



## REQUIRED DOCUMENTATION FOR ENROLLMENT NEW STUDENTS IN THE ACADEMIC 2016/2017

When enrollment, admitted students should submit:

1. Three photos (two 3.5 x 4.5 cm and one 2 x 3 cm)
2. Application form for enrollment of students, with administrative fee of 100,00 denars (paid on payment form) and 20,00 denars (paid on payment form) for the application form for enrollment.
3. Application form from the State Statistics Office of Republic of Macedonia (form SH.V 20) with administrative fee of 100,00 denars (paid on payment form)
4. Candidates enrolled in **state quote** submit a confirmation form of payment for the first amount of studying fees of 100 eur in MKD middle exchange rate of National Bank of Republic of Macedonia .
  - i. **Studying contract.**
5. Candidates enrolled in **quote for international students** submit a confirmation form of payment for the first amount of studying fees of 600 eur in MKD middle exchange rate of National Bank of Republic of Macedonia
  - i. **Studying contract.**
6. Candidates enrolled in **quote for part-time students and Fulltime students with co-financing** submit a confirmation form of payment for the first amount of studying fees of 200 eur in MKD middle exchange rate of National Bank of Republic of Macedonia. (ex. payment form), as well as
  - i. Statement for compliance for bearing the studying fees and
  - ii. **Studying contract.**
7. Confirmation form of payment of 250,00 denars – for library holdings.
8. Confirmation form of payment of 500,00 denars – for handling charges (notebooks, forms, written exams).
9. Confirmation form of payment of 150,00 denars – for Student Parliament
10. Confirmation form of payment 800,00 denars – for computer network and equipment
11. Confirmation form of payment 250,00 denars – other student fees – solidary liability for damage (per year)
12. Confirmation form of payment 500,00 denars – Year/semester enrolment
13. Confirmation form of payment 1500,00 denars- electronic index / identification

14. Confirmation of annual personal insurance from an insurance company selected by the student with a minimum of 150 denars.
15. **Statement for compliance** for using the personal data.

Application form for enrollment of students, Application form from the State Statistics Office of Republic of Macedonia (form SH.V 20), Studying contract and Statements the candidates can collect from the Students affairs office.

Each enrolled student will get a student record booklet and student card for free.

**Payments for studying fees for UIST should be made on the following bank account:**

- Name of the recipient: Budget of RM, UIST - Ohrid
- Bank of the recipient: NBRM
- Account: 100000000063095
- Budget user account: 160016146878813
- Revenue code: 723012
- Program: 46

**The other payments should be made on the following bank account:**

- Name of the recipient: Budget of RM, UIST - Ohrid
- Bank of the recipient: NBRM
- Account: 100000000063095
- Budget user account: 160016146878813
- Revenue code: 723019
- Program: 46

**The payments for administrative fee should be made on the following bank account:**

- Name of the recipient: Budget of RM
- Bank of the recipient: NBRM
- Account: 100000000063095
- Budget user account: 84015203161
- Revenue code: 72231300

**For Student Parliament:**

- Name of the recipient: Student Parliament
- Bank of the recipient: Stopanska Bank
- Account: 200002307908479

All candidates can submit the documents for registration/enrollment on 22.8.2016 and 23.8.2016 from 08.00 am to 2.00 pm at the UIST.