

On the Approval of the Revised Regulation

In accordance with Articles 31.1.2 and 31.1.5 of the Law on Higher Education, Clauses 5.4.1 and 5.4.8.5 of the Charter of the National University of Mongolia, and the resolution adopted at the meeting at the Rector's Council meeting of the National University of Mongolia on February 25, 2025, IT IS HEREBY ORDERED THAT:

1. The revised "Regulation on the Admission of International Students to the National University of Mongolia" is approved as attached and shall take effect on March 1, 2025.
2. Following the approval of the revised regulation, Order No. A/113 issued by the President of the National University of Mongolia on May 8, 2020, is hereby rendered null and void.
3. The implementation of this order shall be overseen by the Vice President for Academic Affairs and Student Development (D. Zayabaatar), the deans of the department/branch schools, and the heads of relevant departments.

RECTOR

B.OCHIRKHUYAG

REGULATION ON THE ADMISSION OF INTERNATIONAL STUDENTS
TO THE NATIONAL UNIVERSITY OF MONGOLIA

I. General Provisions

- 1.1 The processes related to the admission of international students to the National University of Mongolia (hereinafter referred to as NUM) under agreements between the governments of two countries, bilateral cooperation agreements, and self-funded students shall be governed by this regulation.
- 1.2 In accordance with the General Education Law, the Law on Higher Education, the relevant regulations of the central governmental agency responsible for education, and the applicable regulations of NUM, this regulation shall oversee the admission of international students to both degree and non-degree programs at NUM.
- 1.3 Any matters not addressed by this regulation will be resolved in accordance with the applicable laws and regulations of Mongolia, as well as the rules and policies of NUM.

II. Terminology

- 2.1 *International student* refers to an individual who does not hold Mongolian citizenship and possesses foreign nationality.
- 2.2 *Degree programs* refer to academic programs at NUM that confer bachelor's, master's, or doctoral degrees.
- 2.3 *Non-degree programs* include Mongolian language preparatory courses, student exchange programs, internships, and summer school programs.
- 2.4 *Mongolian Language Preparatory Program* refers to a short-term non-degree program designed for foreign citizens residing in Mongolia who wish to study at a higher education institution in Mongolia and are interested in learning the Mongolian language.
- 2.5 *Student Exchange Program* refers to a program where students from foreign universities with cooperation agreements with NUM come to study in degree or non-degree programs, and while NUM students participate in the academic programs of these partner universities. It also encompasses participation in international projects and programs implemented by NUM and its affiliated departments/branch schools.
- 2.6 *Summer Training Program* refers to a short-term program designed for foreigners who wish to learn about Mongolian language, culture, and environment, or study and conduct research in a specific field.
- 2.7 *Internship* refers to a program where students from foreign universities with cooperation agreements, or those participating in joint research projects with NUM faculty, engage in practical training in a specific profession or research area.
- 2.8 *Immigrant* refers to a foreigner or stateless person who has been granted permission by the relevant authority of Mongolia to immigrate and reside in the country.
- 2.9 *Program Implementation Office* refers to the academic affairs and research unit of the National University of Mongolia (NUM) responsible for executing the respective program.
- 2.10 *Student Service Unit* refers to the management and professionals responsible for student development and services at the university.
- 2.11 *Academic Affairs and Quality Assurance Office* refers to the management and professionals responsible for the quality assurance of educational programs.

III. Requirements for International Students

- 3.1 A foreign student who is not a citizen of Mongolia, regardless of their place of residence, may apply to study at the National University of Mongolia (NUM) in accordance with this regulation.
- 3.2 A foreign student applying for admission to a degree-granting program at NUM must have completed an education level equivalent to the educational content and standards currently in force in Mongolia.
- 3.3 A foreign student applying for a degree-granting program must submit a certified copy of a diploma or certificate verifying proficiency in the Mongolian language at an intermediate or higher level. Acceptable documentation includes a certificate of successful completion of the Mongolian Language Preparatory Program at NUM or a valid score from the Test of Mongolian as a Foreign Language (TOMFL). Additionally, applicants who have completed secondary education in Mongolia must take the entrance examination. (This requirement applies only to undergraduate programs.)
- 3.4 A foreign student who does not meet the required level of Mongolian language proficiency may enroll in the Mongolian Language Preparatory Program. Upon successful completion of the program at an intermediate or advanced level, the individual will be eligible for admission to a degree-granting program.
- 3.5 For degree programs delivered in English, proficiency in the Mongolian language is not required. However, applicants may be required to meet the English language proficiency standards set by the program. Where applicable, the applicant must submit official documentation verifying English language proficiency—such as a valid score report from internationally recognized examinations (e.g., TOEFL, IELTS)—at the time of application.

