

**USER GUIDE FOR APPLICATION (REGISTRATION) AND
ENROLLMENT OF FOREIGN STUDENT
FIRST CYCLE OF STUDIES and LEARNING MKD OR ENG LANGUAGE
GOCE DELCEV UNIVERSITY IN STIP, REPUBLIC OF NORTH MACEDONIA**

This document covers both the application (registration) for studying at the faculty and application for studying Macedonian or English language (as a predecessor of the regular faculty).

The software platform for creation of any of the application can be accessed using the following link:

<https://eupisi.ugd.edu.mk>

The periods when the platform will be opened for any of the activities depends on the official competition for enrollment of new students, published at the official web site of the university:

www.ugd.edu.mk

For all the technical issues using this application platform, please contact:
eindex@ugd.edu.mk

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1. Registration of new candidates

In order to apply (register) for regular studies or learning language, each candidate must firstly register at the platform (figure 1):

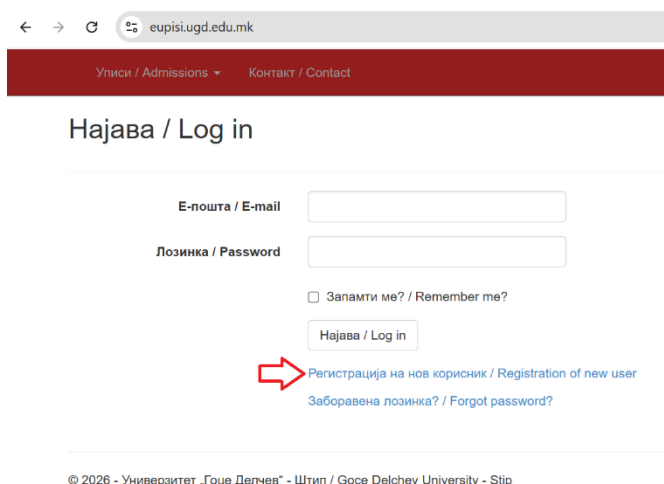


Figure 1. Registration link

In the next screen, the candidate must enter the necessary data and obligatory check the field **Странски студент / Foreign student** (figure 2):

