**Information for foreign citizens and stateless persons for receiving Bachelor's and Master's degrees in full-time form of study!**

Admission of foreign citizens and stateless persons to the Academy is carried out in accordance with the Laws of Ukraine "On Higher Education", "On the Legal Status of Foreigners and Stateless Persons", "On Foreigners of Ukrainian Origin", "On Refugees and Persons in Need of Additional or Temporary Protection ", Licensing Conditions for Conducting Educational Activities, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 1187 of December 30, 2015 (in the wording of Resolution of the Cabinet of Ministers of Ukraine No. 347 of May 10, 2018), Resolution of the Cabinet of Ministers of Ukraine No. 729 “Issues of Receiving Higher Education by Some Categories of Persons” of September 12, 2018, Order of the Ministry of Education and Science of Ukraine No. 1541 "Some Questions of Organization of Admission and Study (Internship) of Foreign Citizens and Stateless Persons" of 01 November 2013, Amendments to the Procedure for the Organization of Admission and Training (Internship) of Foreigners and Stateless Persons, registered at the Ministry of Justice of Ukraine on September 06, 2017 under No. 1097/30965 (as amended by the Order of the Ministry of Education and Science of Ukraine No. 1167 of August 11, 2017), “Procedure for Issuing Invitations to Study (Internship) in Ukraine to Foreign Citizens and Stateless Persons, and Their Registering”, Information on the Implementation Educational Activities in Higher Education.

Foreign citizens and stateless persons (hereinafter referred to as foreigners) may obtain higher education at the expense of individual or legal entity, unless otherwise is required by international treaties of Ukraine, whose consent is provided by the Verkhovna Rada of Ukraine, legislation or agreements between higher education institutions on international academic mobility.

Admission of foreigners to the Academy for study at the expense of the state budget is carried out within the limits of quotas for foreigners basing on the directions of the Ministry of Education and Science of Ukraine. Quota for foreigners is a defined part of the number of state-funded places, which is used for admission of entrants in accordance with the Resolution of the Cabinet of Ministers of Ukraine No. 729 “Issues of Receiving Higher Education by Some Categories of Persons” of September 12, 2018.

**Procedure for issuing invitations to study (internship) in Ukraine to foreign citizens and stateless persons and their registering**

This procedure defines the mechanism for issuing invitations to study (internship) in Ukraine to foreign citizens and stateless persons (hereinafter referred to as foreigners) by the Academy. All foreign entrants who come to Ukraine for study purposes should receive an invitation to study from a higher education institution.

An invitation to study (internship) of foreigners (hereinafter – invitation) is issued by the Academy that provides educational services to foreigners on the basis of the license to conduct educational activities, which has been received in accordance with the established procedure.

Invitations (Supplement 1) are issued to foreigners for whom the Academy grants acceptance for admission to the relevant higher or postgraduate degree (advanced training program, internship), to the preparatory department, to training under academic mobility programs or to learning the state language and / or language of tuition.

**The Academy issues an invitation to study:**

to foreigners who are invited to study for programs with the duration of 90 or more days in accordance with the model approved by subparagraph 3 of paragraph 1 of the Order of the Ministry of Education and Science of Ukraine No. 1541 of November 1, 2013, registered at the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004 / 24536.

Ordering of invitation forms is carried out by the state enterprise “Ukrainian State Center for International Education”, authorized by the Ministry of Education and Science of Ukraine (hereinafter – the authorized state enterprise) to keep registration of invitations to study.

The consideration of the compliance of the foreigner's documents with requirements for admission to training under the chosen educational (educational-and-vocational or educational-and-scientific) program, established by the Academy, is carried out by the Selection Committee of the Academy, which provides recommendations for inviting foreigners to study.

The order of work of the Selection Committee is established by the Admission Board of the institution of higher education.

The Selection Committee provides recommendations for inviting a foreigner to study on the basis of copies of the following documents submitted to the higher education institution in paper or electronic form:

1) foreigner's ID (passport document);

2) document on the degree of education obtained with the grades (points) obtained in subjects, or an academic certificate;

3) written consent to the processing of personal data.

The Academy determines the need to translate the documents into Ukrainian, as well as to conduct an interview, if possible on-line.

