

## CALL FOR APPLICATIONS

### Academic program in Business and Economics (MONTEB)

For international students

#### How to Apply

Applications can be submitted at the Faculty of Economics (address: Jovana Tomaševića 37, 81000 Podgorica) according to the following schedule:

- Monday, July 3, 2023 from 09:00 A.M. to 3:00 P.M.
- Tuesday, July 4, 2023 from 09:00 A.M. to 3:00 P.M.

#### 1. Prepare the documents

- Original diploma on the passing of the matura or professional exam; in case the candidate does not have a diploma on the passing of the matura exam, the Faculty of Economics (University of Montenegro) will organize the examination on July 5 (official exam timetable will be published on [www.monteb.me](http://www.monteb.me)) and it will consist of two subjects: mathematics and English;
- Original certificates of completed classes of secondary education;
- Identity document;
- “Luča” diploma or an equivalent diploma;
- Diploma (or equivalent document) on winning the first or second prize at a state competition for high school students, organized by the ministry responsible for education and science or a competition of a higher level for the subjects of interest for this study program – mathematics and English;
- Foreign language proficiency – proof of knowledge of the English language at least at the B2 level. If the candidate is unable to demonstrate English language proficiency at the B2 level, the examination is administered by the Faculty of Economics (University of Montenegro) on July 7 (official exam timetable will be published on [www.monteb.me](http://www.monteb.me)). For candidates who have achieved grade level 5 or 4 (A or B) for the English language matura exam, no other proof of English language proficiency will not be required;
- Deposit slip for 55 euros to bank account: 832-3161080-65, recipient: RAT (republican administrative tax), the purpose of payment: recognition of foreign educational documents (All foreign educational documents go through the recognition procedure of the Montenegrin Ministry of Education).

If candidate submit a duplicate copy of diploma and/or certificate, the declaration that the original documents were not used to apply for another degree program has to be signed. False declaration of documents will result in my disqualification from the enrollment process.

**The enrolment of students with foreign high school qualifications will be conditional during the diploma recognition process.** The student will have full-time student status when foreign high school diploma is recognized.

All documents in a foreign language **must be translated into local language or English** by a certified translator and notarized as a true translation.

## 2. Choose a study program

Students who enroll in the Faculty of Economics have at their disposal three study programs lasting three years (180 ECTS): Basic academic studies (Economics) in the Montenegrin language; Basic applied studies (Management) in the Montenegrin language and Academic program in Business and Economics in English (MONTEB).

**Number of enrolment places is 60.** The total number of enrolment places on this study program will be increased by 1% according to the principle of positive discrimination.

The tuition fee is 2500 EUR per year.

Check out the faculty *website* for more information.

## 3. Submit the application form

For Montenegrin citizens application form will be available online through a platform available on the *upisi.edu.me* website.

**Applications for foreign candidates will be organized at the Faculty of Economics.**

## 4. Recognition of your previous education

Until the process of your certificates or diploma recognition is done, you will receive conditional admission status.

## 5. Letter of acceptance

Congratulations!

With this letter in hand, admitted foreign students with visa duty can apply for a student visa.

## 6. Enrolment and welcome event

The date of your enrolment is determined by the Faculty's Study Affairs. After the commencement of the academic year, students are welcome to join their first official academic ceremony – our Welcome Program for our new students which will help you get started at MONTEB program, information sessions, and fun social events for all students. For any news concerning the admissions, please visit our *website*.