

## Instructions for Foreign Applicants

To submit an application for an electronic invitation to an educational institution, a foreign applicant needs to create an electronic account on the portal <https://apply.studyinukraine.gov.ua/home>.

The main page of the portal looks like this:



### What opportunities does our system offer?

**Digital account of a foreign applicant**

Read information about the digital account of

**Invitation**

Invitation for study

**Border Control Information**

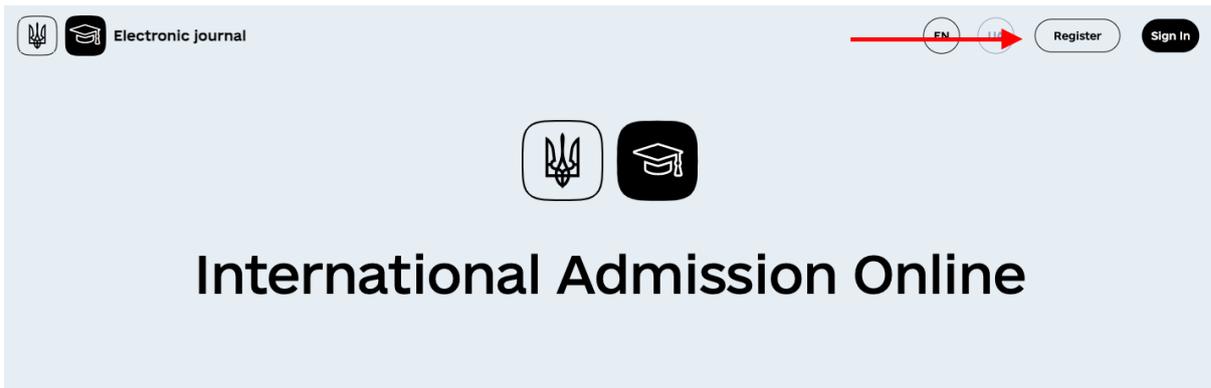
View information about crossing the Ukrainian

*Fig. 1 - Homepage of <https://apply.studyinukraine.gov.ua>.*

**Registration of applicant's electronic account in the Unified Interdepartmental Information System of Ukraine for foreigners and stateless persons who wish to study at vocational (vocational and technical), professional pre-higher and higher education institutions of Ukraine (hereinafter referred to as the Unified System/System).**

To register in the Unified System, you need to:

1. Click on the **Register** button;



## What opportunities does our system offer?

### Digital account of a foreign applicant

Read information about the digital account of

### Invitation

Invitation for study

### Border Control Information

View information about crossing the Ukrainian

*Fig. 2 – location of the **Register** button.*

2. Enter a valid email address (in the **Email** field) and click the **Submit** button;

*Fig. 3 – Email entry page for applicant registration*

4. The system sends a letter with a link to the specified address, which you need to follow to verify your email address, and informs you about this;

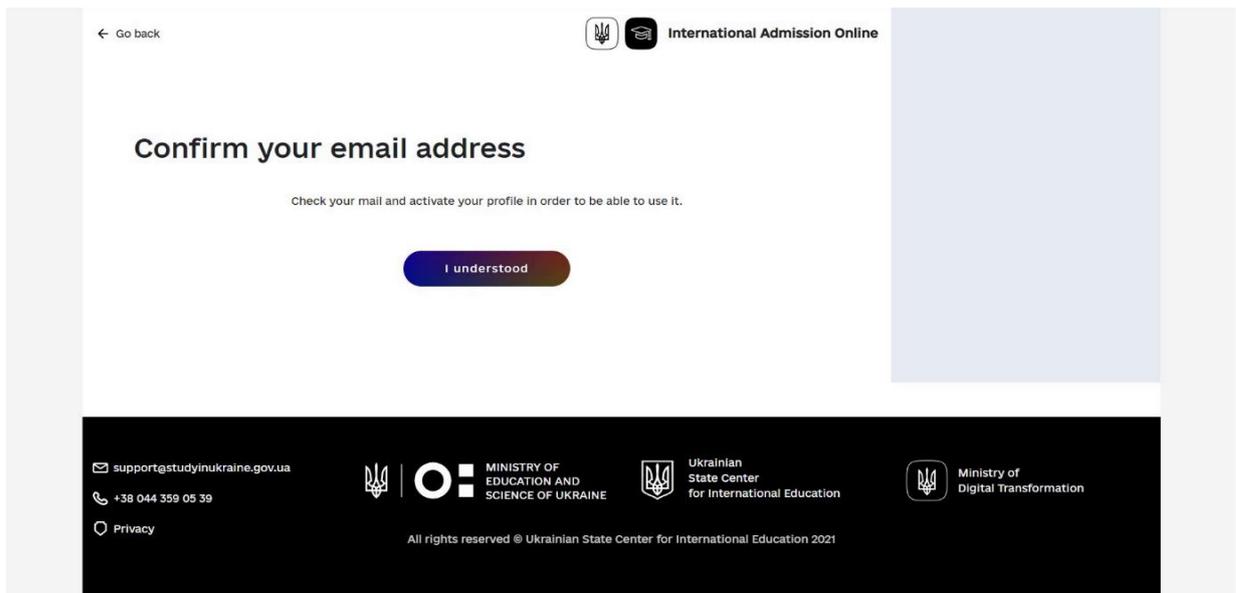


Fig. 4 – Page informing the applicant about the need to confirm their **email address** by following the link that was sent by email to the address specified in the previous step.

4. Click on the **I understood** button, which will redirect you to the home page;
5. When the user clicks on the link in the letter, they are redirected to the password setup page;
6. On the password setup page, you need to enter the password that will be used to log in twice and click the **Submit** button.

