



REPUBLIKA E SHQIPËRISË

UNIVERSITY "ISMAIL QEMALI" VLORE  
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ANNEX 3

**International student's guide**

**STEPS TO STUDY AS A FOREIGN NATIONAL (INTERNATIONAL STUDENT) AT  
THE 'ISMAIL QEMALI' UNIVERSITY OF VLORA, ALBANIA**

**Step One – INFORMATION**

The applicant selects the University in Albania that offers the program of interest. Through the U-Albania portal (refer to the Instruction No. 12, dated 30.06.2023, of the Ministry of Education "For application and registration procedures in Higher Education Institutions"), the candidate is informed about:

1. The study programs offered by Higher Education System ( from now on HEIs) , admission criteria, and admission quotas.
2. The process of selecting study program preferences by candidates.
3. The process of publishing the ranking lists of candidates and the calculation of points by HEIs.
4. The process of registration and deregistration of students from HEIs.
5. Synchronization of registrations by each HEI.
6. Online provision of necessary information for candidates.

**Step Two - EQUALIZATION OF FOREIGN DIPLOMA**

1. The institution responsible **for the recognition and equalization of foreign secondary education diplomas** in the Republic of Albania, according to the provisions of the law on pre-university education, the Albanian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the country of origin, and based on the principles and international standards for recognition of qualifications, as set out in documents, agreements, and international conventions, is the Center for Educational Services (CES) ( known in Albania as QSHA ).
2. The institution responsible **for the recognition and equalization of foreign certificates of completion of basic education, certificates of classes of pre-university education students obtained abroad**, according to the provisions of the law on pre-university education, the Albanian Qualifications Framework, the European Qualifications Framework, the Qualifications Framework of the country of origin, and based on the principles and international standards for recognition of qualifications, as set out in



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documents, agreements, and international conventions, are the Local Offices of Pre-University Education.

The applicant uploads the required documentation electronically in PDF format as follows:

- a) Certificate of completion of basic education, class certificate, issued by the responsible institutions for issuing qualifications at the country of origin level, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
- b) Document of class continuity, if the student has not completed the class, issued by the responsible institutions for issuing qualifications in the country of origin, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
- c) Photocopy of identification document.
- d) Application form for secondary education diploma (filled out online on the E-Albania portal).

The applicant uploads the following additional documents in electronic (PDF) format:

- a) Diploma of secondary education or the relevant official document issued by the responsible institutions for issuing qualifications in the country of origin, equivalent to the diploma confirming the completion of secondary education, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- b) Certificates of all years of secondary education, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- c) Document certifying that the applicant has taken international exams equivalent to those of the State Matura in the Republic of Albania, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by a licensed translator in the Republic of Albania.
- d) Photocopy of identification document.

The requested documents must be uploaded electronically during the online application process and sent by post within 5 days from the date of online application.

3. The application for recognition and equalization of qualifications from levels 5 to 8 of the Albanian or European Qualifications Framework is conducted online through the e-Albaniaportal.



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The accompanying documentation required must be uploaded electronically in PDF format (colored) during the online application process.

Applications for recognition and equalization of academic qualifications from levels 5 to 8 of the Albanian or European Qualifications Framework, excluding the scientific degree "Doctor," are processed online according to the following procedure:

- a. The application form is completed online via the e-Albania portal.
- b. The applicant uploads the following documents electronically:
  - 1) The professional diploma/certificate, or the relevant official document issued by the responsible institutions for issuing qualifications in the country of origin, equivalent to the diploma certifying the completion of studies, equipped with an apostille seal or legalization from the issuing country, equalized with the original (notarized), and translated into Albanian by licensed translators in the Republic of Albania.
  - 2) The diploma supplement and/or the transcript of grades, equalized with the original (notarized), and translated into Albanian.
  - 3) A photocopy of the identification card or passport (only for foreign nationals).
  - 4) Payment receipt or online payment confirmation.

Click here

[https://qsha.gov.al/infos/njesim\\_diplome/fatura\\_arketim.pdf](https://qsha.gov.al/infos/njesim_diplome/fatura_arketim.pdf)

### Recognition and unification procedures

The procedure of recognition of the academic qualifications belonging to level 5-8 of the European and Albanian Qualification framework, except for PhD diplomas, after the on line application is made, continues with the review and the verification of the documentation by the relevant structure in the Center for Educational Services (CES). This procedure when the application is completed with the required documentation ends within 30 calendar days. Exceptionally, the procedure ends within 5 working days from the date of application for the diplomas obtained in EU countries, United States of America, United Kingdom, Canada, Japan, Norway, Israel, Switzerland, Iceland, Australia and Turkey in the case the diploma and the diploma supplement and/or transcript of votes is equipped with the apostille stamp. In cases where CES identifies irregularities related to the submitted documentation, it can start the process of the verification of the documentation. In cases where CES identifies deficiencies in the deposited documentation, the relevant structure asks the applicant, by email or through the system, to complete the documentation within 5 days the application was made. In case of non-submission of the documentation, within 30 days, CES terminates the review of the application and all the documentation is archived. The administrative act of archiving is notified to the applicant through the e-albania portal. In cases where the file is archived due to incomplete documentation, the applicant makes a new application according to the criteria cited in the instruction by making a new payment in favor of QSHA.

