



Vilnius Business College

APPLICATION STEPS FOR INTERNATIONAL STUDENTS

- Step 1.** Become familiar with the International Student's **Application and Admission Procedure**.
- Step 2.** **Submit the Application Form and Required Documents** (Secondary School diploma and transcripts, passport and photo) together with a Motivation letter.
- Step 3.** **Pay the Application fee of 100 Eur** and submit the payment slip with the documents indicated in **Step 2**.
- Step 4.** **Participate in the Interview** (in person or via Skype): be prepared to explain your motivation for studies and ask questions about studying and living in Lithuania. The Skype interview is conducted only after paying the Application fee.
- Step 5.** **Apply to the Lithuanian Centre for Quality Assessment in Higher Education** for your Secondary School Diploma and transcript evaluation:
http://www.skvc.lt/default/en/60/apply/documentation_requirements
Please also check your **Country specific requirements for SKVC**:
http://www.skvc.lt/default/en/60/apply/country_specific
When you receive SKVC statement, please send to Vilnius Business College by email or submit together with your application form.
- Step 6.** After receiving a Conditional Acceptance letter, **make the first year Tuition payment to Vilnius Business College bank account and submit copies of additional documents to the Admission Office** (Affidavit of Support, bank statements, health insurance). Originals you have to present when apply for a national D Visa.
- Step 7.** **Receive the Final Acceptance letter and apply for a national D Visa via online Visa Application Form** (<https://visa.vrm.lt/epm>). Be sure to inform VVK Admission office in advance where you plan to apply for your Visa.
- Step 8.** **Plan your trip to Vilnius, Lithuania** and inform the Admission Office about your travel arrangements.

DOCUMENTS TO BE SUBMITTED:

At the Step 2:

1. **Application Form** (filled in online, or filled in by hand *in capital letters* and signed)
2. **Secondary education or High School Diploma and Transcripts** (*original diploma or notarised copy*) accompanied with their translation into English or Russian
3. **A copy of your Passport or ID card** (*notarised copy*)
4. **A copy of a Document confirming change of the name** (*in case not all your documents carry the same name*)
5. **Colour photo**
6. **Statement Letter of 1 A4 page in English or Russian** (*depending on which language your plan to study*). See template.

At the Step 6:

1. **Certificate of evaluation of your Secondary education or High School Diploma and Transcripts** issued by the Lithuanian Centre for Quality Assessment in Higher Education) (*scanned copy*)
2. **A Letter of Affidavit of Support** from your parents/sponsors and **the Certificate/Letter from a bank** about their/yours financial abilities to finance the tuition fee and living expenses in Lithuania (*original or notarised copy, minimum sum ~3000 EUR per year*)
3. **Receipt of paid Tuition Fee** (*copy*)
4. **Valid international Health Insurance** covering the duration of the 1st year stay in Lithuania (*minimum coverage sum is ~ 30000 Eur*).