

ORGANIZATION OF ENROLLMENT OF FOREIGNERS AND STATELESS PERSONS IN KHARKIV STATE ACADEMY OF CULTURE

The external part of the Unified System for Applicants is available at the link <https://apply.studyinukraine.gov.ua/>

1. To be admitted to study at Kharkiv State Academy of Culture, a foreigner creates an electronic user account in the Unified System (hereinafter referred to as the electronic account), in which he/she submits an application to Kharkiv State Academy of Culture in electronic form to generate an electronic invitation.

The foreigner shall attach electronic copies of the following documents to the application via the Unified System

a document on the degree (level) of education obtained by the foreigner abroad, on the basis of which the admission is carried out, and an appendix to it (if the presence of an appendix is provided for by the legislation of the country of origin of the document)

academic transcript issued by a foreign/Ukrainian higher education institution (in case of transfer or renewal of studies starting from the second year);

a passport document of a foreigner or a document certifying a stateless person;

a color digitized image of the person's face.

The documents referred to in paragraphs three and four of this clause must be certified in the country of their origin in the manner officially used in the said country for such certification (consular legalization, including legalization by the relevant foreign institution of Ukraine, or apostille for countries that are parties to the Convention, which abolishes the requirement to legalize foreign official documents), except for documents issued in Ukraine, before the foreigner is enrolled in the Kharkiv State Academy of Culture.

If a foreigner enters through a representative, information about this shall be indicated in the application.

2. The documents specified in paragraphs three and four of clause 2.1. of this Regulation and their translations into Ukrainian are analyzed for compliance with the requirements for admission to Kharkiv State Academy of Culture and the recognition procedure (validation).

Validation is carried out by the institution entrusted with the functions of the National Information Center for Academic Mobility or the selection committee of the Kharkiv State Academy and involves checking the correctness of the documents and whether the foreigner has the right to enter an educational institution to study under a higher education program in the country of origin of the document.

The documents referred to in paragraphs three and four of clause 1. of this Regulation shall be deemed to have successfully passed the validation procedure, provided that they meet the following criteria

the document does not originate from states and territories with limited recognition not recognized by Ukraine;

the document is not issued on the basis of periods of study in states and/or territories with limited recognition not recognized by Ukraine;

the document certifies the completion of education at a level of education sufficient for enrollment in the relevant educational program (based on preliminary analysis);

the document complies with the official standard for the design of a document certifying a certain level of education, if such a standard is provided by the country of origin of the document;

the appendix to the document on higher education contains information on the specialty, educational program, direction, list of disciplines (including specialty ones), the number of hours of academic disciplines (or their equivalent);

the document contains the necessary signatures of authorized persons, including electronic signatures, seals, etc. provided for by the form of the document;

the document does not contain any unconditional corrections, erasures or additions, the text of the document is legible and undamaged;

the document does not contain information on negative results of compulsory examinations;

a document certified by consular legalization or apostille (for countries that are parties to the Convention abolishing the requirement to legalize foreign public documents) (if necessary).

Based on the results of the analysis of the conformity (validation) of the educational document, the institution entrusted with the functions of the National Information Center for Academic Mobility or the selection committee of the Kharkiv State Academy of Culture prepares a conclusion on its results (hereinafter - the conclusion), which is entered into the Unified System.

The conclusion issued by the selection committee of the Kharkiv State Academy of Culture is valid only for the Kharkiv State Academy of Culture. The conclusion issued by an institution that is entrusted with the functions of the National Information Center for Academic Mobility is valid for all higher education institutions in Ukraine.

The conclusion should be available to users of the Unified System until the moment of receiving an electronic invitation.

3. Based on the results of the consideration of the foreigner's application for the formation of an electronic invitation, which lasts no more than five working days from the date of receipt of the application for consideration, Kharkiv State Academy

of Culture decides to grant or refuse to grant an educational offer to a foreigner, which is notified to the foreigner no later than the next working day from the date of the decision.

If the foreigner confirms the educational offer received from Kharkiv State Academy of Culture, the Unified System generates an electronic invitation. The electronic invitation is affixed with a qualified electronic seal of the Kharkiv State Academy of Culture or a qualified electronic signature of an authorized person of the Kharkiv State Academy of Culture.

The electronic invitation is printed at the request of the foreigner.

The electronic invitation is valid for six months from the date of affixing the electronic qualified seal of the Kharkiv State Academy of Culture or the qualified electronic signature of the authorized person of the Kharkiv State Academy of Culture.

4. In cases specified by law, a foreigner submits additional documents through his/her electronic cabinet.

The electronic invitation is not issued or canceled if false information is provided. Based on the results of the processing of information about the foreigner by the competent authorities through the Unified System, an electronic invitation to study is generated or the foreigner is refused such an invitation, which is recorded by the competent authorities in the Unified System (Kharkiv State Academy of Culture) and the foreigner is notified after processing by the Unified System within ten working days from the date of receipt by the competent authorities of the electronic invitation for processing.

