



UNIVERSITY OF MANAGEMENT
AND ECONOMICS

Undergraduate Studies
GUIDE TO APPLICATION
2018



ISM UNIVERSITY OF MANAGEMENT AND ECONOMICS

ISM University of Management and Economics was established in 1999 as the first private business school in Lithuania. The main founders of ISM are BI Norwegian Business School and Innovation Norway, a Norwegian governmental institution.

Today, ISM is a fully-fledged University of Management and Economics with more than 200 students enrolled in undergraduate, graduate, post-graduate and executive MBA study programs. An International Quality Accreditation (IQA) awarded to ISM in 2006 by the Central and East European Management Development Association (CEEMAN), certifies that ISM belongs to a group of universities that offer the most advanced business studies in the region.

ISM UNDERGRADUATE STUDIES

The key objective of ISM Undergraduate Studies is to equip students with innovative decision-making tools and strengthen their ability to identify, reflect upon, and respond to new challenges in management, finance, politics and economics that modern organisations are facing today.

The following programmes are open for admission in 2018:

- **Economics and Politics** (Vilnius¹)
- **International Business and Communication** (Vilnius¹)
- **Industrial Technology Management** (Vilnius¹)
- **Finance** (Vilnius¹)

APPLICATION TO ISM UNDERGRADUATE STUDIES

We are seeking individuals who are likely to have successful future careers. All candidates have to demonstrate that they have the commitment and motivation to benefit from and contribute to the programme.

All candidates must hold a secondary education (or equivalent) diploma, Upper Intermediate English language skills and good knowledge of mathematics. Candidates are ranked according to the results of their final exams grades, knowledge of English language and motivational interview.

ISM Undergraduate Studies use a self-managed application process to facilitate efficient processing of your application. It is your responsibility to complete, assemble, and submit all documents online prior to the deadline for which you would like to be considered.

We recommend that international students contact the following two institutions as soon as possible: the Lithuanian Embassy to learn about visa requirements and procedures and the Lithuanian Centre for Quality Assessment in Higher Education (SKVC) for assessment of educational qualifications acquired abroad.

Before completing the application pack we encourage you to get acquainted with the code of ethics at ISM (www.ism.lt/ethics).

DOUBLE DEGREE

ISM University of Management and Economics gives an opportunity to be awarded with the diplomas of two universities. ISM Bachelor students, after spending one year in BI Norwegian Business School, INSEEC, Linnaeus University or one and a half years in Illinois Institute of Technology receive a diploma from ISM and one of the before mentioned universities.

Read more about double ISM's degree partners here:

- BI Norwegian Business School (www.bi.no/en/)
- INSEEC Bordeaux (www.inseec.com)
- Illinois Institute of Technology (<http://www.iit.edu/>)
- Linnaeus University (<https://lnu.se/en/>)

¹ More information about Vilnius www.vilnius.lt



If the double degree option is selected and one or 1.5 years of studies are spent at the partner university (BI Norwegian Business School, Norway, INSEEC Bordeaux, France, Linnaeus University, Sweden) the tuition fee is paid at ISM University of Management and Economics.

*Applying on Industrial Technology Management and going for double degree to Illinois Institute of Technology, USA requires additional payment.

Applicants for undergraduate studies at the ISM University of Management and Economics must have at least secondary or equivalent education certified by documents. **There are no entrance examinations just a motivational interview on skype.** Applicants are ranked according to their competitive score. All successful applicants will sign a Study Contract with ISM.

REQUIREMENTS FOR APPLICANTS

1. Secondary school diploma;
2. TOEFL (IBT minimum score 60) or IELTS academic (minimum score 5.5) test certificate. If non of these tests are taken, you can register for ISM English test(For more information, please contact the Admissions' Office);
3. Competitive score consists of your final state exams (or grades, if there are no exams in the country of residence or they haven't been taken):
 - Mathematics
 - History
 - One of the following subjects: Geography / Biology / Information technology / Second foreign language
(In case a History exam was not taken, then two of the listed subjects are required)

Annual grade:

- English language.
4. (Optional) Documents proving achievements in national and international competitions (Economics, Management, Politics or Equivalent. Copy of certificate must be added to application).
 5. Filled <https://my.ism.lt> online form

DOCUMENTS FOR APPLICATION

Please note that all documents should be submitted online <https://my.ism.lt>

1. Copy of the secondary education diploma and supplement translated to English and notarized(submit copies online and show original);
2. Proved English language skills, which should meet the requirements of Upper Intermediate level or higher. Valid results of TOEFL (at least 60 IBT), IELTS (at least 5,5) tests. If none of these tests has been taken, you can register for ISM English test.(For more information, please contact the BS Admission Committee);
3. A copy of passport pages containing photo and information about identity (submit copies and show original);
4. (Optional) Documents proving achievements in national and international competitions (Economics, Management, Politics or Equivalent. Copy of certificate must be added to application).
5. Proof of adequate financial resources to cover the tuition fee and the living costs in Lithuania (template on page 8, paper version should be filled, signed, scanned and attached together with other application documents);
6. Receipt, certifying the payment of the application fee. The application fee is 80 EUR. Payment shall be transferred to the bank account indicated on page 6);
7. Applicants whose documents, submitted to the Admissions' Office, were issued under different surnames must submit a notarized copy of the document confirming surname change.

