

## Application and Enrollment Procedure for International Students Applying for Nursing Study Program in English Language

**Please, find below all the relevant information regarding the enrollment procedure for international students (non-citizens of the Republic of Serbia) applying for Nursing study program in English language at ICEPS.**

**IMPORTANT: Study program is currently offered under the promotional price od 3.900 EUR per study year instead of 4.500 EUR!**

**For any additional questions, do not hesitate to contact us via [international@iceps.edu.rs](mailto:international@iceps.edu.rs).**

**We look forward to meeting you! Welcome to ICEPS!**

### Recognition of Secondary School Documents

Before starting with the application procedure, please, beware of the important precondition for enrollment. You must have your transcripts of all years and diploma from high school (secondary school) recognized (validated) by the Serbian Qualification Agency, i.e. the ENIC/NARIC Centre, responsible for academic recognition in the Republic of Serbia. To check the website of the Agency, click [here](#).

You must submit the following documents to the Agency in person or by registered mail to their address (below):

1. Original secondary school transcripts of all years and diploma
2. Certified translation of the secondary school transcripts and diploma – for each document **3 certified copies** in total are necessary for admission; certified translation must be done by official court interpreter in the Republic of Serbia
3. Completed Application form (in Serbian language) – download [here](#)
4. Evidence of paid fee – 5.500 RSD (approx. 50 EUR) – instructions available [here](#) (page 4).

Check the official **Brochure for the Recognition of Foreign Education Documents** from the website of the Agency [here](#). Only check the information on *How to file a request for the recognition of a foreign secondary school document*.

**Important:** Once the request is filed with the Agency you will be issued a certificate confirming that the recognition process is in progress. It may take some time (usually up to 2 months) for your application to be processed. This certificate is part of the obligatory set of documents for your application at ICEPS.

Please, note that if your secondary school documents are not recognized by the Agency, you will not be able to continue your studies. The same applies if the Agency finds that your secondary school diploma is not equivalent to four-year secondary education in Serbia as this is another condition for your enrollment prescribed by the Law on Higher Education of the Republic of Serbia.

**Final deadline to submit the Decision on recognition of secondary school (original document) issued by the relevant authority – Qualification Agency to ICEPS is 3 months after the enrollment (signed Student Agreement).**

### Address of the Agency:

Majke Jevrosime 51, 4<sup>th</sup> Floor  
11103 Belgrade, Serbia  
Phone: +381 11 7455 724  
[agencija@azk.gov.rs](mailto:agencija@azk.gov.rs)  
Opening hours: 12 pm – 2 pm CET

### ICEPS can help you in this process!

You can complete this process on your own following the steps above or ICEPS can assist you in this procedure.

If you would like us to help you, these are the steps in the process:

1. Send us first your **scanned** secondary school transcripts of all years and diploma to email [international@iceps.edu.rs](mailto:international@iceps.edu.rs) and then the **originals** to our registered mail address: ICEPS – International College for Professional Studies, Pariske komune 24/1<sup>st</sup> Floor 11070 Belgrade, Serbia. It is **highly recommended** to send us the original documents via FedEx, DHL or other trustful shipping company with tracking services for your own safety. You will be required to cover the shipping costs.
2. Make the payment of **300 EUR for our services and fee paid to the Agency** and **additional sum for translation and certification of your documents** that depends on the number of pages for translation. We recommend doing the translation with our partner company that offers special discount price of 15% for our students: 10 EUR/1 page = 1.800 characters with spaces. The translation and certification will be done in 3 copies.
3. Once we prepare all the documents, we will file the application on your behalf at the Qualification Agency and send you the scanned certificate confirming that the recognition process is in progress.
4. With this certificate and one copy of translated and certified documents that we will keep for us (2 copies will be sent with the originals to the Agency) you can continue the application procedure.

### Application Procedure

After completing the recognition of secondary school documents (on your own or assisted by ICEPS) and have the certificate confirming that the recognition process is in progress, you can proceed with the application procedure at ICEPS.