The grounds for refusal to issue an electronic invitation to study are information about a person that poses a threat to national interests, national security, protection of public order, sovereignty and territorial integrity of Ukraine, protection of human rights and freedoms; submission by a foreigner of false information, forged documents, concealment by a person of any material fact, in the presence of which a decision on issuing an electronic invitation cannot be made in respect of a person; decision of the competent authority in case of other circumstances

The foreigners referred to in the first paragraph of this clause may cross the state border of Ukraine only upon passing the border control and with the permission of authorized officials of the State Border Guard Service, and in cases specified by the Law of Ukraine "On Border Control" - officials of the State Border Guard Service, unless otherwise provided by the said Law.

If the request requires the provision of a large amount of information or the search for information among a significant amount of data, the competent authorities may extend the period for consideration of the request up to 30 business days.

If the foreigner disagrees with the results of the procedure for preliminary approval of the electronic invitation, the foreigner may submit to the competent authorities a request for review of the decision, indicating the justification, as well as

additional documents, within one month from the date of registration of the notice of refusal to grant an entry permit.

5. If a foreigner requires a visa to enter the territory of Ukraine, after receiving an electronic invitation, the foreigner shall submit documents to the relevant foreign diplomatic mission of Ukraine for visa issuance in accordance with the procedure provided for by the Rules for Issuing Visas for Entry into Ukraine and Transit through its Territory, approved by Resolution of the Cabinet of Ministers of Ukraine No. 118 of March 1, 2017 (Official Gazette of Ukraine, 2017, No. 22, p. 623).

The electronic invitation, as well as information about the documents provided to the foreigner, are transferred via the Unified System to the visa information and communication system for further use by foreign diplomatic missions of Ukraine.

Based on the results of processing the foreigner's documents, an authorized person of a foreign diplomatic mission of Ukraine decides to issue or refuse a visa to a foreigner. Information about the decision is entered into the visa information and communication system and transmitted to the Unified System through electronic information interaction of state electronic information resources or directly to the Unified System through the electronic cabinet of the MFA.

An authorized person of a foreign diplomatic mission of Ukraine to process a foreigner's visa application and within the framework of exercising the powers provided for by the Procedure for Organizing Admission to Professional (Vocational), Professional Higher and Higher Education Institutions of Ukraine and Training of Foreigners and Stateless Persons Using the Unified Interagency Information System of Ukraine for Foreigners and Stateless Persons Who Wish to Study in Professional (Vocational), Professional Higher and Higher Education Institutions of Ukraine, approves the application.

Access can also be made through the MFA's electronic cabinet in the event of a technical failure in the operation of the relevant systems or until the introduction of electronic information interaction between the Unified System and the visa information and communication system.

6. Before arrival, the foreigner shall enter information on the time and place of crossing the state border of Ukraine into the electronic cabinet.

Confirmation in the Unified System of crossing the state border by a foreigner for enrollment or refusal to cross the state border is entered into the Unified System by an authorized person of the State Border Guard Service.

7. Foreigners enter the Kharkiv State Academy of Culture for accredited specialties twice a year, before and at the beginning of semesters (before November 01 or March 01): to obtain bachelor's, master's, educational-scientific/educational-creative degrees, Doctor of Philosophy/Doctor of Arts - based on the results of evaluation/review of submitted documents and entrance examinations in certain subjects and language of study.

During the year, foreigners are admitted to Kharkiv State Academy of Culture to study under the curricula of the Preparatory Department for Foreigners to study the state language or language of instruction on the basis of concluded agreements (contracts).

Enrollment of foreigners for study at the appropriate level of higher education is carried out based on a document on the previous level of education based on the results of the entrance exam for foreigners in certain subjects and language of study and based on academic rights to continue their studies, provided by the document on the level of education in the country of origin, and taking into account the points of success that give the right to continue studying at the next level of higher education in accordance with the legislation of the country that issued the document on the degree (level) of education.

Kharkiv State Academy of Culture calculates the points/grades of the applicant based on the document on the previous level of education. It establishes the minimum number of points/grades in general education subjects for admission. Admission to Kharkiv State Academy of Culture for higher education at the appropriate educational level is based on the results of entrance examinations and academic rights to continue education, provided by a document on the level of education in the applicant's country of origin.

When transferring to Kharkiv State Academy of Culture, academic differences (academic performance in academic disciplines, expressed by points on the grading scale obtained at the previous stage of study in other educational institutions) are taken into account, which gives the right to continue studying at the next level of higher education.

The terms of submission, review (evaluation) of documents, entrance examinations and enrollment of foreigners are established by the Rules for Admission to Kharkiv State Academy of Culture. The requirements of the Kharkiv State Academy of Culture for the compliance of foreign applicants with the conditions of admission to the relevant levels of higher education are specified in the Rules for Admission to the Kharkiv State Academy of Culture and published on the official website.