

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				