

Rule on Admission of Foreign Citizens to English-Taught Programs at Ilia State University Without Unified National Examinations / General Graduate Examinations

Article 1. General Provisions

1. This Rule defines the conditions and procedures for the admission of foreign citizens to English-taught educational programs at Ilia State University without passing the Unified National Examinations or the General Graduate Examinations.
2. This Rule applies to candidates seeking admission to undergraduate, graduate, one-cycle programs or transfer students at the University.

Article 2. Definitions

For the purposes of this Rule, the following terms shall have the meanings assigned to them below:

- a) Candidate – an individual applying to the University for admission;
- b) Freshman Applicant – a candidate applying for initial enrolment;
- c) Transfer Student – a candidate continuing studies from another higher education institution;
- d) Admissions Office – the International Students and Programs Marketing Office;
- e) Centre – LEPL National Center for Educational Quality Enhancement;
- f) Higher Education Institution (HEI) – an accredited higher education institution.

Article 3. Responsible Unit

1. The administration of the admission process shall be carried out by the International Students and Program Marketing Office which is responsible for English-taught program development and marketing, international students recruitment, admission and enrollment. In this document, the International Students and Program Marketing Office will be represented as an Admissions Office.
2. The Admissions Office shall be authorized to:
 - a) receive and review applications;
 - b) organize the admission process and coordinate with the relevant faculties and university units;
 - c) communicate with candidates;
 - d) prepare documentation for enrolment.

Article 4. Application Submission and Admission Procedure

Admission to English-taught programs without Unified National or General Graduate's Examinations shall be carried out in accordance with the following procedures:

1. Application Submission

1. Applications shall be submitted through the official international admissions website of Ilia State University: **international.iliauni.edu.ge**.
2. Candidates shall complete the appropriate electronic application form:
 - o Freshmen Student E-application; or
 - o Transfer Students E-application.
3. The candidate shall upload the following documents:
 - a) copy of passport;
 - b) educational document, specifically:
 - o for freshman applicants: proof of completion of high school or equivalent;
 - o for graduate applicants: Bachelor's diploma and transcript; where necessary, an additional document confirming the mode of study if not indicated in the diploma or transcript and if the education was obtained abroad;

- for transfer students:
 - i. academic transcript issued by the university;
 - ii. course descriptions;
 - iii. information on the mode of study if education was obtained abroad;
 - c) proof of English language proficiency at a minimum level of CEFR B2;
 - d) photograph;
 - e) CV (for graduate programs);
 - f) motivation letter (for graduate programs).
4. English language proficiency shall be confirmed by one of the following:
 - a) an international certificate (minimum score requirements available on the official website);
 - b) an official letter confirming that the language of instruction was English;
 - c) Institutional online-based test result. Test request should be made via online application form

2. Admission Procedure

2.1 Freshman Applicants

1. Applications shall be reviewed within 5–10 working days.
2. The Admissions Office shall administer internal entrance examinations where required by the program.
3. Information on program-specific examinations shall be published on the official website.
4. Examination content shall be developed by the relevant faculty; administration shall be ensured by the Admissions Office, and assessment shall be conducted by designated academic staff.
5. Upon successful completion of the examination, the candidate may be invited for an interview (not mandatory in case of an oral examination).
6. Upon successful completion of all stages, the candidate shall receive preliminary eligibility confirmation.
7. The candidate shall pay the application fee or submit officially translated and notarized documents to the Admissions Office.
8. The Admissions Office shall:
 - a) review notarized translations;
 - b) prepare a confirmation of available study places;
 - c) process or verify payment of the service fee to the Centre;
 - d) complete and submit the application to the Centre;
 - e) submit the complete documentation to the Centre.
9. The Centre shall recognize foreign education and grant the right to study at Ilia State University.

2.2 Transfer Students

1. Applications shall be reviewed within 10 working days.
2. The Admissions Office shall verify the documentation and forward it to the relevant faculty.
3. The faculty shall evaluate:
 - a) academic transcript;
 - b) course descriptions;
 and issue a decision report on credit recognition.
4. Credit recognition shall be subject to the following conditions:
 - a) the transcript must be issued by an accredited university/program;
 - b) only successfully completed courses shall be recognized;
 - c) for the Medicine program, transfer is allowed up to the 6th semester only.
5. Transfer students shall generally be exempt from internal examinations; however, the faculty may require additional written and/or oral examinations.
6. Candidates who pass an oral examination shall be exempt from an interview; otherwise, an interview may be scheduled.
7. Upon successful completion of all stages, the candidate shall receive preliminary eligibility confirmation.
8. Additional requirements:
 - a) Transfer from a Georgian HEI: the candidate shall be exempt from the application fee and submit required documents directly;

- b) Transfer from a foreign HEI: the candidate shall pay the application fee or submit notarized translated documents.
- 9. The Admissions Office shall ensure submission of documentation to the Centre where required.
- 10. The Centre shall recognize foreign education (if applicable) and grant the right to study at the University.

Article 5. Enrolment

- 1. Enrolment of a candidate shall be carried out based on the Rector's official order.
- 2. The following documents are required for enrolment:
 - a) signed agreement;
 - b) proof of tuition fee payment;
 - c) valid health insurance policy.
- 3. The enrolment submission shall be prepared by the Admissions Office and approved electronically by the relevant faculty.

Article 6. Immigration Procedures

The Admissions Office shall prepare the necessary documentation to support the student's application for a study visa and/or residence permit.

Article 7. Administrative Procedures

The Admissions Office shall ensure the creation and transfer of student files to the relevant faculty.

Article 8. Availability of Information

Information regarding programs, admission requirements, fees, and deadlines shall be available and updated on a regular basis on the official website of the University: **international.iliauni.edu.ge**.