

Procedures Recruitment of Foreign Students

The goal of the procedure

The goal of the procedure is to provide the Recruitment of students at the Georgian and foreign education programs existing at the university.

1. Responsibility for implementing the procedure

The Foreign Affairs and Strategic Development Office of Akaki Tsereteli State University (hereinafter – “The University”) is responsible for implementing the procedure and coordination of works, for which it cooperates with the Ministry of Education and Science of Georgia, diplomatic missions of Georgia, diplomatic missions of different countries, the University administration, faculties and other structural units.

2. Rules and terms of implementing the procedure

Foreign Applicant can be recruited to study at the University's educational programs:

1. Based on the agreement signed with the University, through intermediate companies.
2. On the basis of the personal application of an applicant, through the application form available at the University web-site;
3. Through student mobility, both from Georgian and foreign universities.

Enrollment of foreign entrants at the University is performed without the national examinations in accordance with the Georgian legislation.

Foreign Applicant can enter:

- No later than March-April in the fall semester;
- No later than October-November in the spring semester.

The University and relevant faculty administration on the basis of applications submitted by the intermediary firms and the individual ones from entrants, taking into consideration the existing University resources, determine the number of acceptable contingency, and prepare the letters of consent sent to the Ministry of Science and Education in accordance with the legislation.

The process of foreign student mobility from at the University is regulated by the rule of mobility.

The University administration ensures the signing of an agreement with foreign students, which is signed after the students' enrollment at the university.

The service prepares letters of invitation to the consular office of the Ministry of Foreign Affairs of Georgia for entrants so that they can receive a Georgian visa. Visa is issued in accordance with the Georgian legislation.

A foreign student is informed about the university reference information, including information about hostels and apartments of the University, which can be hired in Kutaisi;

The office is conducting Orientation Days for foreign students. Primary orientation days are after the student's arrival and continues for 5 business days;

- Day 1- Picking up/accommodation, visiting the dormitory, visiting the apartments (if a student wishes) and accommodation;
- Day 2 - Opening a bank account, purchasing a mobile phone number;
- Day 3 – Visiting the University library campus, registration in the library
- Day 4 - Meeting with relevant faculty administration and lecturers;
- Day 5 – City Tour

In order to obtain a residence permit by a foreign student, the Service regulates his documentation to be submitted to the House of Justice. In case of refusal to residency, the teaching contract of the student with the University is terminated and regulations set out by the Georgian legislation shall be implemented.

3. Evaluation / Reporting

Once a year, the Office prepares a report on the activities that are based on:

- Statistics of recruitment of foreign students;
- Invitation letters for foreign students and statistical analysis of enrolled students
- Student satisfaction analysis report;
- Setting ways to evaluate and improve the existing situation

The Office report will be submitted to the Rector of the University.

Regulatory documents

- Law of Georgia on “Higher Education”;
- Law of Georgia on legal status of foreigners on the form and timing of consular services