled by candidates for transfer from other universities with information about the request: which university, faculty and study program they are transferring from, do they request recognition of passed exams (if yes, certificate with passed exams must be attached). All documents necessary for the transfer and recognition process must be attached.

Figure 4. Application for course in Macedonian/English language (left) and Application for first study year or transfer from other universities (right)

- o Upload all the necessary documents (scans, copies, pictures) as it is requested in the official competition announced at the GDU web (zip them before submitting);

- Use the field Request from a student to specify specific data / put “/” in case of no need.
- After saving the application, pay the necessary fees for application (Fees announced on the GDU web):

Active period for requests submission:
from _____ to _____

1. A request has already been created:

Number of request	Created on	Status	Action
4672 3	11.05.2023	In progress 6	Details 5 Download application 4 Payment 1

2

Balance:

Code	Finances (in denars)
You have 0 payments	

Figure 5. Created application, payment link and other

- 1 – Link to payment module;
- 2 – Check current balance;
- 3 – Number the of application;
- 4 – **Download the application and submit it with the other documents needed for the admission process into the foreign students’ office;**
- 5 – Details (see what you have created);
- 6 – Status of the application (In progress, Approved or Not approved).

Figure 6. Payment of the application fee(s), left – choose code and enter amount (in denars, MKD), right – enter data from the payment card

- You only select **CODE / REVENUE CODE / ПРИХОДНА ШИФРА** in the form (you find code from the information about the application fees on the GDU web) and enter the amount **IN MACEDONIAN DENARS (calculate the amount related to the exchange rate at the end of this manual, if amount is given in euros)**.
- After you enter the data from the card and confirm the payment, you get feedback message for successful payment and also confirmation on your private e-mail.
- Only the application with status Approved will be enrolling to what the candidates had applied.

3. ENROLLMENT (via [E-index](#))

- Once the candidates are admitted, their application status will be changed to Approved and they will be able to enroll to what they had apply (first study year, transfer or course in Macedonian / English language).
- For all accepted candidates (Application status = Approved), resources such as index number, username, password, e-mail etc.) will be created automatically and this information will be shown in the candidates' profiles:

1. A request has already been created:

Number of request	Created on	Status	Action
4672	11.05.2023	Approved	Details Download application Payment

Balance:

Code	Finances (in denars)

2. Details of the decision made (when Status = Approved/Rejected):
Details will be shown if necessary.

3. Details of resources created (when the decision will be implemented):
 Index number: 14672
 Username: name.14672
 Student e-mail: name.14672@student.ugd.edu.mk
 Password: Please check your private e-mail for instructions
 Login systems:
[e-index](#)
[e-learning](#)
[e-mail](#)

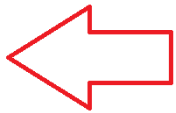
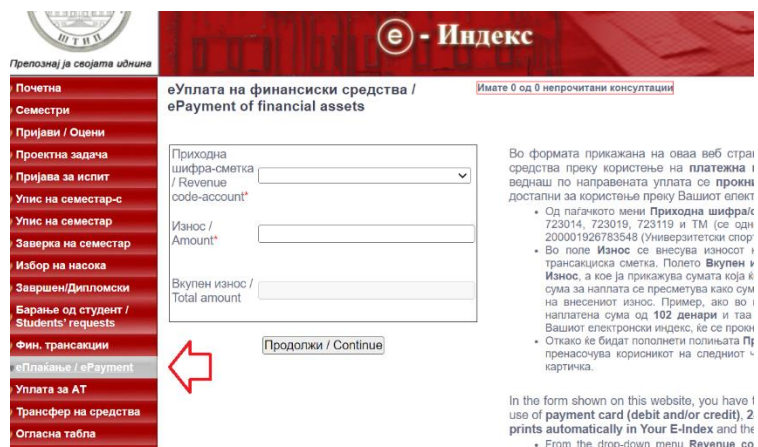


Figure 7. Information about created resources

- For the accepted candidates, e-index profiles will be created ([E-index](#)), where each candidate will log in with the username and password created by the University (will not use previous system anymore - <https://eupisi.ugd.edu.mk>, since It is only for application):
 - o username: name.indexnumber, example: john.12344);
 - o password: set your own password / please check your private e-mail for instructions.
- [E-index](#) is the main system at the University, where all students administer themselves from the beginning to the end of the studies (enrollment of semesters, applying for final exams, payments, submitting all kinds of student's requests etc).
- In [E-index](#) you will be obliged to:
 - o Pay the fees for enrollment (using any payment card);
 - You only select **CODE / REVENUE CODE / ПРИХОДНА ШИФРА** in the form (you find code and amount needed from the information about the enrollment fees on the GDU web) and enter the amount **IN MACEDONIAN DENARS** (calculate the amount you need to pay related to the exchange rate at the end of this manual, if amount is given in euros).