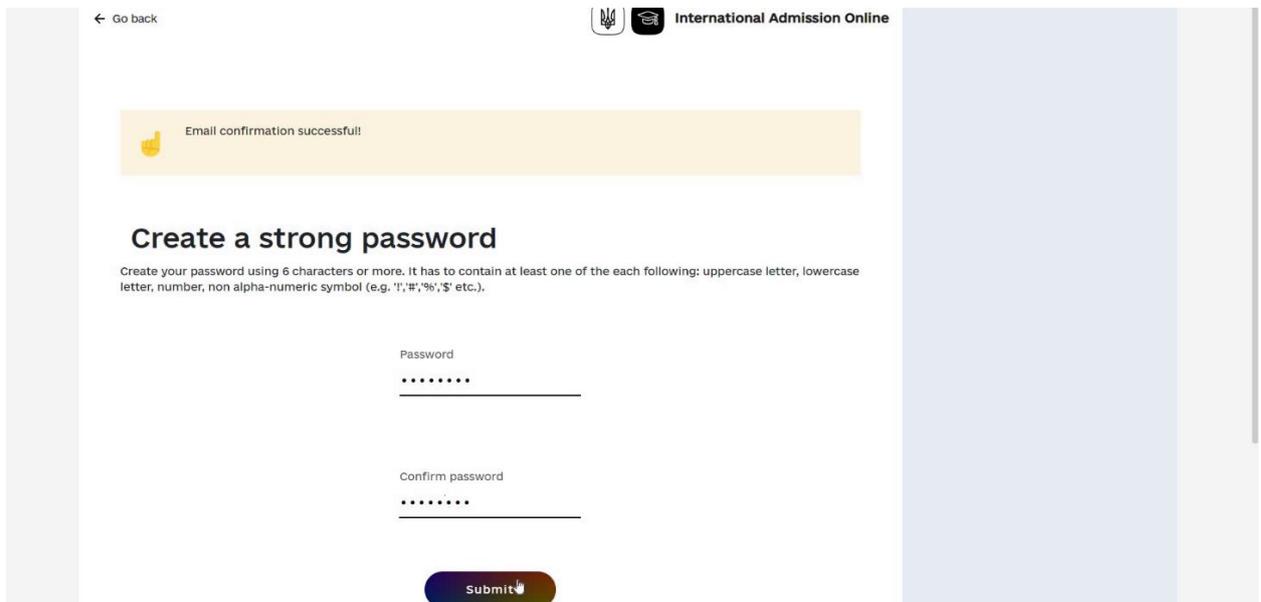


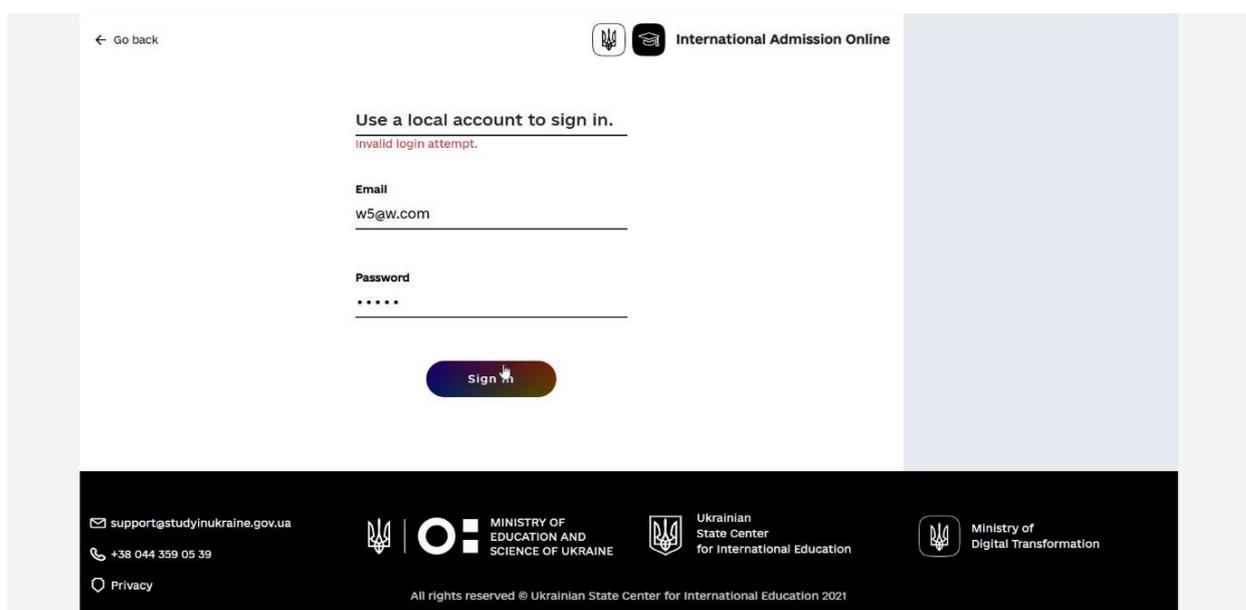
Fig. 5 - Page for setting the applicant's password for logging into the personal account.

## Applicant Login to the System

Login to the applicant's electronic account:

1. After the last step of registration or clicking the **Sign In** button on the main page, the applicant goes to the authentication page;
2. You need to enter the email address specified during registration (in the **Email** field), password (in the **Password** field) and click the **Submit** button.

If the login attempt is unsuccessful, the user will see a message (in red) describing the error and can retry the login.



*Fig. 6 – Authentication page for the applicant's account with entered email address, password, and error message as a result of a failed authentication attempt.*

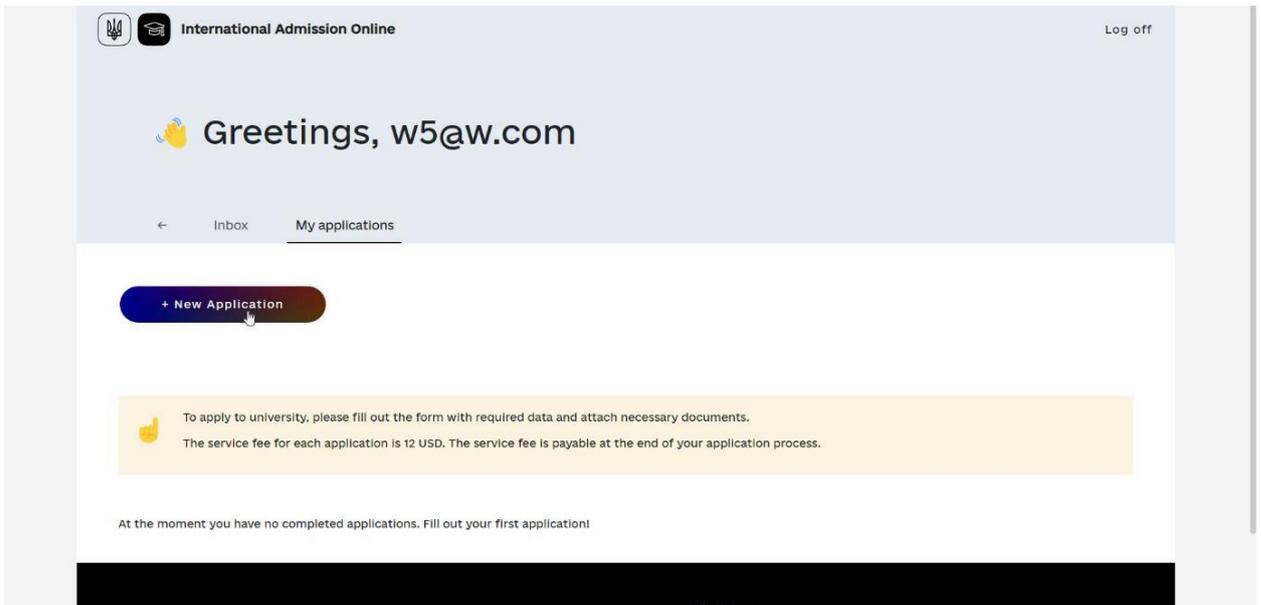
The result of a successful login attempt will be the opening of an internal page of the Unified System with the **My applications** section.

The electronic account is created free of charge. The applicant should have only one electronic account, through which they can send up to 20 applications for an invitation to study.