IV. Application for Admission

- 4.1 A foreign student intending to enroll in a degree-granting program at the National University of Mongolia (NUM) must complete the online registration process through the official NUM website at <http://registration.num.edu.mn> within the designated application period. If necessary, the applicant may also complete the application form and submit the required documents via email to foreignadmission@num.edu.mn.
- 4.2 The admissions process will be conducted twice per academic year, regardless of the program level.
- 4.3 Information related to the degree-granting program curricula, as well as other relevant details regarding the admissions process, will be regularly posted on the official NUM website in both Mongolian and English.
- 4.4 Applications for admission to any program must be submitted and registered during the designated official submission periods: from May 1 to July 1 for the fall semester and from October 1 to December 1 for the spring semester.
- 4.5 A foreign student may apply to multiple programs at the same academic level. Applications must be submitted through the online system or other approved means and will be considered valid only upon payment of the application fee.
- 4.6 A foreign student applying for admission must complete the online registration process within the specified period and submit the following documents:
 - 4.6.1 A diploma and academic transcript certifying completion of the preceding level of education (when registering in person at NUM, the applicant must submit notarized copies of the original documents along with certified Mongolian translations bearing an official seal to the responsible admissions officer);
 - 4.6.2 A valid foreign passport with a minimum remaining validity of six (6) months;
 - 4.6.3 A financial guarantee (including a scholarship award letter, bank statement, or equivalent documentation) issued by an individual or organization assuming

- responsibility for the applicant's tuition and living expenses during the period of study in Mongolia, demonstrating sufficient funds to cover one academic year's tuition and dormitory fees;
- 4.6.4 A statement of purpose outlining the applicant's academic background, work experience, and learning objectives, accompanied by a letter of recommendation from a professor or academic advisor. (*Required for applicants to Master's and Doctoral programs.*)
- 4.6.5 A valid certificate verifying the applicant's proficiency level in either Mongolian or English.
- 4.6.6 A recent digital passport-sized photograph (taken within the last six months, measuring 3x4 cm).
- 4.7 International students currently enrolled in the Mongolian language preparatory program must submit their application for admission to a degree program through the online system during the designated application period.
- 4.8 Applications that are incomplete, contain discrepancies in documentation, or lack clear contact information will be excluded from the admissions process.
- 4.9 Applications submitted after the officially announced application period will not be accepted under any circumstances.

V. Admission and Notification Process

- 5.1. The Academic Affairs and Quality Assurance Office will review the documents of international applicants within one week following the application deadline.
- 5.2. The Academic Affairs and Quality Assurance Office will forward the information of applicants who meet the requirements to the International Admissions Committee. Within five working days of receiving the list, the committee will organize an online entrance examination and provide the names of successful applicants to the Academic Affairs and Quality Assurance Office.
- 5.3. For admitted students, the Academic Affairs and Quality Assurance Office will issue a student ID number and login credentials for the academic information system, which will be sent to the student's registered email address.
- 5.4. The Mongolian language proficiency level of applicants for the preparatory program will be determined based on the standard placement test available in the registration system.
- 5.5. Applicants for degree programs must meet one of the following criteria:
- A valid TOMFL (Test of Mongolian as a Foreign Language) certificate with a score of M3 or higher, or
 - A certificate of completion from the NUM Mongolian Language Preparatory Program with an average GPA of 2.8 or higher from the intermediate level or above.
- 5.6. Applicants for graduate programs must fulfill the requirements outlined in section 5.5, or possess a valid English proficiency certificate, such as:
- TOEFL iBT (minimum score of 60), or
 - IELTS (minimum score of 5.5) prior to taking the professional entrance exam.
- 5.7. Following the admission decision, the Student Services Unit will send an official admission letter to the international applicant via email or certified postal service, along with the following information:
- A memorandum containing relevant clauses of the Law on the Legal Status of Foreign Nationals in Mongolia;
 - Details regarding visa and residence permit fees;
 - Information on registration and tuition fees;
 - Dormitory and living conditions;
 - Timeline for arrival and registration confirmation at the university.
- 5.8. The admission permit is valid for two consecutive semesters.

