

APPROVED BY

Academic Council of Lietuvos Inžinerijos Kolegija
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PROCEDURE FOR ADMISSION OF INTERNATIONAL STUDENTS TO NON-STATE-FUNDED STUDIES AT LIETUVOS INŽINERIJOS KOLEGIJA HIGHER EDUCATION INSTITUTION 2025

I. GENERAL PROVISIONS

1. The procedure for the admission of international students (hereinafter - Applicants) to state non-funded studies at Lietuvos Inžinerijos Kolegija HEI (hereinafter - the University) establishes the principles, organization, and implementation of the admission of individuals who have obtained education in foreign countries.
2. This procedure regulates the admission procedure state non-funded studies for Applicants who:
 - 2.1. Are not citizens of the European Union or other European Economic Area countries;
 - 2.2. Do not have a permanent residence permit in the Republic of Lithuania;
 - 2.3. Are stateless persons.
3. Applicants are admitted to college-level study programs (see Annex 1).
4. The admission process is organized, implemented, and decisions on unforeseen cases are made by the Admission Committee, established by order of the University Director.
5. Individuals who have submitted an application (see Annex 2) may begin their studies at University only after obtaining a Temporary Residence Permit in the Republic of Lithuania in accordance with the established procedure.
6. Language of instruction for the international students at University is English.

II. MINIMUM REQUIREMENTS FOR APPLICANTS

7. Applicants are eligible for admission to the University if they have obtained at least a higher secondary education and possess English language proficiency of at least level B2, as defined by the Common European Framework of Reference for Languages (CEFR).
8. Proof of English language proficiency is required for all the Applicants. The minimum acceptable scores for these exams are as follows: IELTS – 5.5; PTE (Pearson Test of English) – 59; TOEFL iBT – 72; CAE – Cambridge Assessment English – 160.
9. The Applicant's average academic performance of the required exams must be no lower than 7/10 or 60%, depending on the grading system of the Applicant's country.
10. Subjects considered to calculate the academic average are listed in Table 1

Table 1

| Study Programme | Subjects Considered to Calculate the Academic Average |
|----------------------------------|--|
| Automotive Engineering | Mathematics (No 1) English (No 2) Physics (No 3) Chemistry/IT (No4) |
| Motor Transport Electronics | |
| Aircraft Systems Engineering | |
| Electronic Engineering | |
| Electrical Energy | |
| Road Engineering | |
| Materials Processing Engineering | |

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|---------------------------------|
| Construction Engineering |
| Landscape Design |
| Hydrotechnical Engineering |
| Land Use and Landscape Planning |

| | |
|---|---|
| Real Estate Measurements and Valuation Technologies | |
| Horticulture Forestry | Mathematics (No 1) English (No 2) Biology (No 3) Chemistry/IT/Geography (No 4) |

11. The average academic performance in the required subjects is calculated based on the Applicant's annual grades or final national examination results, depending on which grades are listed in the appendix of the higher secondary school diploma (12th).
12. If both annual grades and national examination results are provided for the required subjects, the calculation is based on the higher score.
13. Applicants are required to take a mathematics test, with a passing score of at least 70%. The test is administered remotely by the Admissions Committee, which is established by order of the University Director. The purpose of the test is to assess the Applicant's level of mathematics proficiency and determine whether it meets the standards of the national mathematics examination in Lithuania.
14. Applicants must participate in a motivational interview in English, conducted remotely by the Admissions Committee. This requirement applies regardless of whether the Applicant has already submitted proof of English language proficiency.

III. ADMISSION PROCEDURE

15. Applicants must submit their application and all required documents via email to admission@lik.tech.
16. Applicants must submit the following documents to the Admissions Committee by May 15, 2025:
 - 16.1 A completed and signed application form (hereinafter referred to as the "Application");
 - 16.2 A notarized copy of a valid identity document, certified by a notary in the issuing country;
 - 16.3 A notarized copy of a document certifying a name and/or surname change (if the Applicant's educational documents were issued under a different name and/or surname);
 - 16.4 Legalized copies of original documents certifying higher secondary education, including the diploma, certificate, transcripts, and any relevant academic records. If these documents are not issued in English, an official translation into Lithuanian or English must also be provided;
 - 16.5 Certifications proving the Applicant's English language proficiency;
 - 16.6 A payment receipt confirming the registration fee (see section 32). The registration fee is non-refundable if the application and documents are withdrawn or the TRP is rejected;
 - 16.7 An official bank statement from a financial institution where the Applicant or their parents/guardians hold an account, proving that sufficient funds are available to cover living expenses, tuition fees, and return travel expenses. The statement must be an original or another notarized document. The minimum required amount for 2025 in the account is €6,228;
 - 16.8 One passport-sized photograph (3x4 cm).
17. International Relations Coordinator will conduct an academic assessment once the Applicant meets the minimum admission requirements and submits the documents specified in section 16.
18. After the academic assessment, Applicants must take a mathematics test and participate in a motivational interview in English.
19. Applicants who successfully fulfil the requirements outlined in sections 16, 17, and 18 will receive an *Offer Letter* from the International Relations Coordinator.
20. Admitted Applicant must pay the two-year tuition fee to the University account provided

