

**MINISTRY OF EDUCATION AND SCIENCE OF UKRAINE
RIVNE STATE UNIVERSITY OF HUMANITIES**



APPROVED

by the decision of the Academic Council
of Rivne State University for the Humanities
(Protocol No. 11 dated 27.03.2025)

Enacted by

Order No. *111-123456789*

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**PROCEDURE
FOR ISSUING INVITATIONS FOR STUDY (INTERNSHIP) TO FOREIGN CITIZENS AND
STATELESS PERSONS
AT RIVNE STATE UNIVERSITY FOR THE HUMANITIES
AND THEIR REGISTRATION**

Rivne – 2025

PROCEDURE
for Issuing Invitations for Study (Internship) to Foreign Citizens and Stateless Persons at Rivne State University for the Humanities and Their Registration

1. This Procedure defines the mechanism for issuing invitations for study (internship) at Rivne State University for the Humanities (hereinafter – RSUH) to foreign citizens and stateless persons (hereinafter – foreigners). It has been developed in accordance with Order of the Ministry of Education and Science of Ukraine dated 01 November 2013 No. 1541, as amended by Orders of the Ministry of Education and Science No. 1272 dated 11.12.2015, No. 1167 dated 11.08.2017, No. 71 dated 20.01.2021, and in accordance with Resolution of the Cabinet of Ministers of Ukraine No. 758 dated 28.06.2024, which approved the Procedure for organizing admission to vocational (vocational-technical), professional pre-higher and higher education institutions of Ukraine and training (internship) of foreigners and stateless persons using the Unified Interdepartmental Information System of Ukraine for foreigners and stateless persons who wish to study in vocational (vocational-technical), professional pre-higher and higher education institutions of Ukraine.

2. Invitations for study (internship) of foreigners (hereinafter – invitations) are issued by RSUH in accordance with the license for educational activities granted by the Ministry of Education and Science of Ukraine through the Unified Interdepartmental Information System of Ukraine for foreigners and stateless persons (hereinafter – the Unified System).

Invitations are issued to foreigners for whom RSUH grants consent for admission to obtain the relevant degree of higher or postgraduate education (advanced training, internship), study in postgraduate or doctoral programs, study at the preparatory department, participation in academic mobility programs, or study of the state language and/or the language of instruction.

3. RSUH issues invitations for study:

- to foreigners invited for programs with a duration of 90 days or more, in accordance with the sample approved by subparagraph 3 of paragraph 1 of Order of the Ministry of Education and Science of Ukraine dated 01.11.2013 No. 1541, registered with the Ministry of Justice of Ukraine on 25.11.2013 under No. 2004/24536;

- to foreigners invited for short-term programs with a duration of up to 90 days, as well as to foreign students enrolled in part-time (distance) education programs for participation in introductory and examination sessions – on the University's official letterhead.

4. Ordering of invitation forms is carried out by the State Enterprise "Ukrainian State Center for International Education," authorized by the Ministry of Education and Science of Ukraine (hereinafter – the authorized state enterprise) to maintain the registration of study invitations.

5. Verification of compliance of a foreigner's documents with RSUH admission requirements for the chosen educational (educational-professional or

educational-scientific) program is carried out by the Selection Committee on compliance of documents of foreign citizens and stateless persons with admission requirements at RSUH and recommendations regarding issuance of invitations (hereinafter – the Selection Committee), which provides recommendations on inviting the foreigner for study in the Unified System in the form of a conclusion.

The procedure for the work of the Selection Committee is established by the Admissions Committee of RSUH.

6. The Selection Committee provides recommendations regarding the invitation of a foreigner for study based on copies of the following documents submitted to RSUH in paper or electronic form:

1. the foreigner's passport document;
2. a document confirming the obtained level of education with grades (marks) in academic subjects or an academic transcript;
3. written consent to the processing of personal data.

Documents specified in subparagraphs 1–2 must be legalized, translated into Ukrainian, and notarized.

The Selection Committee determines the necessity of conducting an interview, if possible in an online format, and prepares proposals for the Admissions Committee regarding the possibility of issuing an invitation for study (internship).

In case of distance admission, the foreigner sends notarized copies of educational documents, consent for personal data processing, and applications by postal means or to the official email of the Center for International Relations and Work with Foreign Students of RSUH. Upon first crossing of the state border of Ukraine and after arrival at the University, the foreigner shall personally submit the original documents.

7. Registration of invitations issued by RSUH and record-keeping of foreigners who have arrived in Ukraine for study are carried out by the authorized state enterprise in the Unified System.

8. An invitation shall be valid for no more than six months from the date of its issuance.

9. RSUH ensures timely notification in the Unified System regarding details of the arrival of the invited foreigner in Ukraine (date of arrival, transport flight number), and provides information about the person authorized by RSUH to meet the foreigner and accompany him/her from the checkpoint across the state border of Ukraine to RSUH, with mandatory indication of the surname, name and patronymic (if applicable) of such person, passport details, and operational contact information.