Prospective students are required to submit the following documents:

1. **Application form** (please, download, fill out, print, sign, scan and send to [international@iceps.edu.rs](mailto:international@iceps.edu.rs));
2. **Passport** (please, scan the page with your photo and personal data and send to email [international@iceps.edu.rs](mailto:international@iceps.edu.rs));
3. **Birth certificate** (please, scan the document and send to [international@iceps.edu.rs](mailto:international@iceps.edu.rs));
4. **One copy of a certified translation of the secondary school transcripts of all years and a diploma;**
5. **Certificate from the Qualification Agency stating that the recognition process is in progress;**
6. **Proof of the payment of Application and Entrance exam fee – 100 EUR.**

### Entrance Exam

Having completed the application procedure, you can take the entrance exam.

Applicants for admission into the first year of studies in Nursing in English must pass entrance exam in Basics of Nursing.

Once you pay Application and Entrance exam fee, we will send you to your email the workbook that contains 200 multiple choice questions with the key to the answers. Some of those or very similar questions (30 in total) will be at your entrance exam.

Sample exam with questions is available [here](#).

Do not worry! To pass the exam, you are required to successfully complete at least 40% of the test. During the first year of your studies, you will have Basics of Nursing as your main course where you will learn about this in much more details. To see what courses, you will take during the three-years period of your studies, check [this page](#).

Entrance exam can be completed in person or online. If you choose to do it online, you will be sent detailed instructions via email on how to log in. During the completion of the test, you will be supervised by our staff who can also assist you if you have any technical issues during the completion of the test.

Results of the test will be sent to you via email by the end of the following day (at the latest).

Entrance exams can be taken from May to February on Tuesdays at 10 am CET for enrollment into 2023/2024 school year that starts around the beginning of November 2023 for international students.

Entrance exam dates:

1. 09.05.2023.
2. 16.05.2023.\*
3. 23.05.2023.\*
4. 30.05.2023.\*
5. 06.06.2023.\*
6. 13.06.2023.\*
7. 20.06.2023.\*
8. 27.06.2023.\*
9. 04.07.2023.\*
10. 11.07.2023.\*
11. 18.07.2023.\*
12. 05.09.2023.\*
13. 12.09.2023.\*
14. 19.09.2023.\*
15. 26.09.2023.\*
16. 03.10.2023.\*
17. 10.10.2023.\*
18. 17.10.2023.\*
19. 24.10.2023.\*
20. 07.11.2023.\*
21. 21.11.2023.\*
22. 05.12.2023.\*
23. 19.12.2023.\*
24. 16.01.2024.\*
25. 30.01.2024.\*
26. 06.02.2024.\*

*\* Entrance Exam will be organized if there are any spots left after the previous date.*

## Enrollment of Candidates

Now that you have completed the application procedure and successfully passed the entrance exam, you can proceed with completing the registration.

You will be required to submit the following documents:

1. **Passport** (page with your photo and personal data with certified translation)
2. **Birth certificate** (original or certified translation into Serbian)
3. **One copy of a certified translation of the secondary school transcripts of all years and a diploma** (before the recognition process is completed)
4. **Original secondary school transcripts and a diploma** (once the recognition process is completed, no later than 3 months after the enrollment i.e. signed Student Agreement);
5. **Certificate from the Qualification Agency stating that the recognition process is in progress** (before the recognition process is completed)
6. **Decision on recognition of secondary school (original document) issued by relevant authority – Qualification Agency** (once the recognition process is completed, no later than 3 months after the enrollment i.e. signed Student Agreement);
7. **Language Proficiency certificate** – original or certified translation in Serbian, proving that you have at least B2 level of English language proficiency in [CEFR](#). TOEFL, IELTS and CAE are accepted, as well as certificates from other language schools. If you completed high school in English or are a native speaker, you are exempt from this requirement. If you do not meet this requirement, ICEPS can organize online English proficiency test and interview (additional discount fee: 80 EUR) at a Serbian language school that ICEPS recommends.
8. **Copy of health insurance policy for the current academic year** – international health insurance, issued in student's own country, or in Serbia by relevant insurance company.
9. **Medical Examination** – An examination by an occupational medicine specialist for the purpose of issuing a certificate of fitness for enrollment in university/college. This certificate must be issued by Serbian doctors and can be submitted at a later stage (before the school year starts latest) and after you arrive in Serbia. There is an extra cost for this examination payable to the clinic where you complete examination.
10. **Two photos** (like passport photos) – format 3,5 x 4,5 cm
11. **Two application forms (so-called "ŠV forms")** – provided by ICEPS
12. **ICEPS index (student booklet)** – Provided by ICEPS
13. **Proof of payment of tuition fee – 1<sup>st</sup> installment of 1.300 EUR OR full price of 3.900 EUR**
14. **Proof of payment of enrollment fee – 150 EUR.**

All documents that require translation and certification can be done at the recommended translation company that offers special discount for our students. The fee for translation and certification is 10 EUR/1 page = 1.800 characters with spaces.