The registration of invitations issued by the Academy and the registration of foreigners who have come to study in Ukraine are carried out by the authorized state enterprise in an electronic journal.

In order to register an invitation in the electronic journal, the Academy submits a filled-in invitation in electronic form together with electronic copies of the documents mentioned above to the authorized state enterprise – for foreigners who will study at the expense of individual or legal entity.

For the registration of invitations of foreigners who will study under international treaties and state programs, as well as under the programs of international academic mobility, agreements of international cooperation between higher education institutions, the authorized state enterprise requires an electronic copy of the letter of explanation as for higher learning institution’s grounds for teaching a foreigner and electronic copies of the documents mentioned above together with the filled-in invitation in the electronic form.

Within five working days from the date of receiving a filled-in electronic copy of an invitation from the higher education institution, the authorized state enterprise verifies the information submitted by the higher education institution, assigns the invitation a registration number in an electronic journal and sends an electronic version of the registered invitation to the higher education institution for its further printing on an invitation blank.

The registration of the foreigner’s invitation submitted by the Academy may be refused if an invitation to that person has already been issued by another institution of higher education and registered in the electronic journal.

The registration of the second invitation to a foreigner may be allowed in case of him applying in written or electronic from to the authorized state enterprise (this must be accompanied by a copy of the foreigner's ID (passport document) and a confirmation from the higher education institution for granting the foreigner's consent to study).

The authorized state enterprise informs the higher education institution which issued the first invitation about issuing the second invitation to another higher education institution.

The institution of higher education sends the original of the invitation registered in the electronic journal to a foreigner or his/her authorized person for registration of the foreigner's entry to Ukraine for the purpose of study.

Invitations are filled in by the Academy in Ukrainian and English in a printed form.

The invitation shall be valid for a maximum of six months from the date of issue.

The period the invitation’s validity is set by the Academy, taking into account the Conditions of Admission to Higher Education Institutions of Ukraine approved by the Ministry of Education and Science, as well as the duration of the relevant educational-and-vocational programs, educational-and-scientific programs, academic mobility programs, state language and / or language of tuition learning programs, internships, training at preparatory departments or divisions (subdivisions).

On the basis of electronic journal data the authorized state enterprise weekly provides relevant diplomatic missions and consular offices of Ukraine with information on registered invitations.

The institution of higher education that has invited a foreigner to study (internship) provides timely information updates to the authorized state enterprise, the relevant state border guard institution about the arrival details of a foreigner invited to Ukraine (date of arrival, flight number). It also provides information about the person who is authorized by the institution of higher education to meet a foreigner and accompany him/her from the border crossing point of Ukraine to the institution of higher education with the obligatory indication of this person’s first and last name, patronymic, passport data and information for rapid connection.

Supplement 1

to Procedure for Organization of Admission and Education (Internship) of Foreign Citizens and Stateless Persons

Sample

**ЗАПРОШЕННЯ
на навчання (стажування)**

**іноземців та осіб без громадянства**

 УКРАЇНА Державний UKRAINE

 Міністерство освіти Герб Ministry of Education

 і науки України України and Science of Ukraine

Запрошення на навчання

Invitation for study

Реєстраційний № \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration No

видане «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ року дійсне до «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_ року

issued on valid till

Прізвище

Surname

Ім’я

First and middle names

Дата народження

Date of birth

Громадянство

Citizenship

Паспорт №

Passport No

Країна постійного проживання

Country of residence

Країна отримання візи

Country of visa issuing

Запрошується на навчання до \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (найменування та місцезнаходження закладу вищої освіти)

Invited for study at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name and address of educational institution)

за спеціальністю \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

speciality \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

освітньо-професійна, освітньо-наукова, наукова програма (післядипломна освіта) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

educational qualification (aftergraduate study) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

програма академічної мобільності ТАК НІ

academic mobility program YES NO

проходження мовної підготовки до навчання ТАК НІ

pre-study language course YES NO

заклад вищої освіти, у якому проходитиме мовна підготовка \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(найменування та місцезнаходження закладу вищої освіти)

educational institution providing pre-study language course \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name and address of educational institution)

Керівник закладу вищої освіти

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Head of the Institution (підпис) (signature) (прізвище, ініціали) (surname, initials)

М. П.

