

| GENERAL INFORMATION | |
|---|---|
| Name of formality | Agreement for Upgrading College to Institution |
| Type of formality | License |
| Date of last modification | 22.10.2020 |
| Responsible Authority | High Education Department |
| Who should apply for this formality? | Any individual, legal entity intending to establish or upgrade to high education or an educational institution having an appropriate curriculum in accordance with the field of studies since a high diploma to a bachelor's degree. |
| Qualifications needed by the business to get the formality | The proposal for upgrading to a high education institute needs to meet the 6 required criteria as below:1. the organization structure: Name, Location, Roles and Responsibilities, Institutional Model, and symbol.2. the organization chart: having sufficient and efficient human resources and teachers in accordance with the standards defined by the Ministry of Education and Sports.3. Curriculums: having at least 3 curriculums approved and certified by the Ministry of Education and Sports.4. Infrastructures: having a standardized institutional building, classrooms, lab, and library as defined by the Ministry of Education and Sports.5. Facilities: having transportation, school equipment, etc6: Financial: having funds, finance, and investment in administration and management. |

| LEGAL FRAMEWORK | | | |
|---|-----------|------------|----------------------------|
| Name | Number | Date | Comment |
| Decree on Higher Education | 177/GOV | 05.06.2015 | |
| Law on Education (Amended) | 62/NA | 16.07.2015 | Part III, Article 29 to 32 |
| Decision on the Establishment of Higher Education Institution | 8643/MOES | 25.12.2017 | |
| Instruction on for Upgrading College to Institution | 242/HED | 19.03.2018 | |

| REQUIRED DOCUMENTS FORMALITIES | | |
|--------------------------------|------------------|---------------------|
| Name | Type | Comment |
| \${SUPPORT_NAME} | \${SUPPORT_TYPE} | \${SUPPORT_COMMENT} |

| LIST OF ATTACHED DOCUMENTS FOR FIRST TIME APPLICATION | | |
|---|---------------------|---------------------|
| Name of document | Type of document | File of document |
| \${ATTACHMENT_NAME} | \${ATTACHMENT_TYPE} | \${ATTACHMENT_FILE} |

| LIST OF ATTACHED DOCUMENTS FOR RENEW APPLICATION | | |
|--|---------------------------|---------------------------|
| Name of document | Type of document | File of document |
| \${ATTACHMENT_NAME_RENEW} | \${ATTACHMENT_TYPE_RENEW} | \${ATTACHMENT_FILE_RENEW} |

| MEAN OF PRESENTATION | | |
|---|---|---|
| Means of presentation | At the Authority Offices | |
| Address of authority | High Education Department, Ministry of Education and Sports | |
| Time it takes to the authorities to process the formality | 0 | Depends on the consideration at each level and from each sector.The Ministry of education and Sports will register the list of a high education institute within 30 days after the establishment is approved. |

| RENEWAL INFORMATION | |
|--|---|
| Does the formality have a validity or an expiration date? | How long will the formality be valid for? (in months) |
| YES | 48 |
| What is the process and conditions to get the formality? | |
| What is the process and conditions to renew the formality? | High education institution shall submit the renewal request within 6 days prior to its expiry date. |

| ISSUING FEES | | | | |
|-------------------------|--|--|--|--|
| Has application fees? | Service fees businesses need to disburse | Certificate fees businesses need to disburse | Application fees businesses need to disburse | Total fees businesses need to disburse |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Comments | | | | |
| ADDITIONAL ISSUING FEES | | | | |
| Additional fee names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional fee comments | | | | |

| RENEWAL FEES | | | | |
|----------------------------------|--|--|--|--|
| Has renewal fees? | Service fees businesses need to disburse | Certificate fees businesses need to disburse | Renewal fees businesses need to disburse | Total renewal fees businesses need to disburse |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Comments | | | | |
| ADDITIONAL RENEWAL FEES | | | | |
| Additional renewal fees names | | | | |
| NO | 0.00 | 0.00 | 0.00 | 0.00 |
| Additional renewal fees comments | | | | |