- within 15 working days of receiving the *Offer Letter* (see section 33).
21. Upon confirmation of the two-year tuition fee payment by the University's Finance Department, the International Relations Coordinator will prepare and issue all the necessary documents confirming the Applicant's admission to the University (*Letter of Acceptance* and the *Mediation Number*), in accordance with the decision of the Admissions Committee. The International Relations Coordinator shall send the following documents to the Applicant:
 - 21.1 An email (in English) confirming the Applicant's acceptance to study at the University (hereinafter referred to as the "*Letter of Acceptance*").
 - 21.2 A mediation number, required for the application process for a Temporary Residence Permit in Lithuania (issued only upon confirmation of the two-year tuition fee payment by the bank).
 22. Applications will not be considered if the Applicant fails to submit all the required documents.
 23. The decision regarding the Applicant's admission to the chosen study program is made by the Admissions Committee.
 24. The admission decision must be made no later than one month from the date of confirmation of the receipt of the application and documents.
 25. Based on Applicants' requests, the Admissions Committee may make preliminary admission decisions before the official application deadline.
 26. Applicants who disagree with the admission results may submit a written appeal to the Admissions Committee within 14 days from the date of receiving the decision. The appeal decision will be made within 5 working days from the date of appeal submission. However, appeals will not be accepted from Applicants who do not meet the minimum admission requirements.
 27. The Applicant must inform the International Relations Coordinator via email about their arrival at least 5 working days in advance, providing the following details: full name and surname, personal identification code (asmens kodas), nationality, date and time of arrival.
 28. Upon arrival, Applicants will be assisted by the International Relations Coordinator in signing the Study Agreement, which outlines the academic and financial commitments of both parties.
 29. Studies are conducted in a full-time format, with a duration of 3 years. If an academic group consists of 1 to 5 students, the proportion of contact hours and independent study will be adjusted in accordance with general study regulations, ensuring that at least 20% of the course volume is dedicated to contact learning.
 30. The autumn semester begins on September 15.
 31. If the Applicant is unable to arrive on time, they may start their studies later, but no later than October 1, provided they inform the International Relations Coordinator and submit supporting documents justifying the delay. If the student fails to arrive by this deadline, they will be removed from the student list, and all documents issued for obtaining a Temporary Residence Permit in Lithuania will become invalid. The refund policy for tuition fees is outlined in section 37.
 32. Applicants are responsible for arranging their own travel documents, including: passport, travel insurance and any other expenses not covered by the tuition fee or document registration fees.

IV. APPLICATION AND TUITION FEES

33. The registration fee for studies is 100 Eur. This fee is non-refundable
34. The annual tuition fee for international students is 4000 Eur. The Applicant is required to pay the tuition for two years upfront, totalling 8000 Eur.
35. The annual tuition fee must be paid to the University's account by the deadline specified in section 20. The bank account details are as follows:

| | |
|-------------------|-------------------------------------|
| Gavėjas | Lietuvos inžinerijos kolegija |
| Įmonės kodas | 111967869 |
| Gavėjo bankas | AB SEB bankas |
| Sąskaitos Nr. | LT 54 7044 0600 0301 1752 |
| Banko kodas | 70440 |
| SWIFT (BIC) kodas | CBVILT2XXXX |
| Mokėtojo kodas | Applicant's name_surname_study year |

36. All bank fees are to be covered by the Applicant.

37. The paid annual tuition fee (minus 20% of the annual tuition fee) may be refunded to the Applicant under the following conditions:

37.1 If the application to receive the Temporary Residence Permit in the Republic of Lithuania is rejected;

37.2 Absence due to an objective and important reason (injury, illness, etc.), together with a reasoned request for a refund of the tuition fee and documents justifying the important reason;

37.3 If a student voluntarily terminates their studies, the tuition fee will be refunded only for the remaining study period (for modules that have been paid in advance but not yet attended), minus 20% of the annual tuition fee.

38. In all cases specified or not specified in the admission regulations, decisions related to admission matters will be made by the Admissions Committee.

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