Seal

---------------------- лінія відрізу -----------------------------

 Відрізний талон (залишається у пункті перетину кордону)

 Реєстраційний № \_\_\_\_\_\_\_\_\_\_\_\_ видане «\_\_\_» \_\_\_\_\_\_\_\_\_\_\_20\_\_\_\_ року

 Registration No issued on

 Прізвище Ім’я

 Surname First and middle names

 Дата народження Громадянство

 Date of birth Citizenship

 Паспорт №

 Passport No

 Запрошується на навчання до \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(найменування та місцезнаходження закладу вищої освіти)

 Invited for study at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (name and address of educational institution)

 --------------------

 |Відмітка про в’їзд|

 |Entry mark|

 --------------------

 Зворотний бік бланка

№ 000000\* (зверху та знизу бланка)

Контактна інформація:

Contact information:

Назва компанії, тел.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Recruitment company, tel.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The procedure for organizing admission of foreign citizens and stateless persons**

The peculiarities of organizing admission of foreigners at the Khortytsia National Academy are defined in the Procedure for the Organization of Admission (Internship) of Foreign Citizens and Stateless Persons (Order of the Ministry of Education and Science of Ukraine No. 1541 of November 01, 2013 (as amended by the Orders of the Ministry of Education and Science of Ukraine No. 1272 of 12.12.2015, No. 1167 of 11.08.2017).

This Procedure does not apply to foreigners permanently residing in Ukraine legally, persons who have been granted refugee status in Ukraine, and persons in need of additional or temporary protection.

Training of foreigners in the Academy is carried out in full-time form of study.

***Foreigners can enter the Academy for accredited educational programs (specialties):***

- twice a year, before and at the beginning of academic semesters (until November 1 and March 1, respectively): for obtaining Bachelor's and Master's degrees – by the results of assessment / consideration of the submitted documents and entrance tests in certain subjects and language of tuition;

- during the year for training in academic mobility programs – in accordance with the Regulation on the Procedure for Exercising the Right to Academic Mobility, approved by the Resolution of the Cabinet of Ministers of Ukraine No. 579 of August 12, 2015.

The terms of submission, assessment / consideration of documents, entrance examinations and admission of foreigners are determined by the rules of admission to the Academy.

Admission orders for foreigners to study are issued by the rector of the Academy on the basis of the decision of the Admission Board. Admission orders with supplements to them are formed in the Unified State Electronic Database on Education.

Admission of foreigners in the educational programs of the preparatory department, in learning the state language and / or language of tuition is carried out on condition that they have complete general secondary education obtained outside Ukraine.

In order to enter the Academy, a foreigner personally submits a paper application to the Admission Board.

Foreigners add to the application:

1) a document (the original and a copy thereof) on the previously obtained educational (qualification) level, on the basis of which entry is made;

2) a supplement (the original and a copy thereof) to the document on the previously obtained educational (qualification) level, on the basis of which entry is made;

3) an academic certificate issued by a foreign / Ukrainian higher education institution (which is added in case of transfer or renewal of studying starting with the second year);

4) the original and a copy of the document which contains information about the content of the educational program for the previous degree (level) of higher education, the credits obtained, the duration of study and academic performance (in case of absence of this information in the supplement to the educational document), upon admission to obtain a Master's degree or postgraduate education, if the absence of this information makes it impossible to carry out the recognition of qualification according to the document;

5) a copy of the ID (passport document) of a foreigner or a document certifying a stateless person;

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

7) 4 photos in size 30 x 40 mm;

8) a copy of the Certificate of Foreigner of Ukrainian Origin (if available).

Foreigners enrolling in academic mobility programs submit documents approved by the admission rules of the Academy, and / or required by the international programs and / or treaties under whose conditions academic mobility is carried out.

The documents above-mentioned in subparagraphs 1-5 must be translated into Ukrainian with a notarized translation certificate.

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

The application and the documents mentioned in this paragraph shall be kept in personnel files of entrants / students.

The training of foreigners at the preparatory department at the Academy is carried out on a full-time form in accordance with the educational program developed by the institution.