**For detailed information about the procedure, please click the link below.**



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[https://e-albania.al/eAlbaniaServices/MAS/853/Docs/English-version\\_853.pdf](https://e-albania.al/eAlbaniaServices/MAS/853/Docs/English-version_853.pdf) (Info for the recognition and equivalency of qualifications belonging to levels 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework )

[https://e-albania.al/eAlbaniaServices/UseService.aspx?service\\_code=14156](https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=14156) (Info for the equivalency of pre-university education certificates for students coming from abroad)  
The application for diploma equalization is done online via the E-Albania portal.

[https://e-albania.al/eAlbaniaServices/UseService.aspx?service\\_code=853](https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=853)

(Application for the recognition and equivalency of qualifications belonging to levels 5 to 8 of the Albanian Qualifications Framework and the European Qualifications Framework )

[https://e-albania.al/eAlbaniaServices/UseService.aspx?service\\_code=14156](https://e-albania.al/eAlbaniaServices/UseService.aspx?service_code=14156)

(Application for the equivalency of pre-university education certificates for students coming from abroad)

### Step Three - PAYMENT OF UNIVERSITY FEE

Foreign applicants, before applying to the university, must pay the application fee for the study programs according to the HEI's provisions. Payment is made at the Albanian Postal Office or at the Second-Level Banks, in the university's account where the application is being submitted.

For more informations click the link below

[https://ualbania.al/theme/files/Kalendari\\_Aplikimit\\_2025\\_Ualbania.pdf](https://ualbania.al/theme/files/Kalendari_Aplikimit_2025_Ualbania.pdf)

### Step Four - UNIVERSITY APPLICATION

1. Applicants from the Republic of Albania and Kosovo apply through the State Matura portal online ([www.matura.qsha.gov.al](http://www.matura.qsha.gov.al)).
2. All candidates holding a foreign upper secondary education diploma who wish to pursue studies in professional study programs, first-cycle study programs, or second-cycle study programs in Higher Education Institutions shall apply directly to the respective institutions, within the deadlines

[https://ualbania.al/theme/files/Kalendari\\_Aplikimit\\_2025\\_Ualbania.pdf](https://ualbania.al/theme/files/Kalendari_Aplikimit_2025_Ualbania.pdf)

( click the link) set by the Higher Education Institutions for each academic year, in the study programs where quotas for these categories have been foreseen

refer to page •38-40

by the institutions in the programs they offer

refer to page •16-37



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We also inform you that our University offers study programs in English

refer to page

•40-40

3. Candidates from the Republic of Kosovo, candidates of Albanian origin from North Macedonia, Montenegro, Presevo, Medvegja, and Bujanovac, apply directly to HEIs, according to the schedule for study programs where quotas are provided for these categories by the HEIs. Applications are sent by post to the educational secretariats or deposited at the Protocol Office of the main HEI units.

Candidates, before applying to select their preferences on the university application portal, must pay an application fee of 2000 All at the Albanian Postal Offices or at the Second-Level Banks, in the HEI account where they are applying.

The registration of the winning candidate, as declared by the HEIs, is done by the educational secretariats and is reflected in the U-Albania university application portal

(<https://ualbania.al/>).

#### **Required documents for application:**

- Application form, according to Annex no. 1 attached to this document
- A copy of the document issued by CES ( known as QSHA in Albania) that certifies the recognition of the higher secondary education diploma, accompanied by a copy of the diploma/certificate and transcript of grades. Candidates who have not completed the recognition and equalization process must submit proof that they have applied to CES for recognition and equalization.
- A copy of the identification document.
- Proof of proficiency in the Albanian language, issued by the responsible authorities (for cases when enrolling in a study program conducted in the Albanian language). This requirement does not apply to foreign nationals who have completed a cycle/program of study in the Albanian language at higher education institutions in the Republic of Albania
- Two personal photographs.
- A copy of the payment receipt.
- The declaration, according to Annex No. 4 attached to this document.