## **Creating a Study Request**

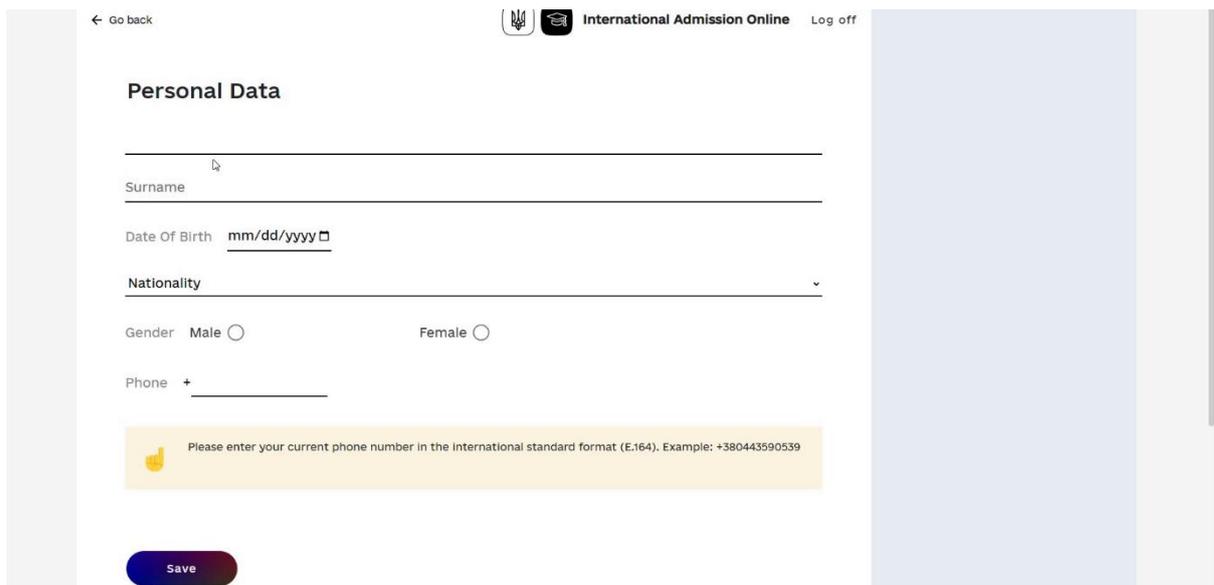
To create a request to study at a higher education institution, you need to:

1. In the **My applications** section, where the applicant lands by default after logging in, click the + **New Application** button;



*Fig. 7 - My applications section in the applicant's account.*

2. The applicant goes to the page for entering personal data;



*Fig. 8 - Page for entering the applicant's personal data.*

3. On the personal data entry page, the applicant must specify:

- First and last name (**Given names** and **Surname** fields),
- Date of birth (**Date Of Birth** field),
- Citizenship (**Nationality** field),
- Gender (**Gender** field),

- Phone number (**Phone** field).

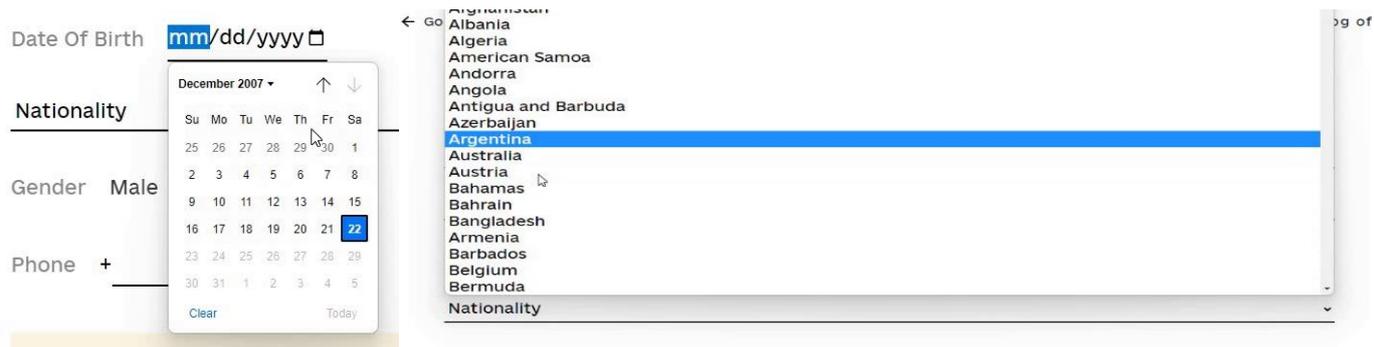


Fig. 9 - Date entry tool (calendar) and country selection tool.

4. After entering the data, click the **Save** button;

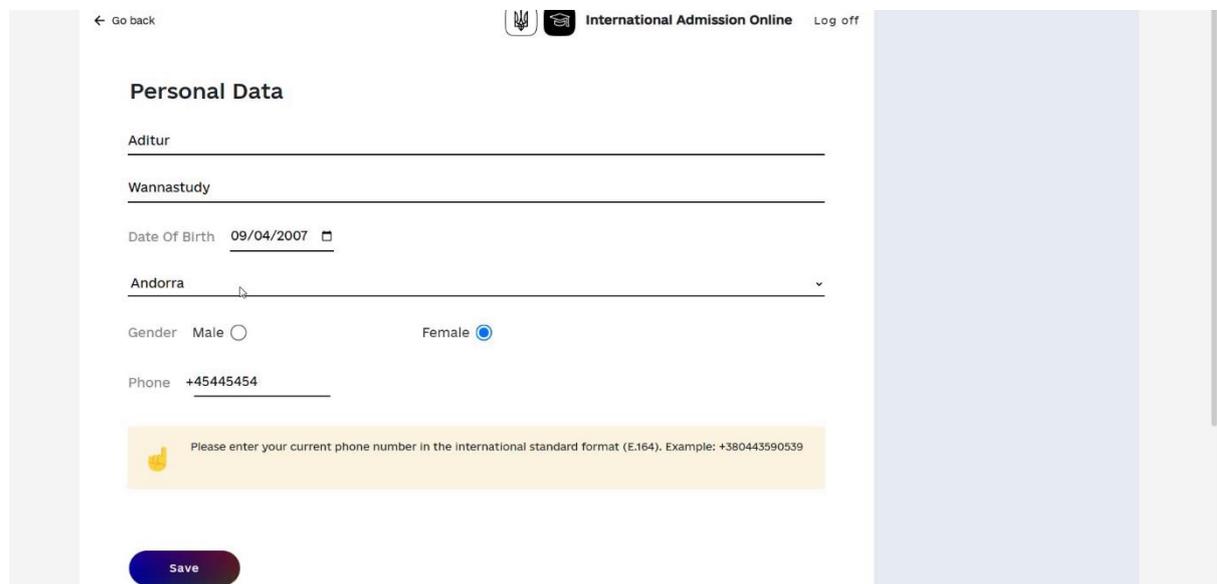


Fig. 10 - Completed personal data page, **Save** button.

