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**Order**

**organization of admission for study of foreigners and stateless persons to**

**Uman National University of Horticulture in 2025**

**I. General provisions**

1.1. The procedure for organizing admission to the Uman National University of Horticulture (hereinafter referred to as UNUH) of foreigners and stateless persons is carried out in accordance with the Laws of Ukraine “On Higher Education”, “On the Legal Status of Foreigners and Stateless Persons”, “On Ukrainians Abroad”, “On Refugees and Persons in Need of Additional or Temporary Protection”, “On the Establishment of Additional Legal and Social Guarantees for Citizens of the Republic of Poland Staying on the Territory of Ukraine”; Resolution of the Cabinet of Ministers of Ukraine dated September 12, 2018 No. 729 “Issues of Obtaining Higher Education by Certain Categories of Persons”; The procedure for organizing admission to institutions of professional (vocational and technical), professional pre-higher education, higher education of Ukraine and training (internship) of foreigners and stateless persons using the Unified Interdepartmental Information System of Ukraine for foreigners and stateless persons wishing to study in institutions of professional (vocational and technical), professional pre-higher education, higher education of Ukraine, approved by the Resolution of the Cabinet of Ministers of Ukraine dated June 28, 2024 No. 758; by the Order of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541 “Some Issues of Organizing Recruitment and Training (Internship) of Foreigners and Stateless Persons”, registered with the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536; by order of the Ministry of Education and Science of Ukraine dated December 2, 2019 No. 1498 “On approval of the Procedure for establishing quotas for obtaining higher education by foreigners and stateless persons within the scope of the state order in accordance with international treaties of Ukraine”, registered with the Ministry of Justice of Ukraine on February 10, 2020 under No. 153/34436.

Citizens of the Russian Federation, the Islamic Republic of Iran, the Republic of Belarus and the Democratic People's Republic of Korea who do not have a permanent residence permit in Ukraine are admitted to study with an individual permit from the Ministry of Education and Science of Ukraine.

1.2. Foreigners and stateless persons, stateless persons who have applied for recognition as refugees, persons who have applied for protection in Ukraine and provided a Certificate of Application for Protection in Ukraine (hereinafter referred to as foreigners) may obtain higher education at the expense of individuals and/or legal entities, unless otherwise provided by international treaties of Ukraine, the binding consent of which has been granted by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions on international academic mobility.

Admission of foreigners and stateless persons, in particular foreign Ukrainians permanently residing in Ukraine, citizens of the Republic of Poland, persons recognized as refugees, and persons in need of additional protection, to places of state order is carried out in accordance with paragraph 6 of Section III of these Rules for Admission to Study. Admission of other categories of foreigners to higher education institutions for study at places of state order is carried out within the quotas for foreigners.

Admission of foreigners for higher education is carried out for accredited educational programs. UNUH may also admit foreigners for training in the preparatory department programs, for studying the state language and/or the language of instruction, as well as for postgraduate education, advanced training and internships.

1.3. Foreigners who are granted state scholarships under international agreements, national programs, and other international obligations of Ukraine are admitted to study within the established quotas for foreigners based on the recommendations of the Ministry of Education and Science of Ukraine.

1.4. Foreigners who arrive in Ukraine to participate in academic mobility programs or to obtain higher education under educational programs agreed between UNUH and foreign higher education institutions are admitted for studies taking into account the contractual obligations of the relevant higher education institutions.

1.5. Foreigners and stateless persons, in particular Ukrainians abroad who permanently reside in Ukraine, persons recognized as refugees, and persons in need of additional protection, have the right to obtain higher education on an equal basis with citizens of Ukraine, in particular at the expense of state or local budget funds, with the exceptions established by the Constitution of Ukraine, laws of Ukraine, or international treaties, the binding consent of which has been granted by the Verkhovna Rada of Ukraine.

Overseas Ukrainians whose status is certified by a certificate of overseas Ukrainian (except for persons permanently residing in Ukraine) may be enrolled in state-ordered studies within the established quotas for foreigners by taking an entrance exam for foreigners in subjects stipulated by the Admission Rules.

