**DOCUMENTS FOR LOCAL STUDENTS (NM CITIZENS)**

**Documents required for enrollment in undergraduate studies**

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| **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

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| Additional Documents for Scholarship | You can also submit extra documents if you believe they may impact your scholarship. |

**Documents required for enrollment in postgraduate studies**

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| **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**

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| **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**

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| **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. |