



UBT is an accredited and highly respected higher education institution that welcomes international students from all over the world. It has a wide range of innovative programs at undergraduate and graduate level which are based on regional and international needs and trends. In addition, UBT has given a great contribution to the economic and social development of the country and the region with its campuses and laboratories which have been unique assets to the internationalization process. What makes UBT unique are the innovative programs and facilities, the internationalized curricula, the distinctive learning process, the small group learning experience, students' close collaboration with faculty, as well as the independent study and research and the expansion of study abroad opportunities. Moreover, UBT with its globally-focused curriculum that can help students to excel in their future career on an international level. Since its founding in 2001, UBT has been synonymous with international education and is known for the successful collaborations with a global network of universities and academies. Over the past 18 years, UBT has invested considerable efforts to create a strong foundation for global engagement and still aspires to become a globally connected institution in the world. More specifically, the mission of UBT is to develop best practices through quality education and to support the development of high quality teaching and research including various programs, sustainable development, modern management and innovation in the global higher education as well as the industry sector. Moreover, UBT, as a research and innovative institution has also been involved in various local and international projects since its establishment, with the goal to respond to various challenges and promote fundamental values with the search for practical solutions.

UBT, as a research and innovative institution. In the recent years, UBT has managed to become the leading institution in the higher education sector in Kosovo by offering world-class academic programmes and by maintaining strong ties with all its allies. UBT has already established 19

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highly regarded schools, has become a member of relevant international bodies and associations and has successfully achieved to complete several accreditation processes and has also received a '5 star – Recognized for Excellence' award.

We have currently around 15.000 students and 700 academic staff, accommodated in four different locations. The largest facility capacities remain in Prishtina, the capital city of Kosovo, and in Lipjan where a whole University Campus has recently been built. Also we have branches and offices in other cities of Kosovo the so called community schools in : Prizren , Gjilan , and Peja.

Below we would like to answer few of your questions that might help you for orientation. Also we would encourage you to visit our web page there you can see our study programmes and other important information. [www.ubt-uni.net](http://www.ubt-uni.net);

### **1. How many days you will take to issue the admission letter?**

The admission letter will be issued within 48 hours after the confirmation that the application is in full compliance with the required documentation for registration.

Application is possible through website: <https://apliko.ubt-uni.net/Register.aspx>

To submit the application, students should present:

- High school diploma (translated by an official English interpreter, if not from countries where the Albanian language is official);
- Passport
- Certification of the English TOEFL minimum of 75 , IELTS minimum 6, as well as certificate from the National Qualifications Authority - UBT-B2;
- Certification, which is not under investigation from the country of origin of the student.

### **2. Payment details.**

The tuition fee for one academic year is 1800 Euros, which will be paid for the whole program at the beginning of the registration, which means that you must initially carry out a payment for 5400 Euros.

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First year payment from 1800 euro, in the following bank account:

TEB BANK

Name of the account holder UBT SHPK KOLEGJI NDERKOMBETAR PER BIZNES

Full account number (including bank codes) / IBAN: XK05-2011-0000-0392-7958

Account number: 20-11-0000039279-58

Name of Bank: TEB Bank

Address of branch: Agim Ramadani, Nr. 15, 10000 Prishtinë

BIC / SWIFT: TEBKXKPR

### **3. How much is the accommodation and others cost for a student could be per month?**

UBT does not currently have on-campus housing but can assist international students in finding accommodation. More specifically, the International Relations Office (IRO) can provide international students with housing information since there a great number of apartments near the UBT campus at affordable prizes. These prizes vary, but are usually around 250 euros. What is more, since there is a great interest of students who come from different cities, there is a possibility of sharing the accommodation expenses.

### **4. How many hours student can work there legally?**

The work permit of type F (for Students) is given to foreign individuals who study in Kosovo for Educational year in continuation. This work permit is given only for half-time during the educational year and with full time work during the recessional between Academic year or Semesters;

#### **Ways to apply for work permit request**

The request for getting a work permit shall be submitted in written form before starting the work, by fulfilling relevant official forms.