1.6. Admission of foreigners for study may be carried out in person and/or remotely. Recruitment of foreigners for study is carried out using the Unified Interdepartmental Information System of Ukraine for foreigners and stateless persons who wish to study in institutions of professional (vocational and technical), professional pre-higher education, higher education of Ukraine (hereinafter referred to as the Unified System).

The validity period of an electronic invitation to study issued by the Unified System is no more than six months from the date of affixing an electronic qualified seal or a qualified electronic signature of an authorized person of the Unified System.

The invitation to study issued by the Automated System "Electronic Journal" of a state enterprise authorized by the Ministry of Education and Science of Ukraine remains valid until April 1, 2025 inclusive.

Foreigners who have received an electronic invitation to study, received a set of services for information and consulting support (in case of receiving an invitation to study using the Automated System "Electronic Journal" of a state enterprise authorized by the Ministry of Education and Science of Ukraine), and also completed the procedure for legalizing educational documents in the country of their issuance can participate in the distance reception: they have completed legalization at the Ministry of Foreign Affairs of the country that issued the educational document; they have completed legalization at the consular department of a diplomatic institution of Ukraine abroad (consular legalization or apostille).

To organize remote recruitment of foreigners for higher education and for the purpose of studying under the programs of the preparatory department, studying the state language and/or the language of instruction, as well as for postgraduate education, advanced training and internships, UNUH conducts personal identification and entrance tests in a remote format with their video recording (including from the screen of the applicant's device). The video recording of the entrance test is stored after the entrance exam for foreigners for five years in UNUH, and a link to this record is entered into the Unified Database.

In the case of distance learning, the foreigner sends legalized or notarized copies of documents on previous education to UNUH by mail. When first crossing the state border of Ukraine and upon arrival at the educational institution, the foreigner hands over the original documents in person.

**II. Requirements for the level of education of applicants**

2.1. The list of educational degrees, specialties and educational programs to which foreigners may be admitted (accredited educational programs) is given in Appendix 1 to the Rules for Admission to Higher Education at UNUH in 2025.

2.2. Foreigners who have foreign educational documents that give the right to continue their studies at the appropriate level of higher education in accordance with the legislation of the country that issued the document on the obtained degree (level) of education are admitted to the first year of study for a bachelor's degree.

2.3. Foreigners who have foreign educational documents corresponding to a bachelor's degree and giving the right to continue their studies at the master's level in accordance with the legislation of the country that issued the document on the obtained degree (level) of education are admitted to study for a master's degree.

2.4. For higher education, the degree of Doctor of Philosophy, UNUH accepts foreigners who have obtained a master's degree.

**III. Deadlines for accepting applications and documents, competitive selection and enrollment in studies**

3.1. Enrollment of foreign applicants for study at the expense of individuals and/or legal entities may be carried out by UNUH until November 1.

3.2. Registration and issuance of invitations to study, acceptance of applications and documents, entrance exams and enrollment of applicants for bachelor's and master's degrees are carried out at UNUH in the following terms:

– acceptance of applications and documents: from July 1 to October 25;

– entrance exams: from July 8 to October 30;

– enrollment: no later than November 1.

3.3. Enrollment of foreign applicants for study at the expense of individuals and/or legal entities may be carried out by UNUH during the year for study at the preparatory department.

**IV. Procedure for receiving applications and documents**

4.1. To enter UNUH, foreigners who are legally present in the territory of Ukraine personally submit to the Center for International Education and Cooperation a completed application for admission addressed to the rector, indicating the specialty, form and sources of financing for training, language of the entrance exam and training (Ukrainian, English). The application records the registration data of the document on the level of education; the fact that the applicant has familiarized himself with the Admission Rules, the presence of a license, a certificate of state accreditation of the chosen specialty, familiarization with the rules for submitting an appeal, which is confirmed by the personal signature of the applicant.

