



**Annex “A”**

**Instructions on the matriculation/registration process of foreign citizen candidates  
declared winners from the admission competition  
2025-2026 A. Y.**

**I- Matriculation (registration)**

Candidates who will be declared winners on the basis of the results and available places must submit *for the relevant matriculation(registration)*, the following documents to the Didactic Secretariat:

1. Receipt of the bank payment order of the first instalment or the entire annual tuition fee (the payment order is downloadable from the student portal: [portal.unizkm.al](http://portal.unizkm.al), item: “Tariffs”);
2. *Authenticated and apostilled copy of the Upper Secondary Education Diploma (Copy of the document issued by NESC certifying the recognition of the Upper Secondary Education Diploma, complete with a copy of the diploma/report card and the list of grades. Candidates who have not completed the equivalence and recognition process of the qualification, present the certificate issued by NESC following the submission of the application for recognition and equivalence **by 30 March 2026**);*
3. The report cards of all the Upper Secondary Education years as authenticated copies *and apostilled in every single page*;
4. Authenticated and apostilled copy of the Upper Secondary Education Diploma certificate/certificate stamped and signed by the relevant school/high school, indicative of the individual scores (written test, interview, school credit, added score) that make up the overall score of the Upper Secondary Education Diploma;
5. International Certificate of Linguistic Knowledge pursuant to Law no. 80/2015 on “Higher Education and Scientific Research” and in compliance with the Ministerial Instructions in force (if the candidate was obliged to deliver);
6. Statement of residence (issued by the competent authorities in Albania);
7. Criminal records (essential for the residence permit);
8. Criminal certificate of pending charges (essential for the residence permit);
9. Medical Certificate proving the ability to study (issued by the competent authorities in Albania);
10. Family certificate (issued by the competent authorities in Albania)
11. Identity card or passport (issued by the competent authorities in Albania)
12. 2 photos, passport size;

Please note: Please note that foreign citizens can reside in Albania for a maximum period of 90 days per semester (the semester is calculated from the day of the first entry into the country and 90 days are counted by adding all the periods of stay in Albania, including the non-consecutive ones). Anyone who resides on Albanian territory for more than 90 days in a semester is obliged to request a residence permit from the competent Albanian authorities and a certified copy of the document must be delivered to the Didactic Secretariat.



**Candidates who are not compliant with the submission of the documents mentioned in points 2 and 5 will be reserved limited registration and will not be able to take the exams until the required documentation is available.**

Reserved limited enrolment means that failure to comply with the requirements within the deadlines set by the ministerial decrees may result in the student not obtaining the student status and, consequently, the loss of any rights towards the Catholic University. **Successful candidates will enrol in the first year of the course with limited reserved registration until they obtain their matriculation number from NESC.**

Additionally, applicants will sign/fill in at the Didactic Secretariat the following documents:

- Enrolment Application (downloadable from the student portal: [portal.unizkm.al](http://portal.unizkm.al));
- Registration contract;
- The application submission form referred to in Annex no. 2 in compliance with Instruction no. 12 dated 06.30.2023.

Each candidate declared winner based on the ranking will be sent an email from the Didactic Secretariat which will communicate the required documents for the registration. If a candidate declared winner of the competition does not register within the established registration deadlines, he/she automatically loses the right to register. In this case the Didactic Secretariat notifies the next candidate in the ranking respecting the descending order of the obtained score.

## **II- The Upper Secondary Education diploma equivalence procedure**

The application for recognition and equivalence of the lower secondary school completion report, report cards at the end of the class, and the upper secondary school diploma, which belong to levels 1 to 4 of the Albanian Framework and the European Qualifications Framework, can be carried out online through the e-Albania portal. The application for equivalence of the Upper Secondary Education Diploma is presented according to the following procedure:

1. The application form for the upper secondary school diploma is completed online on the e-Albania portal.

2. The applicant uploads the following documentation in electronic format (PDF):

- upper secondary education diploma or related official document issued by the institutions responsible for issuing the qualification in the country of origin equivalent to the diploma certifying completion of the secondary education degree, bearing an apostille stamp or legalization in the country of issue, alongside the original (authenticated), as well as translated into the Albanian language through qualified translators in the Republic of Albania;

- report cards for all secondary education years, apostilled or legalized in the issuing country together with the (authenticated) original; translated into the Albanian language by a translator certified in the Republic of Albania;

- the document certifying that the student has passed the national exams equivalent to those of the State Upper Secondary Education diploma in the Republic of Albania, with an apostille stamp or legalized in the issuing country, accompanied by the original (authenticated) as well as translated into Albanian by translators certified in the Republic of Albania;



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3. photocopy of the identity document

4. The required supporting documentation must be submitted in electronic format via the online application form. In addition to being sent within 5 (five) days from the date of the online application, it can also be sent by post according to the following definitions:

Following the completion of the online application, for the recognition and equivalence of the upper secondary school diploma by post, the documentation referred to in letter "d" is sent to NESC/CSI as per point 2 of this Chapter.

**The documents in point 2 of this article must be validated with the Apostille stamp in the country of origin.**

The equivalence procedure is considered completed when the Education Service Center issues the document certifying the recognition of the Upper Secondary Education Diploma, where the average grade of the Upper Secondary Education converted into the Albanian school system is also reported.

**The Rector**  
**Prof. Leonardo Palombi**