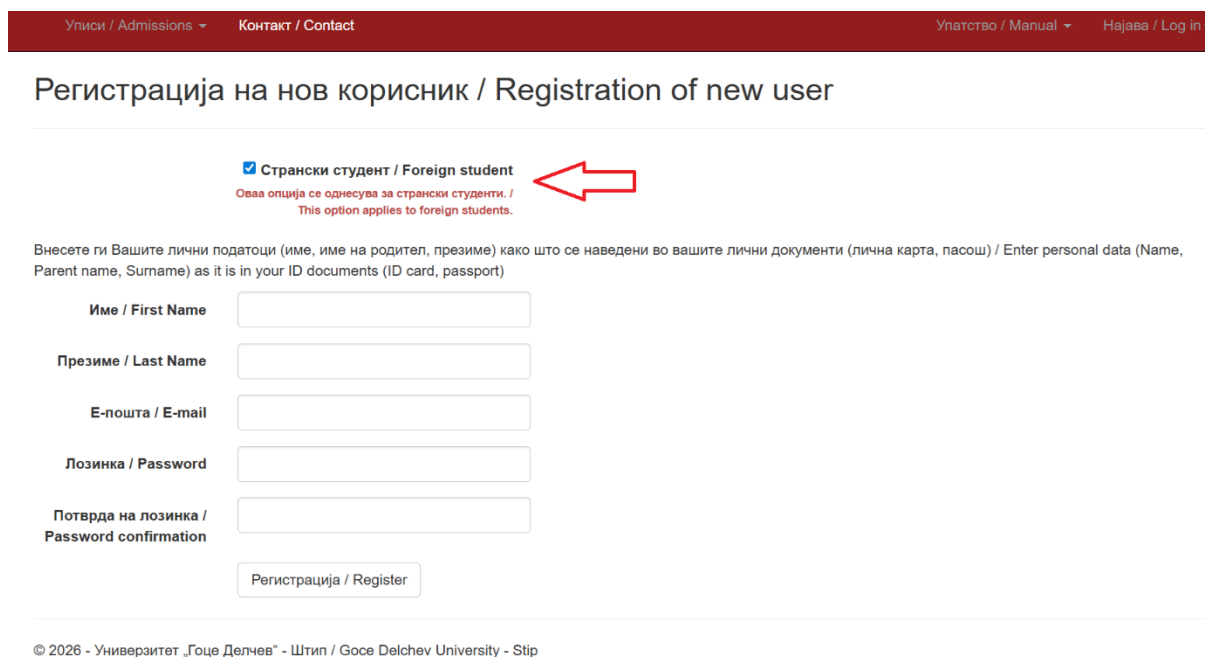


Figure 2. Registration data form

With click of **Регистрација / Register**, the system automatically sends confirmation e-mail at the e-mail address you entered in the form shown on Figure 2. After you confirm on the link sent to you e-mail, your profile is active and you can proceed with the following steps.

2. Application for regular studies (first cycle of studies)

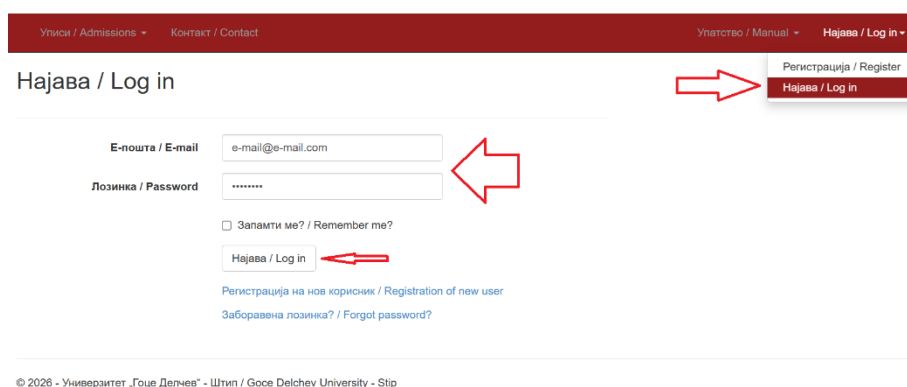
The complete process is consisted of three steps that every candidate must do:

- Creation of application for studies;
- Candidate ranking and waiting for the results, and
- Enrollment of the accepted candidates and obtaining the status of a regular student at the University.

Candidates for enrollment via transfer from other universities are also obligated to use this platform, as described bellow in this document.

2.1. Creation of application for studies and payment of the application fees

After the registration, the candidate can log in on the platform with the e-mail used during the registration and password set:



The screenshot shows the Hajava / Log in form. At the top, there is a dark red header with navigation links: "Уписи / Admissions", "Контакт / Contact", "Учатство / Manual", and "Hajava / Log in". Below the header, the main heading is "Hajava / Log in". To the right of the heading, there is a red arrow pointing to a button labeled "Регистрација / Register" and "Hajava / Log in". Below the heading, there are two input fields: "Е-пошта / E-mail" with the value "e-mail@e-mail.com" and "Лозинка / Password" with the value "*****". A red arrow points to the "Лозинка / Password" field. Below the input fields, there is a checkbox labeled "Запамти ме? / Remember me?". Below the checkbox, there is a button labeled "Hajava / Log in" with a red arrow pointing to it. Below the button, there are two links: "Регистрација на нов корисник / Registration of new user" and "Заборавена лозинка? / Forgot password?". At the bottom of the form, there is a copyright notice: "© 2026 - Универзитет „Гоце Делчев“ - Штип / Goce Delchev University - Stip".