#### **Step Five - APPLICATION FOR STUDENT VISA**

After receiving the admission letter, the applicant must apply for a student visa online through the electronic visa system, present themselves in person at the consulate, or in the case of bilateral or multilateral agreements with other countries, at the relevant diplomatic missions of these countries.

Foreign nationals, after applying for a visa in the electronic system, if they have applied for an electronic visa, will receive it in their email.

The application procedure for a visa is as follows:



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- The visa application from a foreign national should be submitted no more than 90 days before the planned date of arrival in the Republic of Albania, to the diplomatic and/or consular missions of the Republic of Albania abroad, via the electronic visa system, or in the case of bilateral or multilateral agreements with other countries, to the relevant diplomatic missions of those countries. The format of the application is determined by a decision of the Council of Ministers.
  - To apply for a visa, the foreign national must appear in person at the consulate or apply online through the electronic visa system.
  - In case there is no Albanian diplomatic/consular representation in the applicant's state or the country of their residence, the foreign national should apply online or by mail to the diplomatic mission of the Republic of Albania in the designated country, according to a list approved by the Minister of Foreign Affairs, which is published in accordance with the applicable legislation.
  - A visa can be issued if the foreign national's travel document:
    - a) is valid for at least three months after the planned departure date from Albania or, in the case of multiple entries, after the last planned departure date from Albania;
    - b) contains at least two blank pages;
    - c) was issued within the last ten years.
  - The application for a Student Visa is a Type D Visa.
- (A Type "D" visa is a visa issued in the form of a sticker or printed in electronic format for foreign nationals intending to stay in the Republic of Albania for more than 90 days within 180 days, and when a visa is required to obtain a residence permit for these nationals. A Type "D" visa is also issued with a one-year validity, with a stay of 90 days, but no more than 180 days, calculated from the first entry date, with one, two, or multiple entries.)
- A foreign national who seeks to enter the Republic of Albania is granted a visa by the diplomatic and consular missions of the Republic of Albania abroad, or by the diplomatic missions of third countries based on bilateral or multilateral agreements, by stamping the visa in the travel document or by printing the approved electronic visa.

Issuance of the visa sticker and electronic visa is done only after the completion of the visa application assessment procedure by the responsible authorities designated in Article 22 of this law, according to the provisions of a joint instruction from the Ministry of Foreign Affairs, the Ministry of Public Order and Security, and the Director of the State Information Service.

The total procedure for assessing the visa application lasts no more than 15 days from the date of receipt of the visa application. In exceptional cases, this period may be extended by a reasoned decision up to 30 days.

**Required Documentation for Visa Application:**

- The completed and signed visa application form, which is available online free of charge (the form is filled out online and downloaded from the system).



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- A recent photograph of the applicant, taken no more than 6 (six) months before the application date, with dimensions 47 mm x 36 mm, taken against a white background, clearly focused and visible. The photograph must show the person facing forward, with a neutral expression and eyes open and visible.
- A photocopy of the valid travel document, which must be valid for at least 3 months longer than the requested visa period and have at least two blank pages where the visa sticker will be placed, as well as a photocopy of the pages with travel-relevant notes.
- Accommodation confirmation (For foreign students, a self-declaration is issued by the students themselves). In the absence of this self-declaration, accommodation confirmation can be issued by the higher education institution if it offers accommodation services for students, or it can be issued by other entities offering such services.
- A document confirming acceptance into a higher education institution in Albania, after the verification of the foreign student's educational documentation by the higher education institution.
- Proof of financial means covering living and education expenses, amounting to 300,000 ALL in a bank in the country of origin.
- Proof of proficiency in the language of the study program/language of the educational process, or confirmation of acceptance into a preparatory language course.

**Application for Student Visa via the E-Visa Portal**

Click here <https://e-visa.al/apply>

The e-Visa application process can be completed entirely online and is operated by Albania Government.

During the e-Visa application process:

- Applicants are required to enter biographical information about themselves
- They will also need to answer questions about VWP eligibility
- People with dual nationality should choose the nationality according to the passport to be used for the travel
- Travel Authorization is also required by children who do not yet require a ticket of their own to travel
- The applicant applying for a Student Visa must complete the online procedure through the E-Visa portal before heading to the Republic of Albania. The foreign applicant's passport must be valid for at least 3 months beyond the expiration of the visa they are applying for and must have at least two blank pages for visa stamps.

The visa application process is accepted only if it is completed online, and it must be ensured that the applicant is outside the territory of the Republic of Albania after the visa fee is paid. The application is preliminarily verified by the consulate, including the application form and uploaded documents. If the application is:

- a) Correct, a notification is sent confirming the acceptance of the application, and a visa fee is requested according to the cost and type of visa applied for;



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- b) Incorrect, the application is returned to the applicant with instructions to upload the correct documents as per the given guidelines;  
c) Does not meet any of the required criteria for the requested visa, the application is rejected according to the legal framework.