The applicant goes to the page for entering data to form an application for study;

Fig. 11 - Page for entering data to form an application for study.

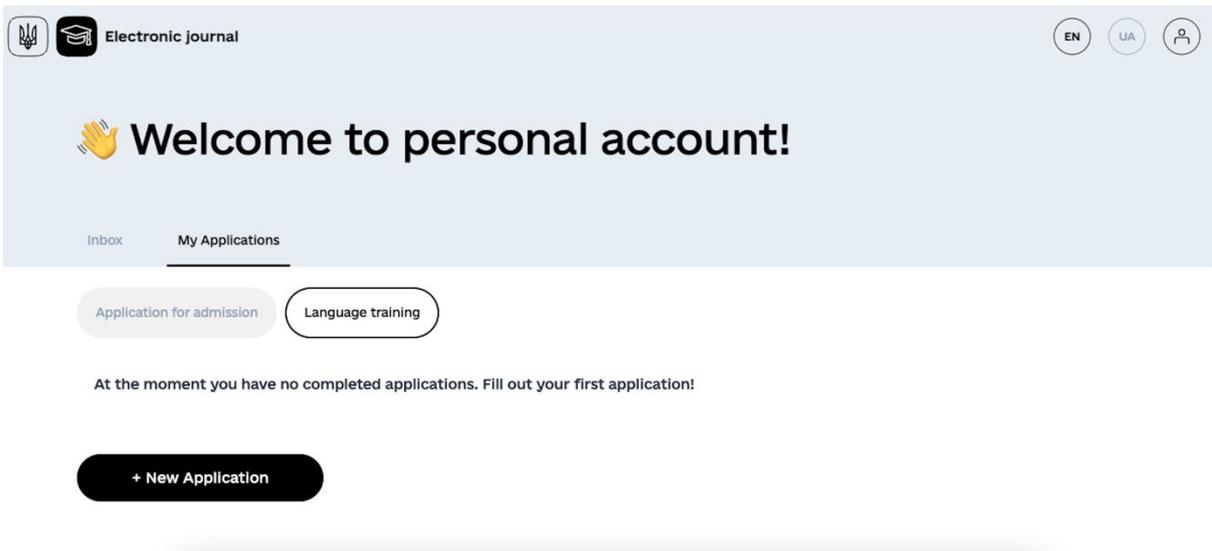
6. Where the applicant must select an educational institution (in the **University** field);

Fig. 12 - Functional element for selecting a higher education institution.

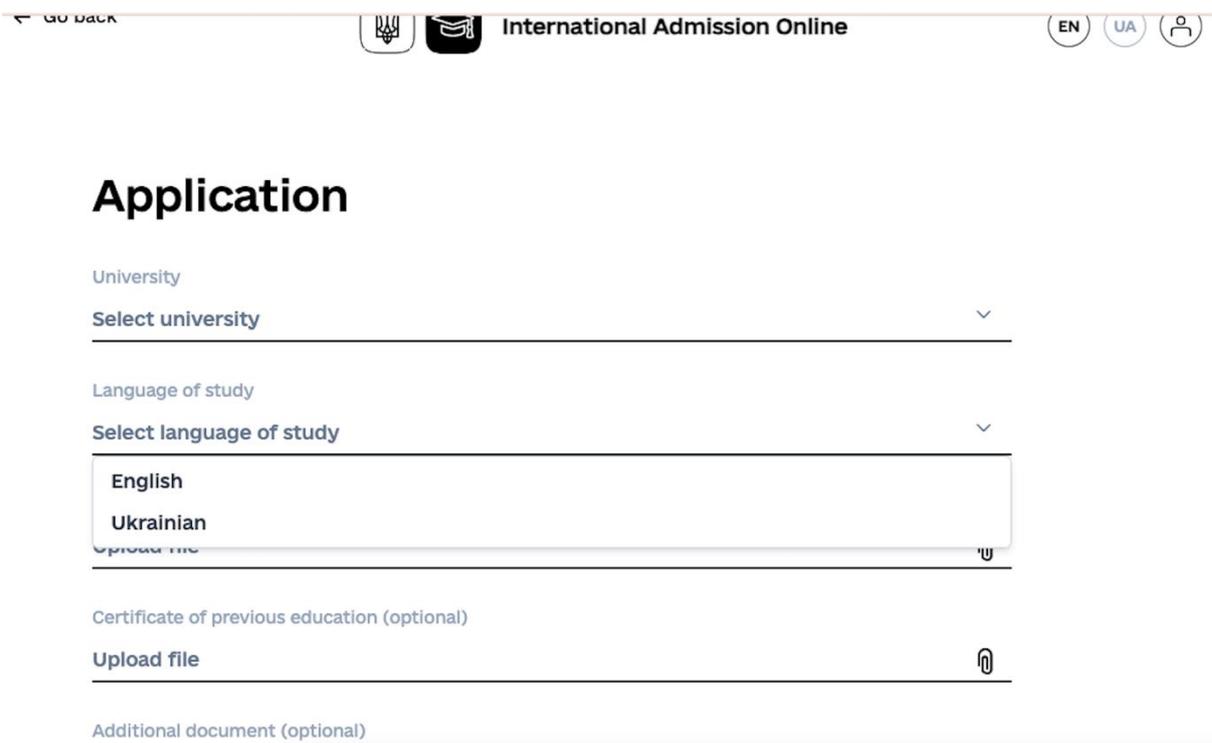
7. Select the level (degree) of study (in the **Level of study** field);

Fig. 13 - Functional element for selecting the level of education.

8. If the foreign applicant wants to first enrol in language training, they choose the **Language training** tab;



9. And select the language of instruction (in the **Language** field);



*Fig. 14 - Functional element for selecting the language of instruction (combobox).*

10. The applicant must add 2 documents: a scanned copy (or photograph) of the passport (in the **Copy of valid passport (international)** field), a scanned copy (or photograph) of the document of previous education (in the **Certificate confirming previous education** field);
11. If necessary, the applicant can add another scanned copy (or photograph) of another document (in the **Additional document** field);