Figure 3. Log In form

After the registration and log in, candidate selects the option **REGISTRATION OF A FOREIGN STUDENT FOR ADMISSION (FIRST YEAR OF STUDIES OF TRANSFER FROM OTHER UNIVERSITIES)** and clicks **Continue**:

Почетна / Home
Уписи / Admissions
еПлатења / ePayment
Контакт / Contact
Упатство / Manual
Name Surname


**УНИВЕРЗИТЕТ
„ГОЦЕ ДЕЛЧЕВ“
ШТИП**

ЗАПИШУВАЊЕ НА КОНКУРС
(Важи за кандидати со македонско државјанство)

Активен рок за пријавување:
Не постои активен уписен рок!

Продолжи

ПРЕФЛУВАЊЕ ОД ДРУГ УНИВЕРЗИТЕТ
(Важи за кандидати со македонско државјанство)

Активен рок за поднесување на барања:
од 10.07.2025 до 19.05.2026

Продолжи

**REGISTRATION OF A FOREIGN STUDENT
FOR A COURSE IN MACEDONIAN / ENGLISH LANGUAGE**

Active period for submission of requests:
from 10.07.2025 to 19.05.2026

Continue

**REGISTRATION OF A FOREIGN STUDENT FOR ADMISSION (FIRST YEAR OF
STUDIES OR TRANSFER FROM OTHER UNIVERSITIES)**

Active period for submission of requests:
from 10.07.2025 to 19.05.2026

Continue

Figure 4. Option for application for regular studies

After the click of **Click here to create new request / application**, each candidate must fulfill all the data divided in two sections:

General information about the candidate – important information about the candidate:

General information about the candidate

Enter personal data (Name, Parent name, Surname) as it is in your ID documents (ID card, passport)

First Name	Name
Last Name	Surname
Parent name	
Citizenship	Afghanistan
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	
Mobile phone	+389

Figure 5. General information about the candidate

Information for request – data for the study program the candidate applies for:

Information for request

Please select only from the study programs in the [Information for competition / admission of foreign students](#) . Otherwise, the request / application will be rejected.

Choose faculty

Choose department

Choose program

Specific requests/information (specify descriptively if necessary)

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.

List the attached documents(ex:1.Certificate of residence, 2.Secondary school diploma, 3.Transcript etc.)

[Check list of documents for admission and enrollment for all study programs.](#)

Select files to upload No file chosen

Figure 6. Information for request

The maximum allowed size of the attached documents is 4MB. After completion of the form and click Save request, the initial application is created and shown to the candidate:

Active period for requests submission:
from 10.07.2025 to 19.06.2026

1. A request has already been created:

Number of request	Created on	Status	Action
9679	07.06.2026	In progress	Details Download application Payment

Additional info:

- Only requests / applications that are complete (1. Request / application created here, 2. Application fee paid, and 3. Physical documents submitted in the foreign candidates/students' office) and are done within the deadlines, as it is stated in the official competition, will be taken into consideration.
- Applicant can pay the application fee right after creating the request / application, via the [Payment](#) module, using any payment card.
- Fees for application:
 - There is no fee for application for English / Macedonian language course!
 - [Fees – Study programs in Macedonian language](#)
 - [Fees – Study programs in English language](#)

Balance:

0.00	Application fee
You have 0 payments	

Figure 7. Created application form

With click on **Details**, the candidates can check the data entered in any moment. In order to complete the e-application, the candidate must pay the necessary **APPLICATION FEES** for the specific study program he/she applies. All the fees and the codes that need to be used are announced on the web site of the university www.ugd.edu.mk. Or within the form shown on figure 7. The payment of the fees is done with click on the **Payment** link (figure 7). The rule – one code $\leftarrow \rightarrow$ one payment is applied.

