

ENROLMENT

Exchange mobility programmes

Exchange students are enrolled as students of the State University of Novi Pazar for a limited period of time (duration of their exchange period) and will not graduate from the State University of Novi Pazar. They will only complete a portion of their study program and return to their home institution. Exchange students will be enrolled **after arrival**. Students are enrolled at the level of the **host faculty** which has previously agreed to accept them. . The mobility is regulated by the inter-institutional agreements with all details on recognition.

Full-degree programmes

A foreign citizen can enroll in the status of a self –financing student (paying the full tuition fee of approximately EUR 600). All the documents necessary for the enrolment (in undergraduate, master and doctoral studies) must be translated into Serbian and sealed by an official court interpreter.

ADMISSION REQUIREMENTS

APPLICATION

Domestic and international students directly apply and get enrolled in all levels of study at a certain department of the State University of Novi Pazar.

Candidates are obliged to present their original documents for inspection and submit their copies and certified translations and the application form. In order to be considered for admission, the following is required from all international applicants:

- Validated diploma or school leaving certificate of four-year secondary education, with the transcripts of records for each of the four years;
- Proof of Serbian language proficiency (B2 level);
- Proof of payment of the entrance exam fee;
- Application form, available at the Student Service.

ENTRANCE EXAM

Entrance exams are organized in the Serbian language. The candidates pay the entrance exam fee and other application-related expenses directly to the university bank account. The candidates have to show their passport or ID card when taking exam. In order to enroll, the candidates have to submit:

- Original documents (validated diploma or school leaving certificate of four-year secondary education, with the original transcripts of records for each of the four years of schooling);
- Birth certificate, with certified translation into Serbian;
- Proof of having health insurance for the current academic year;
- Two registration forms (the so-called ŠV-20, available at the bookshop on the ground floor.
- State University of Novi Pazar index (student booklet)
- Two photos 4.5x3.5cm and one photo 2.5 x2 cm;
- Proof of payment of tuition fee for self-financing students

The University reserves the right to require some additional admission documents.

REGISTRATION CALENDAR FOR DEGREE SEEKING STUDENTS

UNDERGRADUATE STUDIES

First enrolment competition	June – July
Submission of candidates' documentation	June
Entrance examination period	June – July
Enrolment	July

Second enrolment competition	September
Submission of candidates' documentation	September
Entrance examination period	September
Enrolment	September

MASTER STUDIES

First enrolment competition	October
Submission of candidates' documentation	October
Entrance examination period	October
Enrolment	October

DOCTORAL STUDIES

Enrolment competition	October – November
Submission of candidates' documentation	October - November
Entrance examination period	November
Enrolment	November

VALIDATION OF DOCUMENTS

All documents related to previous secondary education have to be validated and recognized by The Serbian Ministry of Education, Science and Technological Development. Requests for recognition of foreign school certificates and diplomas are to be submitted personally or sent by registered mail to the following address: MINISTARSTVO PROSVETE, NAUKE I TEHNOLOŠKOG RAZVOJA Sektor za školske uprave, stručno-pedagoški nadzor i srednje obrazovanje i vaspitanje Nemanjina 22-26 11000 BEOGRAD. For all the information regarding this procedure, please contact **The Ministry of Education, Science and Technological Development** <http://www.mpn.gov.rs/?lng=lat>

Applications for the recognition of a foreign higher education document are submitted to the State University of Novi Pazar by filling in the form and enclosing the documentation as requested.

COSTS OF STUDYING

Costs of studying depend on the specific status a foreign student has at the State University of Novi Pazar.

Students who hold the scholarship of the Government of the Republic of Serbia do not pay tuition fees, they are granted free accommodation, free health insurance.

Students, who independently enroll at the State University of Novi Pazar have to pay for the following (unless otherwise agreed and/or provided by the foreign visitor's status):

Tuition fees at all departments of State University of Novi Pazar are around € 600 (RSD 75000).

Textbooks and instruction materials are not included