Upon successful graduation from the preparatory department a foreigner receives the Certificate of Completion of the Preparatory Department for Foreign Citizens and Stateless Persons (hereinafter – the Certificate).

The Certificates are issued by the Academy according to the model example (Supplement 2).

Records of the Certificates issued are kept in the record book which is stitched; its pages are numbered and stamped by the Academy.

***The following information is included in the record book:***

- serial registration number;

- name, surname and patronymic of the person to whom the document was issued;

- number and series of the document;

- date of issue of the document;

- signature of the person who issued the document.

Admission of foreigners to study under the international treaties of Ukraine and state programs is carried out on the basis of the directions of the Ministry of Education and Science of Ukraine in the way provided by these treaties and programs.

If foreigners, who study under international treaties and national programs, require language training to obtain an appropriate higher education / postgraduate degree, they will be admitted to the preparatory department of the Academy in accordance with the letters of direction of the Ministry of Education and Science of Ukraine. Training at the preparatory department is carried out according to the terms of the contract entered by a foreigner with the higher education institution.

Foreigners enrolled for full-time study get a state-issued student ID card.

Expulsion, suspension, renewal and transfer of foreigners are carried out on the terms used for the citizens of Ukraine, on the basis of the Order of the Academy.

Payment for educational services provided by the Academy to foreigners is made according to contracts at the expense of individual or legal entity, unless otherwise is provided by international agreements of Ukraine or agreements between higher education institutions on international academic mobility.

In the case of admission of juveniles, contracts are signed by their parents or legal representatives.

Documents on the education of enrolled foreigners issued by educational institutions of other countries undergo the recognition procedure in accordance with the law of Ukraine.

This requirement does not apply to documents from foreigners studying under academic mobility and internship programs for which no relevant qualifications / degrees are awarded.

According to the results of the recognition procedure the Academy makes a decision either to continue with foreigner’s studies at the level corresponding to the results of the recognition procedure or to expel a foreigner.

In case the Ministry of Education and Science of Ukraine or the Academy makes a decision to refuse to recognize a given educational document on the obtained level of education, for reasons including its non-authenticity, the Academy expels such a foreigner.

The Academy, which provides educational services to foreigners, ensures the timely submission of documents to the territorial bodies or departments of the State Migration Service of Ukraine for issuing temporary residence permits to foreigners for the period of study according to the Ukrainian legislation.

The periods of study of foreign students are determined by a separate Order of the Academy in accordance with the length of educational (scientific) programs and also include the time required for admission to the next level of education and (or) the official recognition of the documents obtained after the completion of study.

The Academy informs the authorized state enterprise about foreigners who have arrived to obtain the appropriate degree of higher or continuing education (advanced training, internships), to participate in postgraduate studies, to study at the preparatory department, to be involved in academic mobility programs and / or learning of state language and / or language tuition by submitting the relevant information to the electronic journal within 15 days after the admission/enrollment of a foreigner.

The Academy informs the authorized state enterprise about the expulsion, suspension, renewal and transfer of foreigners by making changes in the electronic journal within 15 days after the alternation of a student’s status.

The higher education institution providing educational services to foreigners is obliged to notify within 10 days the territorial body or subdivision of the State Migration Service of Ukraine at the place of residence of a foreigner about foreigners who are expelled from the Academy in accordance with paragraphs 2-6 of the first section of Article 46 of the Law of Ukraine "On Higher Education”, as well as about foreigners who have stopped studying or disappeared from their place of residence without good reason.

Within the time limits set by the Ministry of Education and Science of Ukraine the authorized state enterprise summarizes the information provided by the institutions as for their provision of educational services to foreigners and sends it to the Ministry of Education and Science of Ukraine for monitoring.