## Student Enrollment Agreement

Documents can be submitted in person or sent to our registered mail address: ICEPS – International College for Professional Studies, Pariske komune 24/1<sup>st</sup> Floor 11070 Belgrade, Serbia.

It is highly recommended to send us the original documents via FedEx, DHL or other trustful shipping company with tracking services for your own safety. You will be required to cover the shipping costs.

After completing the procedure, we will send you the **Student Enrollment Agreement** via email for you to check it, print, sign and send us scanned. Once we receive the signed agreement, we will send you back the signed version from our side too, together with the **Attendance certificate confirming that you have been admitted to studies at ICEPS.**

Please, note that if your high school documents are not recognized by the Agency, you will not be able to continue your studies and we would need to terminate the agreement. The same applies if the Qualification Agency finds that your high school diploma is not equivalent to four-year secondary education in Serbia as this is another condition for your enrollment prescribed by the Law on Higher Education of the Republic of Serbia.

**Final deadline to submit the Decision on recognition of secondary school (original document) issued by the relevant authority – Qualification Agency to ICEPS is 3 months after the enrollment (signed Student Agreement).**

### **Professional Practice during Studies**

During studies students have mandatory professional practice from certain courses each year. To see all the courses and check which ones have mandatory professional practice check [this page](#).

Students will not be able to have any contact with patients unless they fulfill the following conditions prescribed by the Law:

- **Complete health-hygienic examination for health workers** - after completing this examination you get the sanitary booklet valid for 6 months. When entering the hospital or any other health institution, you must have the sanitary booklet valid. Your mentors will ask you to show your sanitary booklet before the practice begins.
- **Have proof of being vaccinated against Hepatitis B** - if you have already been vaccinated against Hepatitis B in your country, please, send us the evidence of it. If it's not in English it would have to be translated. Your mentors will ask you to show this document before the practice begins. If you have not been vaccinated, you can do it in your country or complete it in Serbia.

For completing professional practice, students must have appropriate **medical (nursing) uniform**: white pants + white shirt + white clogs + white socks + white coat.

Students can buy uniforms in pharmacies or via ICEPS (approximate price 60-70 EUR for full package) before professional practice begins.

### **Language Skills Improvement**

Students at Nursing study program in English have classes of Serbian included in their scholarship **for a certain period** (after this trial period, extra lessons will be subject to additional payments) to learn the basic things and get to know better their new home.

During studies students can choose either English or German as elective courses and, in this way, improve their language skills and learn vocabulary from their professional field.

There is also a possibility of organizing extra lessons of any language for students who want to take intensive language courses.

Foreign citizens who wish to study in Serbian will be required to pass the Serbian language test beforehand and get the certificate confirming the level of Serbian. There is an extra fee for taking the test organized by ICEPS.

Enrollment details for studies in Serbian are available [here](#).

## Price List for Students

Fee	Price (in EUR)
Tuition fee Includes: Teaching materials, Organization and costs of professional practice and necessary medical equipment for practice (excluded uniform) Exam taking (up to 3 attempts per exam)	<del>4.500 EUR/year</del> 3.900 EUR/year*  1 <sup>st</sup> installment (when enrolling) – 1.300 EUR 2 <sup>nd</sup> installment (before 15 <sup>th</sup> Dec) – 1.300 EUR 3 <sup>rd</sup> installment (before 15 <sup>th</sup> Mar) – 1.300 EUR
Application and Entrance exam fee	100 EUR
High school documents recognition – <i>assistance by ICEPS</i>	300 EUR (included fee for Agency included approx. 50 EUR) + international shipping fees + translation by authorized court interpreter in the Republic of Serbia (10 EUR/1 page = 1.800 characters with spaces)
OR	OR
High school documents recognition – <i>individually</i>	50 EUR + international shipping fees + translation by authorized court interpreter in the Republic of Serbia
English proficiency test and interview – <i>optional</i>	80 EUR
Enrollment fee	150 EUR
Exam taking (from 4 <sup>th</sup> attempt)	30 EUR per exam
Enrollment of 2 <sup>nd</sup> year	150 EUR
Enrollment of 3 <sup>rd</sup> year	150 EUR
Bachelor Thesis Defense	300 EUR
Disenrollment	150 EUR
Discount price for translation and certification services for our students	10 EUR/1 page = 1.800 characters with spaces