- 5.9. Admitted international students are encouraged to consult the Student Services Unit regarding the visas and permits required for studying in Mongolia.
- 5.10. International students admitted under intergovernmental agreements will be directly enrolled at NUM based on a decision from the central government agency responsible for education and by order of the Rector.
- 5.11. If any submitted documents are found to be fraudulent, the applicant will be denied admission. If the applicant has already been admitted, their enrollment will be canceled.

VI. Acceptance, Registration, and Accommodation of International Students

- 6.1. All newly admitted students at any level must submit the required documents in person and confirm their registration at the Academic Affairs and Quality Assurance Office 7–14 days prior to the start of the semester.
- 6.2. The student contract must include the duration of study, scholarship terms (if applicable), tuition and other fees, accommodation details, study environment and conditions, health insurance, mutual responsibilities, and other relevant matters.
- 6.3. Foreign nationals who have signed a study contract will be officially enrolled by order of the Rector of NUM and registered in the centralized system of the central government agency responsible for education.
- 6.4. Registered students must pay the tuition fee for the semester and complete their course registration to access academic services.
- 6.5. Within one week prior to the start of the academic year, the Student Services Unit and the Academic Affairs and Quality Assurance Office will jointly organize orientation, academic advising, and support services for course registration.
- 6.6. International students must notify the Student Services Unit in advance if they wish to stay in the university dormitory or utilize the airport pickup and welcome services.
- 6.7. Upon request, the Student Services Unit will organize airport pickup, dormitory accommodation, and contract signing for international students.
- 6.8. Dormitory accommodations for international students will be allocated in the following order of priority:
 - 6.8.1. Students under intergovernmental and cooperation agreements;
 - 6.8.2. Students enrolled in the Mongolian language preparatory program;
 - 6.8.3. Students enrolled in undergraduate, master's, and doctoral programs;
 - 6.8.4. Other students.
- 6.9. International students must submit a residence permit application to the Student Services Unit within 21 days of their arrival in Mongolia. The application must include the following documents:
 - 6.9.1. A copy of the passport;
 - 6.9.2. Proof of residence;
 - 6.9.3. Proof of tuition payment;
 - 6.9.4. Payment of the residence permit fee;
 - 6.9.5. A health certificate with the required tests (as determined by the relevant immigration authority);
 - 6.9.6. A university contract;
 - 6.9.7. A recent digital passport photo (3x4 cm, taken within the last 6 months);
 - 6.9.8. If inviting a family member: a marriage certificate (for spouse), or a birth certificate (for child);
 - 6.9.9. Proof of financial support (for self-funded students).

All documents not in English must be translated into Mongolian, as required by the immigration authority.

- 6.10. If an admitted international student arrives within the first two weeks of the semester for valid reasons, they shall be enrolled by order of the Rector and permitted to attend classes. Students arriving after this period will commence their studies in the following semester.

VII. Regulation of Academic Activities

- 7.1. International students enrolled at NUM shall adhere to the same rules and regulations as their Mongolian counterparts.
- 7.2. The Student Services Unit shall organize the extension of residence permits annually, based on recommendations from the student's respective school/unit, academic performance, and adherence to contractual obligations.
- 7.2.1. The Student Services Unit shall maintain comprehensive student records and notify students 60 days prior to the expiration of their residence permits.
- 7.2.2. Students are required to visit the Student Services Unit in person and submit all necessary documents at least 30 days before their permits expire.
- 7.2.3. The Student Services Unit shall process residence permit extensions based on the attendance and academic performance of students enrolled in in-person classes.
- 7.2.4. Graduate students who have completed all required coursework but remain in Mongolia for research purposes may extend their permits up to two times, contingent upon an official recommendation and research plan from their academic advisor. