

DOCUMENTS FOR LOCAL STUDENTS (NM CITIZENS)

Documents required for enrollment in undergraduate studies

Name of Document	Explanation
High School Diploma	Original diploma or a copy true to the original certified by a notary. The diploma must include the student's performance in the state graduation exams and the student must have passed them. If the student has completed the secondary education abroad the diploma must include apostille.
Transcript Certificates	Original certificates for all years individually (4 years) or a copy true to the original certified by a notary.
Birth certificate	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Copy of ID Card or Passport	The document has to be valid.
Student Contract	The document should be downloaded from the system and after signing all the pages it should be scanned and uploaded to the system.
Payment Receipt for the Tuition Fee	A document proving that the required amount for enrollment in the program being applied for has been paid.
Payment Receipt for Administrative Fee	A document proving that the amount for administrative procedures in the student enrollment process has been paid.

Other documents

Additional Documents for Scholarship	You can also submit extra documents if you believe they may impact your scholarship.
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Documents required for enrollment in postgraduate studies

Name of document	Explanation
University diploma	Original university diploma or a copy true to the original certified by a notary. If the student has completed the university education abroad the diploma must include apostille.
Transcript	Document including grades or diploma supplement
Detailed Plan of Studies	A plan and program of the courses taken during academic studies or the course content.
Birth Certificate	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Copy of ID Card or Passport	The document has to be valid.
Student Contract	The document should be downloaded from the system and after signing all the pages it should be scanned and uploaded to the system.
Payment Receipt for the Tuition Fee	A document proving that the required amount for enrollment in the program being applied for has been paid.
Payment Receipt for Administrative Fee	A document proving that the amount for administrative procedures in the student enrollment process has been paid.

Documents required for enrollment in doctoral studies

Name of Document	Explanation
Diploma for Completed Postgraduate Studies	Original diploma for completed postgraduate studies or a copy true to the original certified by a notary. If the student has completed the postgraduate studies abroad the diploma must include apostille.
Transcript of Postgraduate Studies	Document including grades or diploma supplement
Detailed Plan and Program of Postgraduate Studies	A plan and program of the courses taken during postgraduate studies or the course content.
Master's Thesis	The entire thesis in PDF format.
Birth Certificate	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	The document should be downloaded from the system and after signing all the pages it should be scanned and uploaded to the system.
Copy of ID Card or Passport	You can also submit these listed documents if you believe they may impact your scholarship.
Student Contract	A document proving that the required amount for enrollment in the program being applied for has been paid.
Payment Receipt for the Tuition Fee	A document proving that the amount for administrative procedures in the student enrollment process has been paid.

Documents required for enrollment of transfer students

Name of document	Explanation
Transcript	A document with grades for all the courses that the transfer student has taken in the program from which they are transferring, or a diploma supplement.
Course Contents	A document outlining the content of all the courses that the transfer student has taken in the program from which they are transferring, compiled into a single file.
Accreditation and Recognition Decision	A copy of the decision issued by the Ministry of Education and Science when transferring from any university in Macedonia to the International Balkan University.
Document for Leaving from the Previous University	The document for leaving the university from which the transfer is being made should be scanned and uploaded to the system.
Birth Certificate	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	The document must be submitted in its original form as issued by the competent civil registry offices of the relevant municipality.
Certificate of Citizenship	Scanned version of a valid document.
Copy of ID Card or Passport	It will be downloaded from the system and after signing all the pages it will be scanned and uploaded to the system.
Student Contract	A document proving that the required amount for enrollment in the program being applied for has been paid.
Payment Receipt for the Tuition Fee	A document proving that the amount for administrative procedures in the student enrollment process has been paid.