Supplement 2

to Procedure for Organization of Admission and Education (Internship) of Foreign Citizens and Stateless Persons

**SAMPLE CERTIFICATE**

|  |  |
| --- | --- |
| CERTIFICATEof Completion of the Preparatory Department for Foreign Citizens and Stateless PersonsSeries \_\_\_\_\_\_\_\_ № \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Full name)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_From \_\_\_ \_\_\_\_\_\_\_\_\_ 20\_\_\_ to \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_was doing preparatory studies for foreign citizens and stateless persons\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(name and location of the educational establishment)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,Where he / she studied disciplines according to the preentry training program for foreign citizens and stateless persons aimed at mastering state language and / or language of tuition. In 20\_\_\_ completed the Preparatory Department for Foreign Citizens and Stateless Persons and got the following grades in subjects, determined by the curriculum:  …………………………………………….. ………………………..……………………………………………………………………….. | ……………………………………………………………………… …...………………………………………………………………….……………………………………………………………………………………………………………………………………………….…………………………………………………..……………………………………………………………………….………………………………………………………………………..……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….……………………………………………………………………….…………………………………………………………………….\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position (signature) (name) of the chief executive or another authorized person of the higher educational establishment)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(position (signature) (name) of the head of the Preparatory Department for Foreign Citizens and Stateless Persons Seal«\_\_\_\_\_\_\_\_» \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 20\_\_\_\_\_ Registry No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**of Completion of the Preparatory Department for Foreign Citizens and Stateless Persons**

**Description**

**of the form of the Certificate of Graduation from the Preparatory Department, Division (Subdivision) for Foreign Citizens and Stateless Persons**

1. The form of the Certificate of Graduation from the Preparatory Department, Division (Subdivision) for Foreign Citizens and Stateless Persons (hereinafter referred to as the form) must have the shape of a rectangle in size of 140 x 200 mm (± 0.5 mm) which is folded vertically in the middle. It is made on paper with a density of 235 g / m² (± 5%).

2. The design of the form and (if necessary) its protective technology shall be approved by the Academic Council of an institution of higher education (or a scientific institution).

3. On the front of the form at its top there is an image of the small coat of arms of Ukraine and below the word "Certificate" printed in a typographic manner.

4. The textual content of the inside of the form shall be printed in accordance with the approved design.

5. On the inner side of the form a series and a registration number, independently determined by the institution (the relevant structural unit of the institution of higher education) is printed in the form "CC XXXXXXXX / YYYYYY-ZZ", where CC is a series of a document marked in Cyrillic, XXXXXXXX is the identification code according to the Uniform State Register of Enterprises and Organizations of Ukraine (EDRPOU) of a legal entity, YYYYYY is the serial number of the document within this series, ZZ is the last two digits of the year of issue of the document ”.

**Preparatory department for foreign citizens and stateless persons**

The Academy has created all the necessary conditions for the education of foreigners and stateless persons, including a preparatory department.

Foreign students can study in-depth Ukrainian, general subjects (biology, physics, chemistry, computer science, mathematics, country studies, history of Ukraine and the Ukrainian state, etc.) to further study in higher education institutions of medical and biological or the humanities profile.

The term of study at the preparatory department for foreigners and stateless persons is 10 months.

Form of study – full-time.

Number of students in the group – from 6 to 10 people.

**Accommodation of foreign students**

Foreign students are provided with dormitories (accommodation units) in the hall of residence. This is a 9-storey building which is located separately. It has central heating, potable (drinking) and hot water, interior sanitation facilities. Kitchens in the dormitories (accommodation units) are gas supplied; there is a cozy dining room and a canteen. There is a fire safety system. The students' place of residence has the structure of dormitories (accommodation units). Separate dormitories have been allocated for foreign students and stateless persons. Each dormitory (accommodation unit) has bathrooms and showers, washing machines, equipped lounge and library facilities, reading and assembly rooms, high-speed Internet. Living space per inhabitant averages to 6.6 m2. The available dormitory facilities make it possible to fully meet the students' respective housing needs. Compliance of the hall of residence with sanitary standards was confirmed by the conclusion of the local sanitary service.

The entrance to and exit from the hall of residence are free providing 24-hour access on the basis of passes, which guarantees the safety of students, including foreign ones.

Foreign citizens who study at the Academy are accommodated in the hall of residence on the grounds provided by the contract or other legal acts.

Students residing in the hall of residence have the right to use the premises of educational, cultural, domestic and medical purposes, to use other equipment and property; to demand timely repair or replacement of equipment, furniture, linens, and the elimination of deficiencies in the provision of living conditions; at his/her own expense and upon the written consent of the Rector of the Academy, voluntarily carry out the current renovation of the premises etc.