12. After selecting field values and adding documents, the applicant must click the **Next** button;

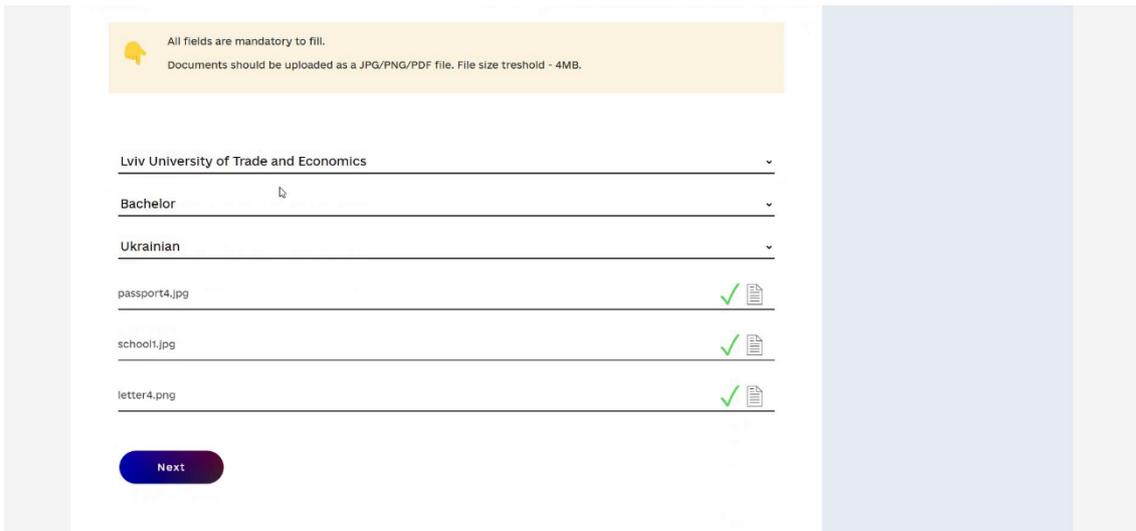


Fig. 15 - Completed page for entering data to form an application for study, **Next** button.

13. The applicant goes to a page that informs about the need to make a payment for the application (indicating the payment amount);

**The cost of creating an application in the electronic account of the Unified System is 3,100 UAH per application (approximately \$74 USD). In total, according to the CMU's (the Cabinet of Ministers of Ukraine) Resolution No. 758, a foreign applicant can submit up to 20 applications to Ukrainian higher education institutions.**

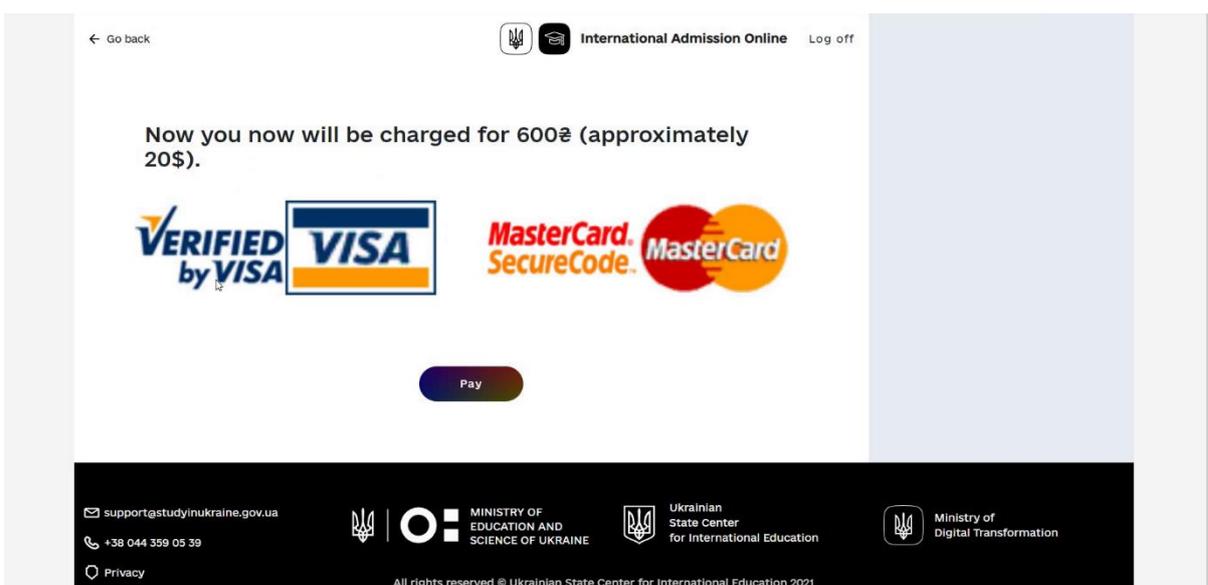
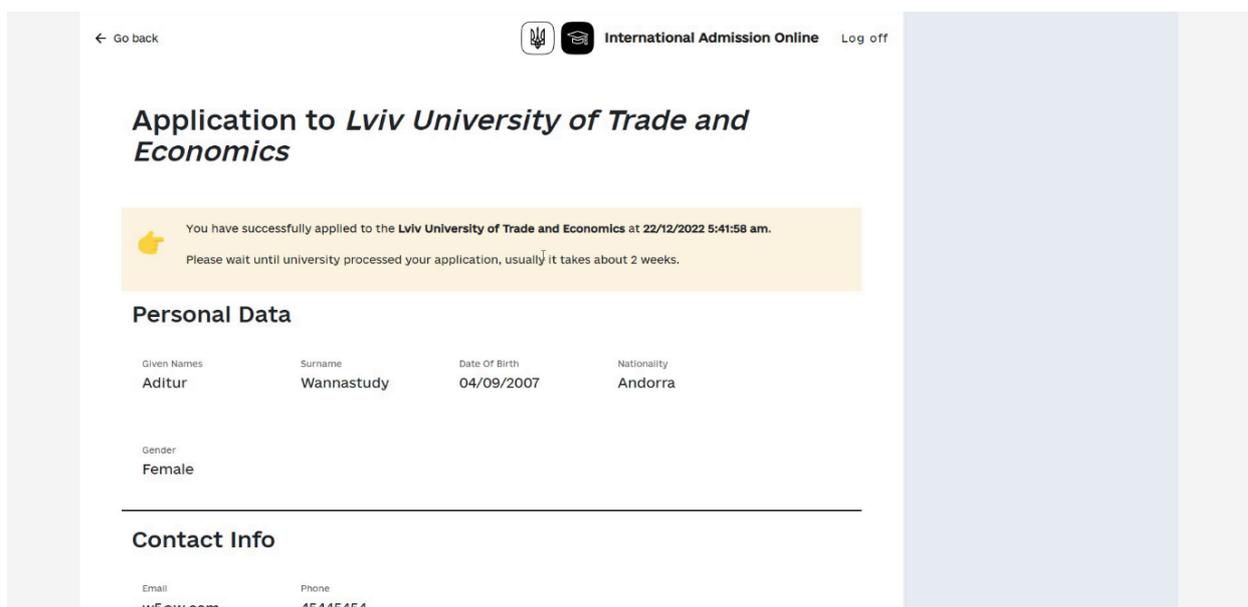


Fig.16 - Page for redirecting to the acquiring bank's page for making payment.

14. To start the payment procedure, click the **Pay** button, which redirects the applicant to an external payment page in the acquiring bank's system;
15. After successful payment, the applicant is redirected to the application page, where they can see the application data and a message about the successful submission of the application to the higher education institution with the date and time of the application.



← Go back International Admission Online Log off

### Application to Lviv University of Trade and Economics

You have successfully applied to the Lviv University of Trade and Economics at 22/12/2022 5:41:58 am.  
Please wait until university processed your application, usually it takes about 2 weeks.