#### **Documents**

Together with the request for work permit, employer is obliged to submit:

- the document for stay permit in the Republic of Kosovo, or proof for possessing official valid visa.
- details of the job position, qualifications and nature of the job and employment of the foreign citizen.
- details of the employers main office, with the rationale for employment of the foreign person,
- conditions of employment contract, number of employees, types of jobs and their duration;

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- certification for registry of business or similar activity or freelance occupation, who runs activities in his/her trade company, who possesses the majority of stakes in a joint Venture Company in Kosovo or to the foreign person who offers services on behalf of foreign employer;

the certification from Employment Office by which is verified that among the jobseekers of Kosovo there no persons who fulfill the work conditions where the foreign

**Ministry of Labour and Social Welfare**

**Website:** <https://mpms.rks-gov.net/sq-al/kontakti.aspx>

#### **5. How much is the minimum wages for the allotted working hour, like in Austria student can work 20 hours per week and the minimum salary for 20 hours per week is 600 euro.**

UBT is eager to help you pursue your career goals while staying in Kosovo. Career Center can assist you in finding a suitable job and train you in writing a great CV, motivational letter and other relevant documents. Also, UBT encourages good students to apply for different paid internship positions within UBT. The salary in the private sector in Kosovo varies, based on different factors such as full-time or part-time engagement and the field of job. Nevertheless, with the growing demands for labor force, the salaries offered are decent and go from 250 euros and up.

#### **6. There is no Embassy in Bangladesh for Kosovo, so how could student apply for visa after getting beached from your university?**

To obtain information about the visa application, please visit:

[http://www.mfa-ks.net/en/sherbimet\\_konsullore/503/kush-ka-nevoj-pr-viza-t-kosovs/503](http://www.mfa-ks.net/en/sherbimet_konsullore/503/kush-ka-nevoj-pr-viza-t-kosovs/503)

#### **7. How long it may take to get the Visa?**

Based on approval of the Ministry of Foreign Affairs of the Republic of Kosovo, from the moment of application until the return of the student visa response takes two weeks.

#### **8. What are the basic requirement for Student visa?**

If you are required to have a visa to enter Kosovo, UBT is always ready to help you with the visa issuance process by sending you invitation letters or any other documents that can assist you through the process of issuing a visa.

Visa application procedure

- A completed and signed application form.

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- A recent (not older than 1 month) photograph in accordance with the international standards.
- A copy of your travel document. Its validity shall extend at least three months after the intended date of departure from the territory of the Republic of Kosovo. It shall contain at least two blank pages.

Supporting documents:

- Documents indicating the purpose of the journey;
- Documents in relation to accommodation, or proof of sufficient means to cover accommodation;
- Travel medical insurance valid throughout the territory of the Republic of Kosovo which covers the entire period of the person's intended stay or transit.
- The visa fee payment of 40 EUR that applicants need to pay unless they are holders of diplomatic and official passports.

#### **9. For Bachelor do you need IELTS or not? For Masters is that ok who completed four year bachelor taught in English.**

Students whose native or official language is not English are not required to have passed the IELTS tests. Nevertheless, they are required to demonstrate English proficiency in order to be admitted into a degree program. In case you need additional English classes, to improve the language, UBT offers extracurricular English courses which prepare students with the necessary language knowledge when studying at UBT and issues the necessary documents to prove their language skills.

#### **10. What are the job facilities for student?**

Within the UBT, the Career Center will support you for employment opportunities as well as establish contacts with potential jobs in the Republic of Kosovo.

Furtherer more UBT is leading with the highest number of Employed Alumni's all over the world and Kosovo with the highest percentage 98% right after they finish they studies.

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**11. After arrival to Kosovo accommodation details? Will there be someone who will receive from Airport and help to do the formalities as a new comer.**

Deciding to earn education abroad is a major decision. We at UBT, understand the struggles that students might have when studying abroad. Thus, International Relations Office in association with the Advisory Office provide students that transfer to UBT, with cultural advice and suggestions regarding the cultural adjustment in Kosovo. UBT staff will have the pleasure to welcome you when you arrive at the Airport as well as assist you with any kind of formalities that you are required to follow. Besides these you will be also given an orientation tour for the facilities at UBT as well as the programs we offer.

**12. What are the job facilities after graduation and post-graduation? How long they allow for job seeking Visa? What are the most available job sector after completion of study? I mean which subject are more demand-able according to the job market. For me, I need an Authorization letter from your university that only I am the Authorized person in Bangladesh. Then I can contact with those people who like to send student in your university and also can do seminar in favor of your university as a part of advertisement.**

Career Center provides a variety of employment and training services, free of charge for all students at UBT College. The Center has the necessary information about programs and services to assist students in transition between their jobs or careers. In this context, the Center will support students with the advises needed for graduate and post graduate students who are ready for a job search.

- Participate in monthly and interactive career advising services on how to search for a job,
- Info sessions with employers in order to facilitate face-to-face contact.
- Enable the access to Career database and list of partner institutions.
- Trainings on resume writing, and other interpersonal skills, i.e. job interviews.
- Make a schedule to speak with career personnel for assessment of what skills will best fit your needs.

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#### CONTACT POINTS:

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