

Order

Issuance of study invitations to foreigners and stateless persons

1. This Procedure determines the mechanism of issuing educational institutions, regardless of their submission and form of ownership, invitations to study (internship) in Ukraine to foreigners and stateless persons (hereinafter referred to as foreigners).

2. Invitations are issued by educational institutions, regardless of their subordination and ownership, which provide educational services to foreigners on the basis of a license for educational activities received in accordance with the established procedure.

Invitations are issued to foreigners for which the educational institution is granted consent for admission to obtain the appropriate degree of higher, postgraduate education (advanced training, internship), postgraduate studies, doctoral studies, clinical residency, medical residency, preparatory faculty (department), academic programs mobility or studying the state language or language of instruction.

3. Educational institutions issue study invitations:

Foreigners who are invited to study programs lasting 90 days and more, in accordance with the model approved by paragraph 3 of clause 1

(internship) in Ukraine and their registration of the Ministry of Education and Science of Ukraine dated November 1, 2013 No. 1541, registered with the Ministry of Justice of Ukraine on November 25, 2013 under No. 2004/24536;

Foreigners who are invited to study for short-term programs of up to 90 days, as well as for foreign students - students of distance learning (distance) for attending the set-up / exam sessions - on the form of the educational institution.

4. The order form of invitations is carried out by the state enterprise "Ukrainian State Center for International Education", authorized by the Ministry of Education and Science (hereinafter - authorized state enterprise) for registration of study invitations.

5. Studying the compliance of the foreigner's documents with the established educational institution with the requirements for admission to study in the chosen educational (educational-professional or educational-scientific) program is carried out by the selection committee of the educational institution, which gives recommendations on the invitation of the foreigner for studying.

The procedure for the work of the selection committee is established by the admissions committee of the educational institution.

6. The selection committee makes recommendations on inviting a foreigner to study on the basis of documents submitted to the educational institution in paper or electronic form:

- 1) a passport document of a foreigner;
- 2) a document on the level of education received from the academic disciplines by grades (points) or academic reference;
- 3) written consent for the processing of personal data.

The educational institution determines the need for translation of documents in Ukrainian, as well as interviewing, if possible online.

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

8. In order to register the invitation in the electronic journal, the educational institutions submit to the authorized state enterprise a filled in invitation in electronic form together with electronic copies of the documents specified in paragraph 6 of this Procedure - for foreigners who will be trained for the funds of physical (legal) persons.

An electronic copy of the letter-explanation of the educational institution regarding the said grounds of training is submitted for registration of invitations to foreigners studying under international agreements and state programs, as well as programs of international academic mobility, international cooperation agreements of educational institutions, authorized state enterprise, along with a filled-in invitation in electronic form. foreigner and electronic copies of documents in accordance with paragraph 6 of this Procedure.

9. An authorized state enterprise within five working days from the date of receipt of an invitation from an educational institution filled in an electronic form checks the information submitted by the educational institution, assigns the registration number to the application in the electronic journal and sends the electronic version of the registered invitation to the educational institution for further printing on the invitation letter. .

10. In the registration of an educational institution, an invitation to an alien may be refused if the invitation to this person has already been issued to another educational institution and registered in an electronic journal.

11. The educational institution shall send the original of an invitation to the foreigner registered in the electronic journal or an authorized person to register the entry of a foreigner to Ukraine for the purpose of studying.

12. Invitations are filled out by the educational institution in Ukrainian and English in printed form.

13. The invitation is valid no more than six months from the date of its issue.

The duration of the invitation is set by the educational institution from taking into account the Conditions of admission to study at higher educational establishments of Ukraine, approved by the Ministry of Education and Science, as well as the duration of the corresponding educational-professional, educational-scientific, scientific programs, academic mobility programs, programs for studying the state language or language of instruction, internships, preparatory departments (departments) .

14. The authorized state-owned enterprise provides information on registered invitations (visa support) to the corresponding diplomatic missions and consular establishments of Ukraine on the basis of the electronic journal data on a weekly basis.

15. An educational institution that invited a foreigner to study (internship) shall ensure that the relevant border guard authority is informed in a timely manner

of details of the arrival of a foreigner invited by him (see the date of arrival, the number of the vehicle's flight number) to Ukraine, and also provides information about the person authorized by the educational institution for the meeting of a foreigner and his accompaniment from the point of entry through the state border of Ukraine to the educational institution, with obligatory indication of the surname, name and patronymic of such person and passport data and given s operational contact connection.

16. The educational institution informs the authorized state enterprise about foreigners who have arrived to obtain the appropriate degree of higher education, postgraduate education (advanced training, internship), postgraduate study, doctoral studies, clinical residency, medical residency, preparatory faculty (department), academic programs mobility or studying the state language or language of instruction, by way of introduction relevant information to the e-journal.

17. The authorized state enterprise within the terms established by the Ministry of Education and Science summarizes the information provided by educational institutions regarding the provision of educational services to foreigners and sends them to the monitoring for monitoring.