Препознај ја својата иднина

е - Индекс

Имате 0 од 0 непроцитирани консултации

Почетна
Семестри
Пријави / Оцени
Проектна задача
Пријава за испит
Упис на семестар-с
Упис на семестар
Зверка на семестар
Избор на насока
Завршен/Дипломски
Баране од студент / Students' requests
Фин. трансакции
eПлагање / ePayment
Уплата за АТ
Трансфер на средства
Огласна табла

еУплата на финансиски средства / ePayment of financial assets

Приходна шифра-сметка / Revenue code-account*

Износ / Amount*

Вкупен износ / Total amount

Продолжи / Continue

Во формата прикажана на оваа веб страна средства преку користење на платежна i веднаш по направената уплата се проки достапни за користење преку Вашиот елект * Од паѓачкото мени Приходна шифра: 723014, 723019, 723119 и ТМ (се оди 200001926783548 (Универзитетски спор * Во поле Износ се внесува износот i трансакциска сметка. Полето Вкупен * Износ, а кое ја прикажува сумата која i сува за капалата се пресметува како сум на внесените износ. Пример, ако во i наплатана сума од 102 денари и таа Вашиот електронски индекс, ќе се прои * Откако ќе бидат пополнети полињата Пi пренасочува корисникот на следниот * картичка.

In the form shown on this website, you have 1 use of payment card (debit and/or credit). 2 prints automatically in Your E-Index and the * From the drop-down menu Revenue co

Figure 8. Payment module in [E-index](#)

- If more than one payment need to be done for enrollment, based on the announced fees, you do each payment (on each code / revenue code / приходна шифра) separately. For example:
 - First payment: code:723014, amount 6000 denars;
 - Second payment: code 723012, amount: 60125 denars).
- Enroll the first semester (or Semester for A1 level of course in language):

Next semester:		Faculty:	Факултет за медицински науки	Status:	Активен
Generation of studies:	Прва	Department:	Општа медицина	Way of studying:	Редовен
School year:		Module:	Општа медицина	Method of payment:	Државна квота
Study program:					

Упис на семестар



For students on study programs on Macedonian language

Both links do the same action!

For students on study programs on English language



Semester enrollment

Compulsory subjects (6)

No.	Subject	Professor	Credit	Lectures	Exercises	Laboratory	V.O.	Recognized	Grade
1	Вовед во медицината	Валентина Симоновска	2,00	2	0	1	60	No	
2	Биофизика	Зденка Стојановска	5,00	2	2	1	150	No	
3	Анатомија 1	Светлана Јовевска	9,00	3	4	2	270	No	
4	Биологија	Невенка Величкова	4,00	2	1	1	120	No	
5	Спорт и рекреација	Нема Професор	0,00	0	0	2	0	No	
6	Хемија	Биљана Балабанова	6,00	3	2	1	180	No	

Compulsory subjects with choice (Choose 1 subject(s) from each group of compulsory subjects with a choice)

No.	Subject	Group subject	Professor	Credit	Lectures	Exercises	Laboratory	V.O.	Recognized	Choice	Grade
1	Англиски јазик 1	УИП 1	Драган Донеv	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	
2	Германски јазик 1	УИП 1	Марица Тасевска	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	
3	Италијански јазик 1	УИП 1	Надица Негриевска	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	
4	Руски јазик 1	УИП 1	Игор Станојоски	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	
5	Француски јазик 1	УИП 1	Светлана Јакимовска	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	
6	Шпански јазик 1	УИП 1	Марија Тодорова	4,00	0	0	4	120	No	<input type="checkbox"/> Choose	

Elective subjects (Choose 0 subject(s) of total 0 subject(s))

Enroll semester



Figure 9. Semester enrollment form in [E-index](#) (example for enrollment of first semester in Општа медицина = General medicine study program in Macedonian language)

- Only students that will complete all the steps will keep the status **Student**. All the students who will not pay the expenses and/or will not enroll the semester according to the announced deadlines, will loose the status **Student** and their resources will be erased.

Exchange rate Euro / Denar for payment in the [Application system](#) and the [E-index system](#):

- 50 euros = 3065 denars;
- 100 euros = 6125 denars;
- 250 euros = 15315 denars;
- 375 euros = 22970 denars;
- 500 euros = 30625 denars;
- 750 euros = 45940 denars;
- 1000 euros = 61250 denars;
- 1500 euros = 91880 denars;
- 3000 euros = 183750 denars.