#### Personal Data

Given Names	Surname	Date Of Birth	Nationality
Aditur	Wannastudy	04/09/2007	Andorra
Gender	Female		

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#### Contact Info

Email	Phone
w5@w.com	45445454

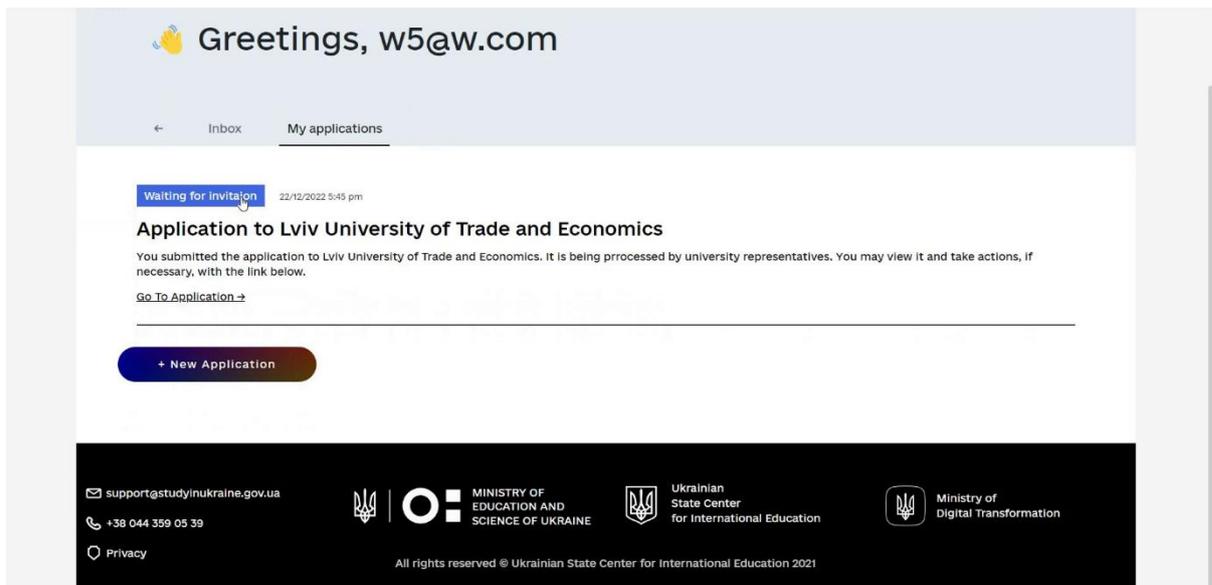
*Fig. 17 -- Page for viewing the application for study with information about the submission date and time.*

The response to the application for study may take some time.

### Accepting or Rejecting an Educational Offer

To find out if a response to the application has been received, the applicant needs to:

1. Log into the account, where the section with applications is immediately displayed;
2. Follow the **Go to Application** → link to go to the application viewing page.



*Fig. 18 - List of applications in the **My Applications** section indicating the status of each application, the **Go to Application** → link for each application.*

If an educational offer has been received, the applicant can review it by downloading the file from the list of educational offers (the **Study Propositions** section) on the application page. To do so, the applicant needs to click on the area with the document image.

After reviewing the offer, the applicant can accept it by clicking the **Accept** button, or reject this offer, additionally specifying the reason for rejection (in the **Place deny comment here** field) and clicking the **Reject** button.

In case of rejection, the applicant waits for the next offer.

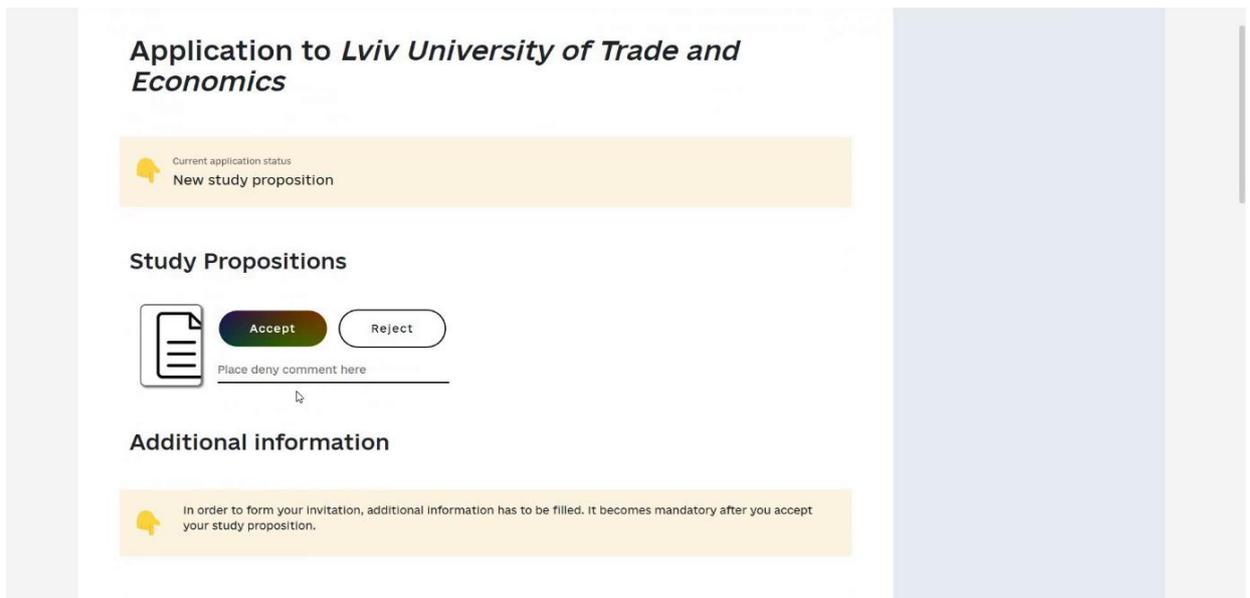


Fig. 19 - Page for viewing the study application with the received educational offer, area with the document image, and **Accept** and **Reject** buttons.

