



**APPLICATION FOR ENROLLMENT at**

[office@akademijahtw.rs](mailto:office@akademijahtw.rs)

**ENROLLMENT 2024-2025**

**REQUIRED DOCUMENTS AND INSTRUCTIONS for enrollment at the  
ACADEMY FOR HOSPITALITY, TOURISM, AND WELLNESS**

Thank you for expressing your interest in enrolling at the Academy for Hospitality, Tourism, and Wellness.

Below are the instructions regarding the necessary documentation and procedures for enrollment at the Academy for Hospitality, Tourism, and Wellness:

- Enrollment is possible after completing four years of secondary school and passing the entrance exam in the form of an interview with the candidate. The candidate for enrollment needs to submit: } Original high school diploma; } All four certificates of completed grades in high school; The candidate presents the originals of the mentioned documents for inspection. Copies of these documents, retained by the Academy, are submitted to the student services and do not require certification when submitting the originals for inspection.

- Two passport-sized photos (3.5 x 4.5 cm) for the student ID card; • Scanned personal ID card (if the ID card has a chip) or a copy of both sides of the ID card (if the ID card does not have a chip);
- Proof of tuition fee payment upon enrollment for the current academic year (proof of payment is submitted to the student services upon enrollment). The tuition fee for enrollment in the current 2024/2025 academic year is €400 in Serbian dinars equivalent according to the average exchange rate of the National Bank of Serbia on the day of payment. The remaining tuition fee is payable in 10 equal monthly installments. The monthly installment amount is €110 in Serbian dinars equivalent according to the average exchange rate of the National Bank of Serbia on the day of payment. The promotional tuition fee is €1500. The total tuition fee must be paid according to the repayment schedule based on the respective due dates and the necessary percentage of the tuition fee paid, as defined in the concluded Study Agreement.
- Enrollment material costs amount to 3000 dinars (proof of payment is submitted to the student services upon enrollment);
- Paid compulsory insurance premium;
- During enrollment, students fill out the SV form provided by the student services;

Additional documents and enrollment procedures for international students (enrollment in undergraduate academic studies in the Serbian language)

- Candidates who completed secondary school outside the territory of the Republic of Serbia (except for the Republic of Srpska) or completed a foreign school/program in the Republic of Serbia are required to have their high school diploma recognized by the Agency for Qualifications. During enrollment, it is necessary to submit the Decision on the Recognition of Previously Acquired Foreign School Document from the Agency for Qualifications, as well as a photocopy of the original documentation and its translations.
- If the high school documents are not in Serbian or a related understandable language, a certified copy of their translations is required.
- Decision on the Recognition of Previously Acquired Foreign School Document has not yet been



issued, it is necessary to submit a confirmation from the Agency for Qualifications regarding the initiated procedure and a photocopy of the original documentation and its translations. • Foreign nationals submit a copy of their passport (page with photo and personal data). • Candidates requiring a visa also submit a copy of their foreign passport with a residence permit (visa), as well as a copy of the residence registration obtained from the police. For candidates from countries not requiring a visa, a copy of the passport page showing the date of entry into Serbia is copied, and if entered from Montenegro / Bosnia and Herzegovina into Serbia with an ID card, a copy of the residence registration obtained from the police can be subsequently provided; • Candidates enrolling in studies in the Serbian language - confirmation of proficiency in the Serbian language - level B2 - if secondary school was not completed in Serbian or a related understandable language - can be provided later, no later than enrollment for the next school year.