

## 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 EUR for the first academic year instead of 4,500 EUR!**

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

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

### Recognition of Secondary School Documents

Before starting with the application procedure, please be aware of the important precondition for enrollment. You must have **your transcripts for all years and diploma from secondary school** (high school) recognized (validated) by the Serbian Qualifications 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 either submit a request via the online application system or deliver the following documents to the Agency in person or by registered mail (to the address below):

1. Original secondary school transcripts for all years and diploma
2. Certified translation of the secondary school transcripts and diploma; certified translation must be done by official court interpreter in the Republic of Serbia
3. Completed Application form – download [here](#)
4. Evidence of paid fee – 8.900 RSD (approx. €75) – instructions available [here](#).

For detailed information on how to apply, check the section **Recognition of foreign secondary school documents** [here](#).

**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 a 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, 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 by following the steps above or ICEPS can assist you with the procedure.

If you would like our assistance, please follow these steps:

1. First, send us scanned copies of your original secondary school transcripts (for all years) and your diploma to the email address [studyinenglish@iceps.edu.rs](mailto:studyinenglish@iceps.edu.rs)
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 for the EN–SR language pair. The translation and certification will be done in 3 copies.
3. Once we have prepared all the documents, we will submit the application on your behalf to the Qualifications Agency and send you a scanned certificate confirming that the recognition process is in progress.
4. With his certificate and one copy of the translated and certified documents, which we will keep for our records, you can continue the application procedure.

## Application Procedure

Prospective students must submit the following documents as part of the application procedure at ICEPS:

1. **Application form** (please fill out the form);
2. **Passport** (scan the page with your photo and personal data and send to email [studyinenglish@iceps.edu.rs](mailto:studyinenglish@iceps.edu.rs));
3. **Secondary school diploma and transcripts for each year** (scan and send to [studyinenglish@iceps.edu.rs](mailto:studyinenglish@iceps.edu.rs));
4. **Proof of payment for the Application and Entrance exam fee – €50** (send to [studyinenglish@iceps.edu.rs](mailto:studyinenglish@iceps.edu.rs))

## Entrance Exam

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

Applicants for admission to the first year of Nursing studies in English must pass an entrance exam in the Basics of Nursing. You will be sent a workbook containing 200 multiple-choice questions with answer keys. Thirty of these — or very similar ones — will appear on your entrance exam. A sample exam with questions is available [here](#).

Do not worry! To pass the exam, you need to correctly answer at least 20% of the questions. During the first year of your studies, you will take *Basics of Nursing* as your main course, where you will learn about this subject in much more detail. To see which courses you will take over the three-year period of your studies, check [this page](#).

The entrance exam can be completed either in person or online. If you choose to take it online, you will receive detailed instructions via email on how to log in. During the test, our staff will supervise you and assist with any technical issues that may arise. The test results will be emailed to you by the end of the following day at the latest.

The entrance exam can be taken from the end of April 2025 to February 2026 on Tuesdays at 10 am CET for enrollment in the 2025/2026 academic year, which starts around the end of November 2025 for international students.

Entrance exam dates:

1. 21.10.2025.
2. 04.11.2025.\*
3. 18.11.2025.\*
4. 02.12.2025.\*
5. 16.12.2025.\*
6. 20.01.2026.\*

*\* The entrance exam will be organized only if there are spots available after the previous date.*

## Enrollment of Candidates

Now that you have completed the application procedure and successfully passed the entrance exam, you can proceed to complete the enrollment. After receiving the necessary documents, we will send you an invitation letter in case you need to apply for a D visa.

You will be required to submit the following documents:

- **Passport**
- **Citizenship certificate** (passport may serve as a substitute for this document in case the document does not exist in the respective country)
- **Birth certificate**
- **Proof of paid first installment of tuition fee**
- **Proof of paid enrollment fee – €150**
- **Certificate from the Qualification Agency confirming that the recognition process of secondary school documents is in progress** (before the recognition process is completed)
- **Certified Serbian translation of the secondary school diploma and transcripts for each year**
- **Decision on recognition of secondary school documents issued by relevant authority – Qualification Agency** (original document; once the recognition process is completed — no later than 3 months after enrollment, i.e., after signing the Student Agreement)
- **Secondary school diploma and transcripts for each year** (certified copy or the original; once the recognition process is completed — no later than 3 months after enrollment, i.e., after signing the Student Agreement)
- **Certificate proving English language proficiency** — original or certified translation into Serbian, proving at least B-level English proficiency according to the [CEFR](#). TOEFL, IELTS and CAE are accepted, as well as certificates from other language schools. If you completed secondary 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: €50) at a Serbian language school that ICEPS recommends
- **Health insurance policy for the current academic year** — international health insurance issued either in your home country or in Serbia by a relevant insurance company
- **Medical examination** — a check-up by an occupational medicine specialist to issue a certificate of fitness for enrollment in university/college. This certificate must be issued by Serbian doctors before

the school year starts. There is an additional cost for this examination, payable directly to the clinic where the exam is conducted

- **Two photos** (passport-style) – size 3.5 x 4.5 cm
- **Health-hygienic examination for health workers** (check Professional Practice during Studies section)
- **Proof of Hepatitis B vaccination** (check Professional Practice during Studies section)

All documents requiring translation and certification can be processed by the recommended translation company which offers a special discount for our students. The fee for translation and certification is €10 per page (1,800 characters including spaces for the EN–SR language pair).

### **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 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.

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](#).
- **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 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.

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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 enrolled in the Nursing study program in English have Serbian language classes included in their tuition fee for a certain period. After this introductory period, any additional lessons will be subject to extra charges. These classes help students learn the basics of the language and become more familiar with their new home.

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

During their studies, students can choose either English or German as an elective course to further improve their language skills and expand their professional vocabulary.

There is also an option to organize additional lessons in any language for students who wish to attend intensive language courses.

Foreign citizens who wish to study in Serbian are required to pass a Serbian language test beforehand and obtain a certificate confirming their Serbian language proficiency level. There is an additional 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)	<del>4.500 EUR for the first year</del> <del>3.900 EUR for the first year*</del>  It is possible to pay in installments!
Application and Entrance exam fee	€50 (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 for the EN–SR language pair)
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>	€50
Enrollment fee	€150
Exam Taking (up to 3 attempts per exam)	€15 EUR
Exam taking (from 4 <sup>th</sup> attempt)	€30 per exam
Uniform for practice – optional (approx. price for full package)	€ 60-70
Enrollment of 2 <sup>nd</sup> year	€150
Enrollment of 3 <sup>rd</sup> year	€150
Disenrollment	€150
Discount price for translation and certification services for our students	€10 per page = 1,800 characters with spaces for the EN–SR language pair

**\*PROMOTIONAL PRICE! The tuition fee for the first academic year has been reduced to 3,900 EUR instead of 4,500 EUR.**

### After enrollment

A refund is granted if a visa application is rejected or if secondary school documents are not recognized.

Non-refundable: Application and Entrance exam fee, Enrollment fee

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:** AIKBRSS2

**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.

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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](#)