

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 the Nursing study program in English at ICEPS.

IMPORTANT: The study program is currently offered at a promotional price of €3,900 per academic year instead of €4,500!

For any additional questions, please do not hesitate to contact us via international@iceps.edu.rs.

We look forward to meeting you! Welcome to ICEPS!

Recognition of Secondary School Documents

Before starting the application procedure, please be aware of the important precondition for enrollment. You must have your transcripts from all years and your diploma from high school (secondary school) recognized (validated) by the Serbian Qualification Agency, i.e., the ENIC/NARIC Centre, which is 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; the certified translation must be done by an official court interpreter in the Republic of Serbia
3. Completed Application form (in Serbian) – download [here](#)
4. Evidence of paid fee – 5,500 RSD (approx. €50) – instructions available [here](#) (page 4).

Check the official **Brochure for the Recognition of Foreign Education Documents** on 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 the Agency does not recognize your secondary school documents, 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.

The 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, 4th Floor
11103 Belgrade, Serbia
Phone: +381 11 7455 724
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 by 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 our email address (international@iceps.edu.rs) and then the **originals** to our registered mail address: ICEPS – International College for Professional Studies, Pariske komune 24/1st Floor 11070 Belgrade, Serbia. It is **highly recommended** to send us the original documents via FedEx, DHL or other trusted shipping company with tracking services for your own safety. You will be required to cover the shipping costs.
2. Make the payment of **€300 for our services and the fee paid to the Agency**, as well as an **additional amount for translation and certification of your documents**, which will depend on the number of pages for translation. We recommend doing the translation with our partner company, which offers a special discount price of 15% for our students: €10 per page = 1,800 characters with spaces. The translation and certification will be done in 3 copies.
3. Once we have prepared 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 the translated and certified documents that we will keep for ourselves (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 with assistance from ICEPS) and having 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);
2. **Passport** (please, scan the page with your photo and personal data and send to international@iceps.edu.rs);
3. **Birth certificate** (please, scan the document and send to international@iceps.edu.rs);
4. **One copy of a certified translation of the secondary school transcripts from all years and the diploma;**
5. **Certificate from the Qualification Agency stating that the recognition process is in progress;**
6. **Proof of payment for the Application and Entrance exam fee – €100.**

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 an entrance exam in Basics of Nursing.

Once you pay the Application and Entrance exam fee, we will send you an email with 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 on 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, Basics of Nursing will be your main course, where you will learn about this in more detail. To see what courses you will take during the three-year period of your studies, check [this page](#).

The entrance exam can be completed in person or online. If you choose to take 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 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 end of April 2025 to February 2026 on Tuesdays at 10 am CET for enrollment into the 2025/2026 academic year, which starts around the beginning of November 2025 for international students.

Entrance exam dates:

1. 06.05.2025.
2. 13.05.2025.*
3. 20.05.2025.*
4. 27.05.2025.*
5. 03.06.2025.*
6. 10.06.2025.*
7. 17.06.2025.*
8. 24.06.2025.*
9. 01.07.2025.*
10. 08.07.2025.*
11. 15.07.2025.*
12. 02.09.2025.*
13. 16.09.2025.*
14. 30.09.2025.*
15. 07.10.2025.*
16. 21.10.2025.*
17. 04.11.2025.*
18. 18.11.2025.*
19. 02.12.2025.*
20. 16.12.2025.*
21. 20.01.2026.*

** 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 from all years and the diploma** (before the recognition process is completed)
4. **Certificate from the Qualification Agency stating that the recognition process is in progress** (before the recognition process is completed)
5. **Original secondary school transcripts and diploma** (once the recognition process is completed, no later than 3 months after enrollment, i.e., the signed Student Agreement);
6. **Decision on recognition of secondary school (original document) issued by the relevant authority – Qualification Agency** (once the recognition process is completed, no later than 3 months after enrollment, i.e., the signed Student Agreement);
7. **Language Proficiency certificate** – original or certified translation in Serbian, proving that you have at least a 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 an online English proficiency test and interview (additional discount fee: €80) 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 a 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 the latest) and after you arrive in Serbia. There is an extra cost for this examination, payable to the clinic where you complete the examination.
10. **Two photos** (passport-sized) – 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 – 1st installment of €1,300 OR full price of €3,900**
14. **Proof of payment of enrollment fee – €150**

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 per 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 24/1st Floor 11070 Belgrade, Serbia.

It is highly recommended to send us the original documents via FedEx, DHL or other trusted 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, print, sign and send it to us as a scanned copy. 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 the Agency does not recognize your high school documents, 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.

The 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 a sanitary booklet valid for 6 months. When entering the hospital or any other health institution, you must have a valid sanitary booklet. Your mentors will ask you to show your sanitary booklet before the practice begins.
- To see where and when you can perform this examination, you can find all of the necessary information [here](#).
- **Proof of vaccination 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 must 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 and white coat.

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

Language Skills Improvement

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

If you wish to learn more about Serbian language classes, you can find more detailed information [here](#).

During their 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 the possibility of organizing extra lessons in 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 Serbian language proficiency level. 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 (excluding uniform) Exam taking (up to 3 attempts per exam)	€4,500 /year €3,900 /year* 1 st installment (when enrolling) – €1,300 2 nd installment (before 15 th Dec) – €1,300 3 rd installment (before 15 th Mar) – €1,300
Application and Entrance exam fee	€100 (workbook with practice questions included)
High school documents recognition – <i>assistance by ICEPS</i>	€300 (included fee for Agency included approx. €50) + international shipping fees + translation by authorized court interpreter in the Republic of Serbia (€10 per page = 1,800 characters with spaces)
OR	OR
High school documents recognition – <i>individually</i>	€50 + international shipping fees + translation by authorized court interpreter in the Republic of Serbia
English proficiency test and interview – <i>optional</i>	€80
Enrollment fee	€150
Exam taking (from 4 th attempt)	€30 per exam
Enrollment of 2 nd year	€150
Enrollment of 3 rd year	€150
Bachelor Thesis Defense	€300
Disenrollment	€150
Discount price for translation and certification services for our students	€10 per page = 1,800 characters with spaces

***PROMOTIONAL PRICE! The price per study year has been reduced to €3,900 instead of €4,500!**

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 115D, 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 a 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 of the tuition fee and signed Student Enrollment Agreement).

Citizens of many countries can enter Serbia without a 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 a visa to enter Serbia**, you can complete the residence permit procedure once you arrive in Serbia and apply for a residential/study visa. Make sure to prepare documents for the application beforehand. For more information, check [this page](#).

When you arrive, you will have 24 hours 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 the 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 then be connected to a local student, a member of ESN, who becomes your buddy and assists you all the way through.

Please, note that ICEPS and ESN **cannot guarantee** that you will be approved for a 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 support you throughout this integration process, making it as smooth and easy as possible, as we know this is a significant 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 out our website some useful information:

[About Serbia](#)

[Living and studying in Serbia](#)

[Welcome activities for incoming students](#)