

# **MONGOLIAN UNIVERSITY OF SCIENCE AND TECHNOLOGY (MUST) REGULATION ON INTERNATIONAL STUDENT RECRUITMENT**

## **1. General Provisions**

1.1. Matters of the recruitment of foreign citizens to MUST educational degree and student exchange (non-degree) programs are to be regulated by this regulation and other Mongolian laws and regulations, namely: Legal Status of Foreign Citizens (2010), Government Resolution No. 340 on Issuing Residence Permission and Registration (2010), and Regulation on Recruiting International Students, issued by minister's resolution no. 113 (Ministry of Education, Culture, and Science, 2010).

1.2. The purpose of this regulation is to stipulate and regulate the activities of related units of affiliated schools within the Mongolian University of Science and Technology (MUST).

1.3. Admissions are offered once a year for undergraduate students and twice a year for master's and doctoral students as well as exchange students.

## **2. Requirements for a Foreign Citizen**

2.1. An applicant must be a foreign citizen who has successfully obtained an appropriate prerequisite education that are equivalent to the Mongolian educational content, level, and standard, and can be responsible for his/her actions legally. The certificates of education levels must be recognized and registered by the home country's related organization. A foreign citizen who is applying for an undergraduate program must take a comprehensive exam for university entrance or an equivalent.

2.2. Foreign citizens must meet the designated level of Mongolian language proficiency and should submit a certified copy of any certificate or document proving their language level with the admission request letter if they will be studying in the Mongolian language. International students will need to apply for admission after completing an authorized Mongolian language course and passing the appropriate level of Mongolian language proficiency.

2.3. Foreign citizens who apply for educational degree programs that are offered in English must have appropriate English proficiency. If an applicant has an English proficiency certificate, the certificate should be submitted as an appendix.

2.4. Foreign citizens must meet GPA criteria of the relevant affiliated school, institute, or department that offers the program the foreign applicant is applying to.

## **3. Application**

3.1. Foreign citizens will need to apply directly to the administration department of the relevant affiliated school within MUST that offers the program he or she wants to study.

3.2. Applicants should apply according to the following time lines:

3.2.1 Applicants for undergraduate programs will apply by the beginning of May every year. MUST will deliver the applicants' documents to the Ministry of Education, Culture, and Science within the month of June.

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3.2.2 Applicants for master's and doctoral programs who want to begin their study in the fall semester will need to apply between March 15 and May 15. Applicants who want to begin their study in the spring semester will need to apply between September 01 and November 01.

3.3. Foreign applicants will need to send their relevant affiliated school the following documents via their home diplomatic representative office or consular departments to the relevant affiliated school in Mongolia through certified mail.

- Request letter for admission
- CV
- Application form (download from MUST website)
- Certified copy of graduation diplomas and certificates of all levels of educational programs (documents must be translated into English or Mongolian by an authorized organization if they are written in any other language)
- Copy of the foreign passport
- Financial guarantee for residing in Mongolia (bank account confirmation letter for a given applicant or guardian or equal status document)
- Recommendation letters from an employer and professor
- Official certificate of language proficiency
- Health exam document (exam taken during the last three months)
- Photo (taken within the last six months and sized 3 x 4)

3.4. The relevant affiliated school's recommendation or permission on a possible recruiting program will be delivered to the responsible unit of academic affairs concerning the foreign applicant's request and related documents.

**4. Admission Selection Procedure and Determination of Agreement**

4.1. The affiliated school's administration, or relevant program responsible, must send the Office of International Relations and Cooperation (OIRC) their formal letters of recruitment for a given applicant after screening the applicant's request letter and other related documents within two weeks of receipt.

4.2. OIRC will deliver MUST's request letter of recruitment of a foreign citizen who meets their qualifications to the Ministry of Education, Culture, and Science (MECS) based on the recommendations from an affiliated school or responsible unit. Advice on their visa and alien identification cards will be provided to applicants who receive permission to study in Mongolia from MECS.

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4.3. Foreign citizens will establish a contractual agreement with the Dean of the affiliated school where he or she will study. The agreement must contain relevant provisions of the Regulation on Recruiting International Students, issued by MECS minister's resolution no. 113.

4.4. International students will be recruited to a relevant program under the MUST President's order based on the official permit from MECS and documents from other relevant organizations.

4.5. Foreign citizens who have been selected and recruited by the order of MUST President will arrive one week before a new semester begins in order to register for classes and select courses, and to sign up for other academic-related services.

### **5. Coordination of Learning Procedures**

5.1. MUST-recruited international students will bear their own expenses for life, health, and accident insurances.

5.2. The Office of Academic Affairs and departments of relevant affiliated schools will provide international students with the guidelines and instructions for academic affairs and activities.

5.3. Foreign citizens must register with Mongolia's Department of Immigration within seven days of arrival to receive their resident alien identification card (generally issued within 21 days of application). Before leaving Mongolia, international students must also obtain an exit visa.

5.4. The Immigration Department of Mongolia shall have the right to issue a two-year resident alien permits or extend it for a specified amount of time. The resident alien permit will be extended based on the recommendations of the affiliated school or institute based on academic achievements, agreement of accomplishment, or other relevant documents.

5.5. If an international student leaves Mongolia for a home country in association with winter or summer vacation, research reasons, and other matters, he or she will need to request permission from the relevant affiliative school or institute.

5.6. The relevant affiliated schools and institutes shall be responsible for registering, obtaining necessary visa, and resident alien identification cards. They will also be responsible for obtaining the exit visa for their international students.

5.7. International students must apply for an extension of their resident alien identification card in person 30 days before the end date on the card.

5.8. International students must inform their relevant department if they are not able to attend classes due to health conditions or any other reason.

### **6. Other Issues**

If an international student leaves Mongolia for a home country in association with winter or summer vacation, research reasons, and other matters, he or she will need to request permission from the relevant affiliated school or institute.

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6.1. MUST shall not recruit international students who were dismissed in association with violations of Mongolian laws and regulations or internal university regulations while they were in Mongolia.

6.2. MUST shall not recruit and will cancel the study visa of any international student who is found to have submitted false documents.

6.3. MUST international students will strictly comply with the Mongolian Constitution, other laws and regulations, and MUST regulations, as well as respecting Mongolian culture and customs.

6.4. International students shall comply with MUST related regulations of academic affairs and activities.