## Entering Additional Data to Receive an Invitation

If the offer is accepted, then to receive an invitation, the applicant must provide additional data by performing the following steps:

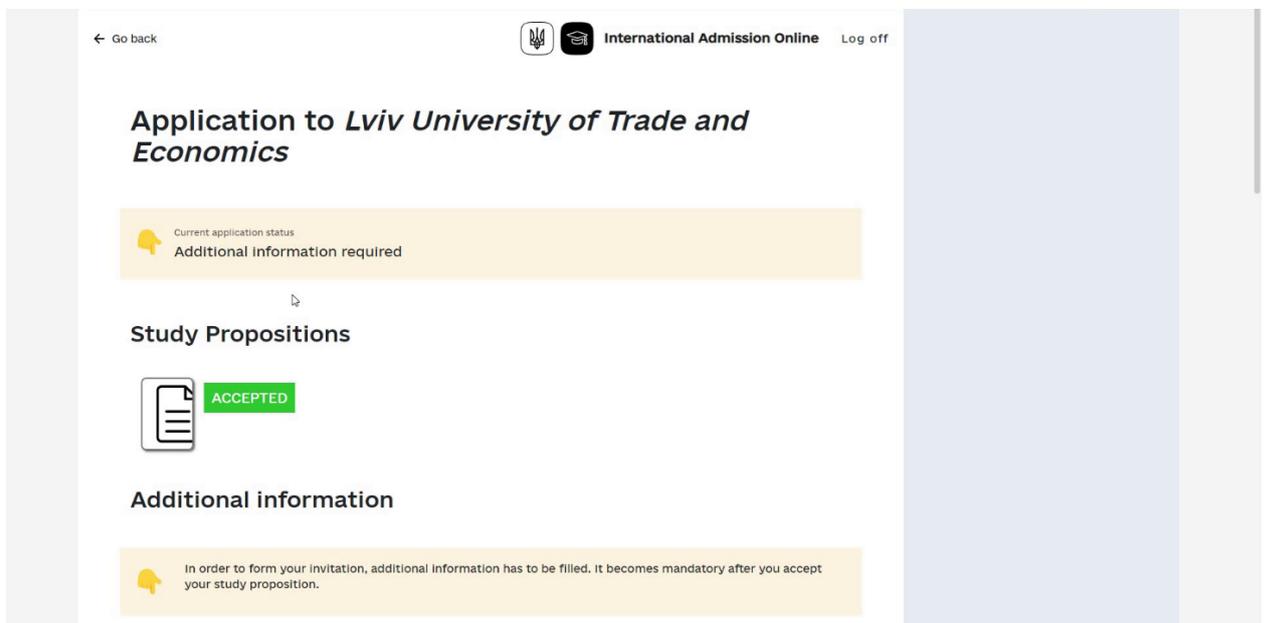


Fig. 20 - Page for viewing the application for study with the accepted educational offer.

1. Add (send) your photograph (**Photo** field, with a minimum resolution of 600x800 px, file size no more than 1 MB);

## Additional information



In order to form your invitation, additional information has to be filled. It becomes mandatory after you accept your study proposition.

Photo



Marital status



Country of residence



Country of residence document

Fig. 21 - Page for viewing the study application with the accepted educational offer and a block of additional data that the applicant must fill in to receive an invitation to study.

2. Select the country of permanent residence (in the **Country of residence** field);

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  International Admission Online

EN UA 

## Application

University

Select university 

Language of study

Select language of study 

English  
Ukrainian

Certificate of previous education (optional)

Upload file 

Additional document (optional)

Fig. 23 - Functional element for selecting the applicant's country of permanent residence.

3. If the country of permanent residence differs from citizenship, then you need to specify the document number that gives the right to permanent residence in the specified country (in the **Country of residence document** field);

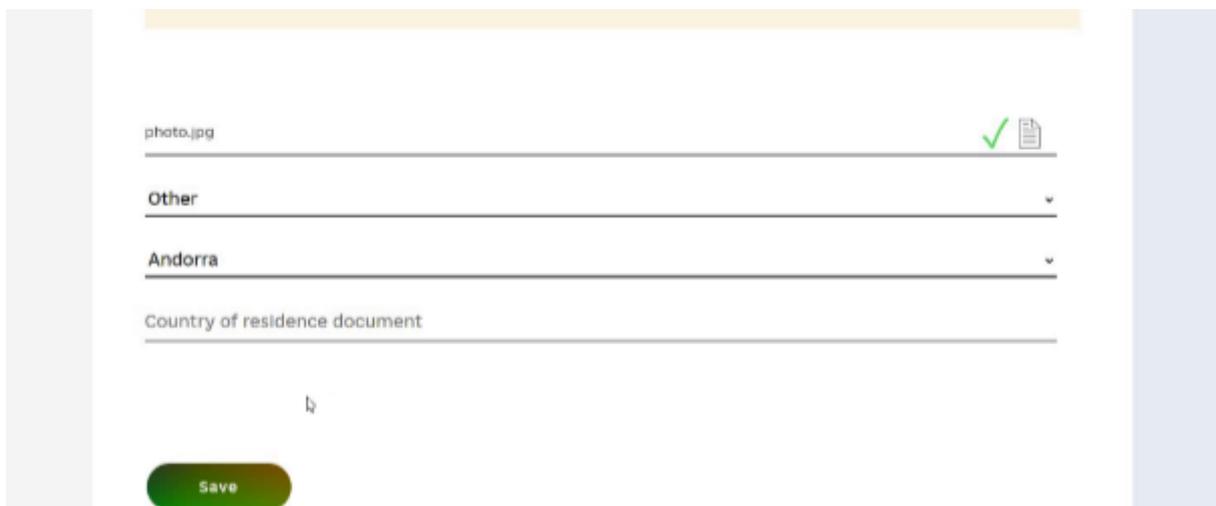


photo.jpg ✓

Other

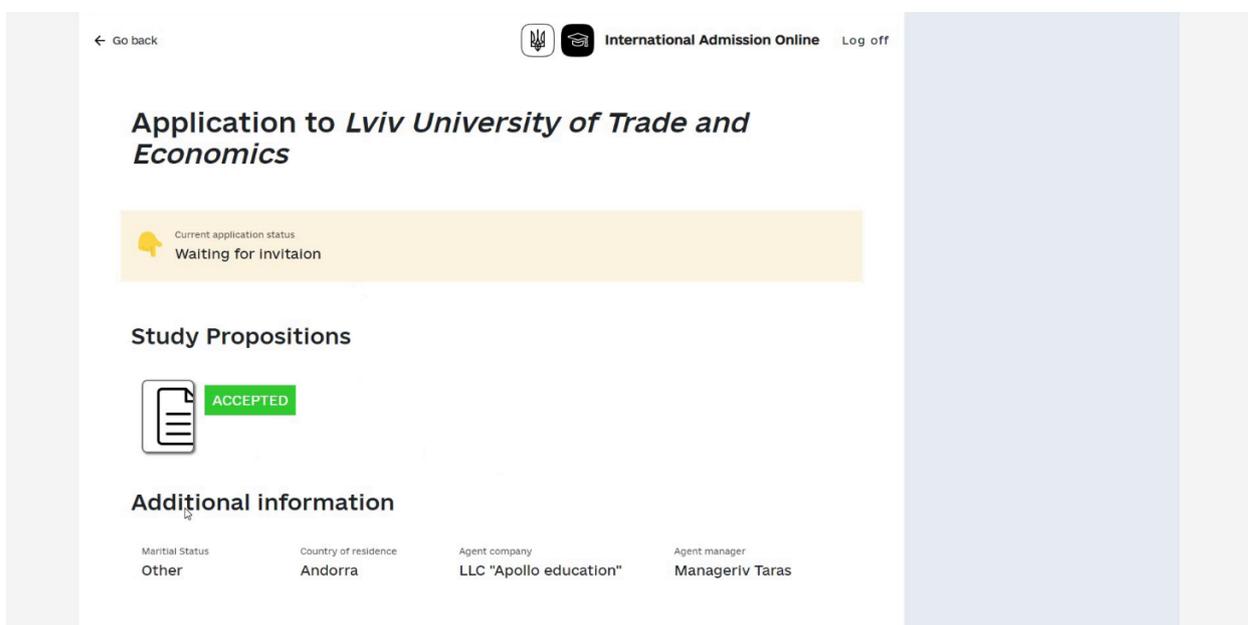
Andorra

Country of residence document

Save

Fig. 24 -- Completed page for viewing the study application with the accepted educational offer and a block of additional data to receive an invitation to study.