4.2. The following shall be attached to the application:

1) a document (original and 2 copies) about the previously obtained educational (educational and qualification) level on the basis of which admission is made;

2) an appendix (original and 2 copies) to the document on the previously obtained educational (educational and qualification) level on the basis of which admission is made (if available);

3) academic certificate issued by a foreign/Ukrainian educational institution (in case of transfer or renewal of studies, starting from the second year, an academic certificate is attached);

4) the original and a copy of the document containing information on the content of the curriculum for the previous degree (level) of higher education, credits received, duration of study and academic performance in academic disciplines (in the absence of this information in the appendix to the education document), upon admission to obtain a master's degree or postgraduate education, if the absence of this information makes it impossible to recognize the qualification according to the document;

5) a copy of the foreigner's passport document or a document identifying a stateless person;

6) a health insurance policy, unless otherwise provided for by international treaties of Ukraine;

7) photos: size 3 x 4 – 6 pcs., size 3.5 x 4.5 – 4 pcs.;

8) a copy of the identity card of a Ukrainian resident abroad (if available);

9) foreigners who enroll in academic mobility programs submit documents approved by the rules for admission to a higher educational institution and/or stipulated by the requirements of international programs and/or agreements within the framework of which academic mobility is implemented.

The documents specified in subparagraphs 1-5 of this paragraph must be translated into Ukrainian with a notarized translation.

The documents specified in subparagraphs 1-4 of this paragraph must be certified in the country of their issuance in the manner officially used in that country for such certification, and legalized by the relevant foreign institution of Ukraine, unless otherwise provided for by international treaties of Ukraine.

The application and documents specified in this paragraph are stored in the personal file of applicants/students.

4.3. Foreigners who enroll in academic mobility programs submit documents required by the requirements of international programs and/or agreements within the framework of which academic mobility is implemented.

4.4. Admission to UNUH is carried out based on the results of entrance exams, regardless of funding sources.

The entrance exam for foreign citizens who enter UNUH to study for bachelor's and master's degrees is held in the form of entrance tests, which involve assessing the applicant's knowledge, skills and abilities in one or more subjects, academic disciplines or specialties (foreigners and stateless persons who take the entrance exam for foreigners do not take other entrance tests).

The results of each entrance exam are evaluated on a scale from 100 to 200 points. Applicants who receive 100 or more points in each of the entrance exams participate in the competition.

4.5. Entrance examination programs must be published on the UNUH website. The programs must contain assessment criteria, assessment structure, and the procedure for assessing the preparedness of applicants.

**V. Organization of competitive selection and enrollment**

5.1. UNUH calculates the applicant's points/grades based on the document on the previously obtained level of education and establishes the minimum number of points/grades required for admission in general education subjects, in which the entrance exam for foreigners is held.

5.2. Enrollment of foreigners for studies at the appropriate level of higher education is carried out on the basis of a document on the previously obtained level of education based on the results of the entrance exam for foreigners in certain subjects and language of instruction and on the basis of academic rights to continue studies granted by the document on the obtained level of education in the country of origin, and taking into account the success scores that give the right to continue studies at the next level of higher education in accordance with the legislation of the country that issued the document on the obtained degree (level) of education.

5.3. Foreign documents on previous education of foreigners enrolled in studies undergo the procedure of recognition in Ukraine in accordance with the legislation.

5.4. Foreigners and stateless persons studying at UNUH have the right to study simultaneously in several educational programs, as well as in several higher education institutions.

5.5. Appeals against the results of entrance examinations conducted by UNUH are considered by the UNUH Appeals Commission, the composition and procedure of which are approved by order of its head, taking into account the need to involve the Commissioner for Prevention and Detection of Corruption, representatives of the public, student self-government bodies, and external experts in its activities.

5.6. The order for enrollment for studies is issued by the rector of UNUH based on the decision of the admissions committee. Orders for enrollment for studies with annexes to them are formed in the EDEB.

5.7. All foreigners enrolled in full-time studies at UNUH are provided with dormitory places.