Please note that you can be asked to send original documents or certified true copies if it will be needed for your diploma evaluation process.

SUBMISSION OF APPLICATION PACK



Go to <https://my.ism.lt> and register.



Fill in the required personal, residency and contact information(**Name and Surname should be filled like in your international passport**)



Fill in the information about the education that you have.



Choose one or several study programmes.



Attach the required documents.



Verify that you have entered the correct information and then submit the form.



Congratulations your registration has been successful!

APPLICATION DEADLINE AND IMPORTANT DATES

EARLY ADMISSION

Early admission is the first opportunity for international applicants to ensure their successful enrolment at ISM University of Management and Economics. Although there is a possibility to enter ISM during the late admission held in June, it is highly recommended for international applicants to apply during the early admission, in order to ensure a timely completion of all the enrolment procedures (application pack, visa and TRP, SKVC evaluation etc.).

The early admission is mostly beneficial to applicants that already have a secondary education diploma (i.e. have graduated from high school before 2016) as they can successfully complete all the steps of admission and sign the study contract, ensuring their enrolment to ISM by the end of February.

Nevertheless, applicants that are still in their final year of high school are also strongly encouraged to apply during early admission and submit last 1.5 years marksheet at school in order to begin the application procedure as early as possible and upon fulfilment of all the requirements, receive conditional acceptance.

Admission starts from 1st of February 2018.



Application deadline (https://my.ism.lt registration filled and application documents submitted)	30 April, 2018
Motivational interviews	23-27 April, 2018
Meeting of the Admissions' Committee (Applicants don't participate)	2 May, 2018
Decision of the Admissions' Committee communicated to the applicants	3 May, 2018
Conditional Acceptance Letter, Study contract for signing and invoice for Tuition Fee are sent to admitted applicant's personal email	3-4 May, 2018
Invoice should be paid by bank transfer and proof of the payment sent to the Admissions' Office *	30 May, 2018
Two signed copies of Study contract should be submitted to the Admissions' Office	30 May, 2018
Beginning of studies	1 September, 2018

* The payment should reach the university as soon as possible otherwise the risk occurs to delay visa procedure.

GENERAL ADMISSION

General admission designed for international applicants that were not able to submit their documents during the early admission.

For applicants from other non-EU countries

Application deadline (https://my.ism.lt registration filled and application documents delivered)	13 June, 2018
Motivational interviews	6-13 June, 2018
Meeting of the Admissions' Committee (Applicants don't participate)	15 June, 2018
Decision of the Admissions' Committee communicated to the applicants	16 June, 2018
Conditional Acceptance Letter, Study contract for signing and invoice for Tuition Fee are sent to admitted applicant's personal email	19-21 June, 2018
Invoice should be paid by bank transfer and proof of the payment sent to the Admissions' Office *	30 June, 2018
Two signed copies of Study contract should be submitted to the Admissions' Office	29 June, 2018
Beginning of studies	1 September, 2018

* The payment should reach the university as soon as possible otherwise the risk occurs to delay visa procedure.

For applicants from EU, EEA and CIS countries

Application deadline (https://my.ism.lt registration filled and application documents delivered)	18 July, 2018
ISM English test. Tests can be taken individually, upon agreement with the testing person.	Till July 18, 2018
Motivational interviews	24-25 May; 14-15 June; 10-11 July, 2018
Meeting of the Admissions' Committee (Applicants don't participate)	24 July, 2018
Decision of the Admissions' Committee communicated to the applicants	25 July, 2018
Conditional Acceptance Letter, Study contract for signing and invoice for Tuition Fee are sent to admitted applicant's personal email	25-27 July, 2018
Invoice should be paid by bank transfer and proof of the payment sent to the Admissions' Office *	31 July, 2018
Two signed copies of Study contract should be submitted to the Admissions' Office	31 July, 2018
Beginning of studies	1 September, 2018

* The payment should reach the university as soon as possible otherwise the risk occurs to delay visa procedure.

**For additional information please contact the admission office at bs@ism.lt



VISA PROCEDURE

Consular Information www.urm.lt; www.migracija.lt

Visa requirements. Not required for EU and EEA citizens. Non-EU citizens need to get a National visa D. Follow for more information: <http://www.ism.lt/migration>

Temporary Residence permit. Non-EU citizens need to apply for a temporary residence permit if they plan to stay in Lithuania for a longer period than a year. Students can apply for the Temporary Residence Permits either at Lithuania's embassy/consulate in the home country or at a migration department in Lithuania. Follow for more information: <http://www.ism.lt/migration>

Certificate confirming the right to reside in the Republic of Lithuania. EU and EEA citizens need to apply for a certificate signifying the right to temporarily reside in Lithuania. You must register your residence if you stay in Lithuania for more than 3 months in a 6-month period. Students can apply for EU Residence Permits at the migration department in Lithuania. Follow for more information: <http://www.ism.lt/migration>

If you require National Visa D or Temporary Residence Permit (TRP) to enter Lithuania, please be aware of additional required documents:

- Information on source of incomes during studies (approx. 190 EUR/month)
- Confirmation of place of residence in Lithuania (for the whole period of visa or TRP validity);
- Health insurance valid for the whole period;
- Other additional documents.