Електронско плаќање / Epayment

Приходна шифра / Revenue code	723113
Износ / Amount	6000
Вкупен износ со банкарска провизија / Total amount with bank fee	6096

Потврди/Confirm

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Figure 8. First payment form

After entering the code and the amount, candidate clicks on **Потврди/Confirm** and later **Плати/Pay** and sees the form for card details entering:

[Врати се назад/Back](#)

Безбедна форма
Податоците се доверливи

Податоци за платежна картичка

Име и презиме	
Број на картичка	
CVV2/CVC2	
Рок на важност	01 / 2026
Износ:	6096 MKD
Опис	E-уплата_преку_модул_за_еУписи

Инфо

Откажи Потврди

VISA SECURE

mastercard

Figure 9. Card details entering

The fields are:

- Име и презиме / Name and surname
- Број на картичка / Card number
- CVV2/CVC2
- Рок на важност / Valid through
- Износ / Amount
- Опис / Description

After clicks on Потврди (Confirm) and successful payment, the transaction is immediately (or not later than 60 minutes) shown in the profile balance (Figure 7).

After creation of the application and payment of the fees, the candidate must print the application form (figure 7) with click on Download application and together with the necessary documents and no later than the published deadlines (first, second and third period for application separately), **submit all the documents in the foreign student's office:**

– INTERNATIONAL STUDENT OFFICE

Phone: +389 32 550 061

E-mail: internationalstudentservice@ugd.edu.mk

Address: „Krstev Misirkov“ No.10-A P.O. Box 201 Stip 2000, North Macedonia

Figure 10. Foreign students' contact info

2.2. Candidate ranking and waiting for the results

After the completion of the application, payments and documents submission, in the appropriate deadlines, results will be published on:

- www.ugd.edu.mk,
- <https://upisi.ugd.edu.mk/>, and
- Each candidate can see the status of his/her application in any moment via the personal app profile in <https://eupisi.ugd.edu.mk> – figure 7 form / status will be changed in **Approved**.

2.3. Enrollment of the accepted candidates and payment of the tuition fees

Only candidates with application status **Approved** will be able to complete the enrollment process explained in this chapter.

1. A request has already been created:

Number of request	Created on	Status	Action			
9679	07.06.2026	Approved	Details	Download application	Payment	Enroll semester



Figure 11. Enroll semester option for admitted candidates

With click on **Enroll semester**, the following form will be shown:

Enrollment of admitted candidates

You do not have the minimum funds required for university enrollment and the first semester!

Your current enrollment balance:

Revenue code	Funds to be paid	Available funds
723012	30625,00	0
Administrative fee	100,00	0
University Sports Center - Shtip	390,00	0
723014	1000,00	0
723019	2350,00	0
723119	910,00	0

Please complete the necessary payments and proceed with the enrollment.

Use: [Payment](#)

In case the paid funds do not appear immediately, they will appear within a period not exceeding 60 minutes! If you have a problem/question again, please contact eindex@ugd.edu.mk

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Figure 12. Fees for enrollment

All the necessary **TUITION FEES** (amounts in column **Funds to be paid**) are shown, related to the specific code in the column **Revenue code**. Following the rule one code $\leftarrow \rightarrow$ one payment, the candidate makes each payment separately using the link **Payment** (figure 8 and figure 9).

After completion of all the payments, the form shown on figure 12 will be expanded as shown on figure 13:

Before enrolling, be sure to choose elective subjects (if available in the study program)

Compulsory subjects
Спорт и рекреација
Историја на уметност 1
Класично цртање 1
Класично вајање 1
Класични вајарски технологии 1

Elective subjects		
Subject	Group	Choice
Choose 1 subjects		
Информатика	УИП 1_1	☐
Choose 1 subjects		
Англиски јазик	УИП 1_2	☐
Германски јазик	УИП 1_2	☐
Француски јазик	УИП 1_2	☐
Руски јазик	УИП 1_2	☐
Шпански јазик	УИП 1_2	☐
Италијански јазик	УИП 1_2	☐

Enroll semester

Figure 13. Enrollment of the first semester

After selection of the elective courses in the first semester (if any), candidate clicks on **Enroll semester**. This action:

- Creates all the necessary e-resources at the university;
- Creates e-index (with automatically chosen index number) and enrolls first semester;
- Creates student's e-mail, and

- Sends automatic welcome message to the private e-mail of the candidate with the necessary instructions how to use the e-index and other resources.