**\*PROMOTIONAL PRICE! The price per study year has been reduced on 3.900 EUR instead of 4.500 EUR!**

### After enrollment

1. There is no refund.
2. Special consideration: part of the tuition fee can be refunded if the studies are interrupted due to the death of a parent/guardian.
3. The refund is applicable from the first day of the month after reporting one of the above events and submitting official documentary evidence.

Non-refundable: All fees paid before the moment of disenrollment.

After the first month no refund can be claimed.

Students are not entitled to a refund of the tuition fee if they are obliged to discontinue their studies for disciplinary reasons.

## Payment Instructions

**Name and address of the bank:** AIK Banka AD Beograd, Bulevar Mihaila Pupina 115Đ, 11070 Novi Beograd, Republic of Serbia

**Full name and address of the bank account owner:** Visoka strukovna skola – Internacionalni centar za profesionalne studije (College of Professional Studies – International Center of Professional Studies), Toplicin venac 7, 11000 Belgrade, Serbia

**Account number (IBAN):** RS35105000000309044163

**SWIFT/BIC code:** AIKBR22

**Note:** When making payments, **if possible**, under the payment purpose include the real purpose of the payment (Application and Entrance Exam fee, Enrollment fee, Scholarship, etc.) and your personal ID number so we can be sure the payment is coming from you.

**If you prefer paying through Serbian bank account (in RSD currency), please, let us know so we can provide you with payment instructions.**

### Visa/residence permit procedure and accommodation

Admitted students who require a visa for Serbia will be issued the Attendance certificate upon registration (payment of first installment for tuition fee and signed Student Enrollment Agreement).

**Citizens of many countries can enter Serbia without any visa and stay between 30 and 90 days.**

To check if you need a visa to enter Serbia, go visit [this page of the Ministry of Foreign Affairs of the Republic of Serbia](#) and click on your country of passport.

If you **do not need visa to enter Serbia**, you can complete residence permit procedure once you arrive in Serbia and apply for residential/study visa. Make sure to prepare documents for application beforehand. For more information, check [this page](#).

**When you arrive, you will have 24h to register your stay at the closest police station. If you are staying in a hotel or hostel, the staff will do the registration for you.**

In case you **need a visa prior to entering Serbia**, contact the Serbian diplomatic mission in your country to apply for a D-type visa. Find Serbian Diplomatic Mission in your country [here](#).

Find your country's Diplomatic Mission in Serbia [here](#).

**Please, note that you may have additional costs in this process that are payable to the Ministry, Embassies, and other authorities in charge.**

**We got this for you!**

**ICEPS collaborates with the Erasmus Student Network (ESN)**, a student organization that will provide help to each international student at ICEPS individually regarding their visa/residence permit procedure and finding accommodation even before they arrive in Serbia.

Once you are admitted as a student at ICEPS, we will send you the form to fill out where you can express your preferences. You will be then connected to the local student, a member of ESN, who becomes your buddy and assists you all the way through.

Please, note that both ICEPS nor ESN **cannot guarantee** that you will be approved visa and/or residence permit as it solely depends on the authorities in charge.

Also, we cannot guarantee that you will find the exact type of accommodation you were looking for, but we are all here to help you in this process of integration go smoothly and as easier as possible as we know this is a huge change in your life. ESN has a vast experience in these matters as they assist all international students in Serbia and ICEPS staff will be at your disposal for anything you need.

You can check on our website some useful information:

[About Serbia](#)

[Living and studying in Serbia](#)

[Welcome activities for incoming students](#)