University provides 2 necessary documents for you – reference and mediation letter. In order to prepare them, we will need some information from your side, such as:

- Source of incomes (personal or parents')
- Address in Lithuania (declared place of living or confirmation from our accommodation partners if you choose them)
- Place of birth;
- Address in your home country;
- Passport copy

Before we will start preparing mediation letters for the visa or TRP process, you have to provide the address where are you going to live in Lithuania, Vilnius. We can offer to choose to live in our partners. For more information please contact accommodation@ism.lt or fill the form here: <https://www.ism.lt/en/accommodation>

If you may have more questions about visa procedure please contact the International Studies Office:

International Studies Coordinator
Arkliu Str. 18
LT – 01305 Vilnius, Lithuania
Ph.: +370 5 249 9099, Fax.: +370 5 212 39 61
E-mail: migration@ism.lt

APPLICATION FEE

The application fee is 80 EUR. It must be paid by transfer to the below bank account of the ISM University of Management and Economics, and the receipt certifying the payment must be delivered, together with other deliverable documents. Application fee is non-refundable.

Transfer should contain the following information

Application Code: 11999998
Name of the transfer - "Application fee"
Code of the transfer - 190
Name of the department - "Undergraduate Studies"



Department code - 110

Name and surname of the applying student.

In International Currency

Recipient: ISM University of Management and Economics
 Address: Aušros Vartų 7A, LT-01304 Vilnius, Lithuania
 Reg.No. / VAT No.: 111963319 / LT119633113
 Bank: AB DNB bankas
 Bank address: J. Basanavičiaus g. 26, 03601 Vilnius - 6, Lithuania
 SWIFT: AGBLLT2X
 Account No. LT574010049500436891

TUITION FEES

Study programme	Number of credits	Tuition fee, per semester
Economics and Politics	240	2065 EUR
International Business and Communication	210	2360 EUR
Industrial Technology Management*	240	2065 EUR
Finance	210	2360 EUR

*For the students of Industrial Technology Management in Lithuania, the study fee is 2065 EUR per semester for the full study period. However, there are specific conditions for those that want to go to the Illinois Institute of Technology (IIT) for 3 semesters after the first 2 years

If the double degree option is selected and one year of studies are spent at the partner university (BI Norwegian Business School, Norway, INSEEC Bordeaux, France, Linnaeus University, Sweden) the tuition fee is paid at ISM University of Management and Economics.

TUITION FEE DISCOUNTS

International applicants can get 30-50% discounts* on the tuition fee. Only best students, who applied for this intake are granted by separate admission committee decision due to their competitive score.

* Once granted, the discount will continue to apply in the next semester provided that the student's average mark is at least 8 out of 10 and the student has no failures or penalties.

COMPETITIVE SCORE

Composition of the competitive score

$$CS = E_M \times 0,4 + E_2 \times 0,2 + E_3 \times 0,2 + AG \times 0,2 + \sum AP + MI$$

E_M -evaluation of national exam/secondary school exam/grade for Mathematics

E_2 -evaluation of national exam/secondary school exam/grade for History (if there is no exam for History, then one of the exams listed in E_3)

E_3 -evaluation of national exam/secondary school exam for Geography / Biology / Information technology / Second foreign language

AG – annual English grade

AP – additional points*

MI – Motivational interview

*Winners of international olympiad/competitions are eligible to get additional points: 1st place-0,5 points, 2nd place-0,3 points, 3rd place-0,2 points. Winners of national olympiad/competitions are eligible to get additional points: 1st place-0,3 points, 2nd place-0,2 points, 3rd place-0,1 point.



Annex 1: Proof of financial resources.

Date:

FINANCIAL STATEMENT

I, , undertake the responsibility to cover
(sponsor's name and surname)

all study and living expenses of during his/her studies
(applicant's name and surname)

at ISM University of Management and Economics. Hereby I confirm that I will be able to allocate at least

10 000 EUR per year.

Personal details:

Passport code / personal number:

Address:

Name, Last name:

Signature:



English test result conversion table

1-10 Scale	ISM test	IELTS	TOEFL IBT	Comments
10	90-100 (Proficiency)	8.5-9	113-120	Fully functional user / Native English
9	75-89 (Advanced)	7.5-8	96-112	Should produce a high standard of work.
8	71-74 (Pre-Advanced+)	7	89-95	Good user.
7	65-70 (Pre-Advanced)	6.5	79-88	Should cope with little support.
6	55-64 (Upper-Intermediate)	6	65-78	Would still need some support in some areas or more time to complete tasks. The English level might still pose some problems for study on a Master's programme.
5	45-54 (Intermediate)	5.0-5.5	53-64	Needs further English study.