The password initially set is the same for all platforms at the University. After the enrollment, candidate acquires the status **Student** and continues to use the central students' platform called e-index on the following link: <https://students.ugd.edu.mk>.

2.4. Transfer of foreign students from other universities

Students applying to the Goce Delcev University via transfer, follows the same steps as in chapters 1, 2.1 and 2.2 (avoid 2.3), with the following differences:

- Field **Specific request / information** must be fulfilled with the candidate's request, such as "I request to be transferred as regular student in 2nd year on study program Computer engineering ...";
- Transfer candidates must attach documents such as Certificate of exams obtained on the institution previously;
- During the transfer process, candidates contact with foreign students' office (figure 10);
- After eventual approval and change of the application status in Approved, candidates contact with the foreign students' office for information about the fees necessary to be paid to do the enrollment;
- Candidates can use this platform to make those payments (as explained in figure 7, 8 and 9, using the link **Payment**);
- After completion of the payments, candidate must contact foreign students' office to complete the enrollment process.
- Each candidate will receive welcome message on their private e-mail.

3. Application for learning Macedonian or English language

After the registration and log in, candidate selects the option **REGISTRATION OF A FOREIGN STUDENT FOR A COURSE IN MACEDONIAN / ENGLISH LANGUAGE** and clicks **Continue**:

The screenshot shows the website of Goce Delchev University - Stip. The header includes navigation links: Почетна / Home, Уписи / Admissions, eПлатформа / ePayment, Контакт / Contact, Упатство / Manual, and Name Surname. The main content area is divided into four sections:

- ЗАПИШУВАЊЕ НА КОНКУРС** (Важи за кандидати со македонско државјанство): Активен рок за пријавување: Не постои активен уписан рок! Button: Продолжи
- ПРЕФЛУВАЊЕ ОД ДРУГ УНИВЕРЗИТЕТ** (Важи за кандидати со македонско државјанство): Активен рок за поднесување на барања: од 10.07.2025 до 19.06.2026. Button: Продолжи
- REGISTRATION OF A FOREIGN STUDENT FOR A COURSE IN MACEDONIAN / ENGLISH LANGUAGE**: Active period for submission of requests: from 10.07.2025 to 19.06.2026. Button: Continue
- REGISTRATION OF A FOREIGN STUDENT FOR ADMISSION (FIRST YEAR OF STUDIES OR TRANSFER FROM OTHER UNIVERSITIES)**: Active period for submission of requests: from 10.07.2025 to 19.06.2026. Button: Continue

A red arrow points to the 'REGISTRATION OF A FOREIGN STUDENT FOR A COURSE IN MACEDONIAN / ENGLISH LANGUAGE' section.

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Figure 14. Option for application for learning language

After the selection of this option, candidates follow the instructions as in chapter 2.1 with the following differences:

- In the **Information for request** section (previously figure 6), candidate selects the language course he/she applies for:

The screenshot shows the 'Information for request' form. It includes a dropdown menu for 'Language course' with 'Macedonian' selected. Below it, there is a text area for 'Specific requests/information (specify descriptively if necessary)'. Further down, there is a section for 'List the attached documents (ex: 1. Certificate of residence, 2. Secondary school diploma, 3. Transcript etc.)' with a corresponding text area. At the bottom, there is a 'Check list of documents for admission and enrollment for all study programs' link, a 'Select files to upload' section with a 'Choose Files' button and 'No file chosen' text, and a 'Save request' button.

Figure 15. Language selection

- The payment information (necessary fees) are published on the web site of the university and link **Payment** can be used to pay the necessary fees for application for learning MKD or ENG language;
- For all the information during the application and enrollment process of this category of candidates, please use the following contact info:
Foreign students' office: internationalstudentservice@ugd.edu.mk
Faculty of philology: <https://ff.ugd.edu.mk/kontakti/>