**Step Six - APPLICATION FOR RESIDENCE PERMIT**

For detailed information click here [https://e-albania.al/eAlbaniaServices/DPPSH/15146/15308\\_anglisht\\_kerkese\\_leje\\_qendrimi.pdf](https://e-albania.al/eAlbaniaServices/DPPSH/15146/15308_anglisht_kerkese_leje_qendrimi.pdf)

**Application for Residence Permit** [https://e-albania.al/eAlbaniaServices/DPPSH/15308/DPPSH\\_15308\\_n3\\_s1\\_web.aspx?service\\_code=15308](https://e-albania.al/eAlbaniaServices/DPPSH/15308/DPPSH_15308_n3_s1_web.aspx?service_code=15308)

- A foreigner who enters and stays in the Republic of Albania for study purposes at a public or private educational institution recognized by the Albanian state has the right to apply for a residence permit according to general criteria.
- A foreigner who is admitted to an educational institution or participates in training or professional internships is issued a residence permit valid for no more than one year when issued for the first time. This can be extended annually until the completion of studies, school, or internship.
- Documentation from the country of origin and/or the country where the foreigner has had legal stay must be translated into Albanian, verified, and legalized based on obligations arising from international agreements.
- The foreigner must prove that they have been admitted by the educational institution and that they have sufficient financial means to support their stay in the Republic of Albania during their studies. Evidence of sufficient financial means to cover living expenses in Albania, which consists of a bank deposit certificate from a second-tier bank, personal or family funds, is required. For foreigners staying for study purposes, documents proving other sources of funding are also accepted, such as a grant, a scholarship, a valid work contract, or a job offer, with at least 300,000 All per person for one academic year.
- For the renewal of the residence permit, the foreigner must also prove their academic progress, according to the applicable legislation.
- The foreigner must apply for a temporary residence permit within 30 days of entering the territory of the Republic of Albania, and within the legal stay period for foreigners who enter without a visa. They must also apply for the renewal of the permit within 60 days before the expiration of their current residence permit, by completing the standard form and submitting the required documents, as determined by a decision of the Council of Ministers.
- The application form contains the foreigner's personal information, nationality, passport details, educational qualifications, profession, marital status, purpose of stay, financial



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means, reasons for the planned stay, and vehicle registration details, if applicable, for a vehicle registered outside the Republic of Albania.

- The responsible border and migration authorities will review the application for issuance or renewal of the residence permit. If, upon submission of the application and documentation, it is determined that the foreigner does not meet the required conditions for issuance or renewal of the residence permit, the regional authority for border and migration where the application was submitted will notify the foreigner of the deficiencies and ask them to rectify them within 30 days. The time extension to complete the documentation will prolong the review and approval procedure for the residence permit.
- Upon acceptance of the application, the foreigner is issued a provisional permit, which completely replaces the validity of the residence permit they applied for, and it is provided at the time of receiving the residence permit. The format for the provisional residence permit is approved by a decision of the Council of Ministers.

#### **Application for Residence Permit via the E-Viza Online Portal**

- The electronic service "Request for Residence Permit" allows foreign nationals who plan to stay more than 90 days in the Republic of Albania to apply for a residence permit for study purposes in Albania.
- The electronic service "Request for Residence Permit Renewal" allows foreign nationals who have stayed in Albania for more than 180 days during the calendar year to request a renewal of their residence permit.

After confirming that the conditions and documentation for applying for a residence permit via the E-Viza platform are completed, the foreigner will be notified by the local border and migration authorities to send the following documents via postal service:

- Two passport-sized photos with a white background, taken within the last 6 months
- Payment receipt for the service fee
- A printed and signed application form with the applicant's photo attached.

#### **Required Documentation for Application:**

- A completed and signed application form for the residence permit, according to the model provided in annex No. 9, which is available online free of charge.
- A photo of the applicant, taken within the last six months, with dimensions of 47 mm x 36 mm, in a frontal view, with a neutral expression and open, visible eyes. The background must be white and the photo should be clear and focused.
- A photocopy of the valid travel document with which the foreigner entered the Republic of Albania, including the photocopy of relevant pages showing travel-related stamps (e.g., "D" visa, entry/exit stamps).
- Documents proving accommodation arrangements in Albania.
- Proof of acceptance from an educational institution in Albania.



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- A bank deposit certificate of at least 300,000 lek per person, for a one-year period, from a second-tier bank in Albania, or other evidence of financial means, such as a grant, scholarship, valid employment contract, or job offer, amounting to no less than 300,000 lek per person for one calendar year.