4. After entering all the data, the applicant clicks the **Save** button;
5. Additional data is entered and the applicant sees that the status of the application has been changed to **Wait for invitation**.



← Go back International Admission Online Log off

**Application to Lviv University of Trade and Economics**

Current application status  
Waiting for Invitation

**Study Propositions**

ACCEPTED

**Additional information**

Marital Status Other	Country of residence Andorra	Agent company LLC "Apollo education"	Agent manager Manageriv Taras
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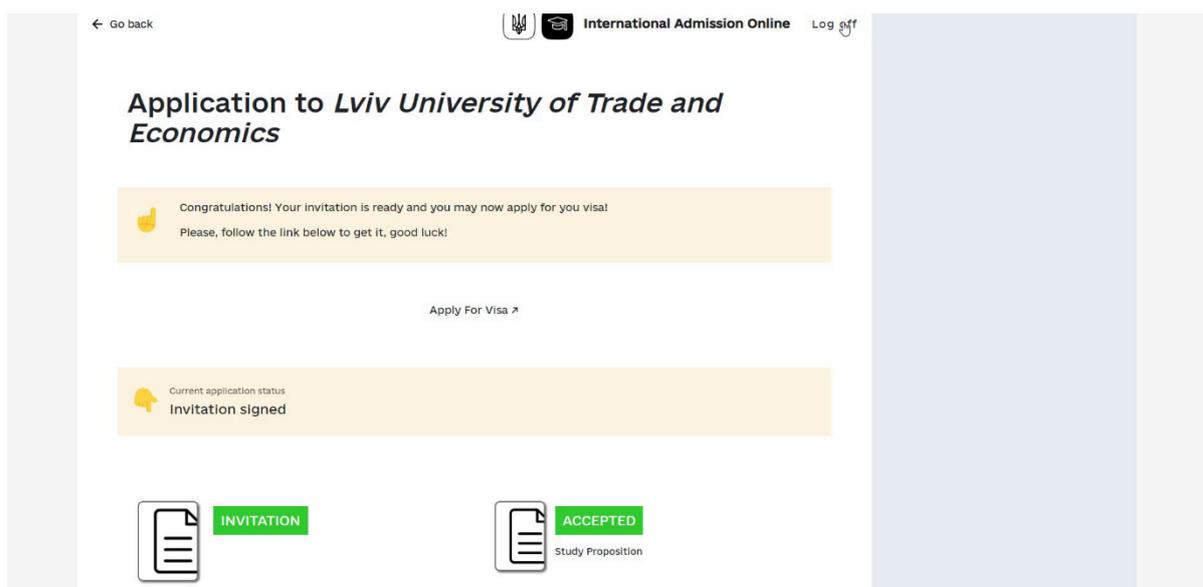
Fig. 25 -- Application status after entering additional data.

## Receiving an Invitation

After the invitation is issued, the applicant can download the file with the invitation in their account on the application page by clicking on the area with the document image and the text **INVITATION**.

The next step will be submitting documents to obtain a visa.

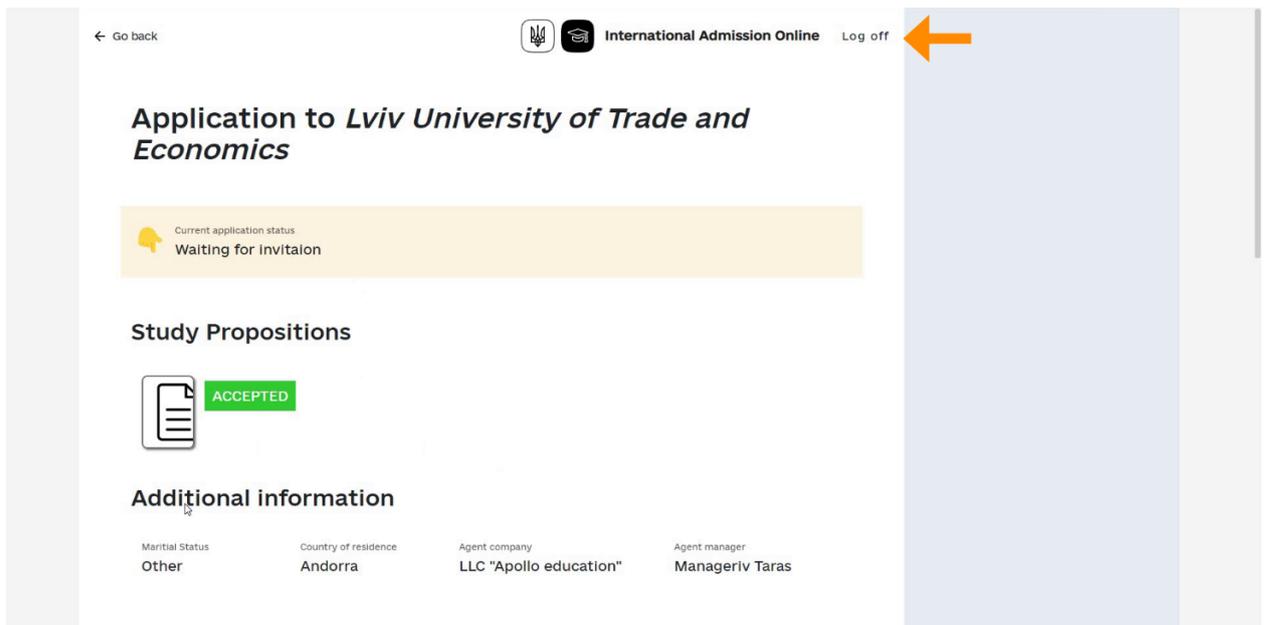
Currently, it is not possible to apply for a visa through the Unified System. The applicant must contact the consulate; all the necessary links will be provided in a notification in the system. The Ministry of Foreign Affairs can record decisions, visa numbers, and other details, after which the applicant will receive a notification in the system and by email.



*Fig. 26 - Page for viewing the application for study with the accepted educational offer, issued invitation, and a link to recommendations on obtaining a visa.*

## **Completing Work with the Site**

To log out of the System and complete your work on the site, click the **Log off** link in the upper right corner of the application, click the System logo, or simply close the browser tab (window).



*Fig. 27 -- Location of the logoff link (to end the session) on the site.*

The applicant can also enter information about their arrival in Ukraine in their electronic account. This information will be accessible to the educational institution that issued the invitation to study.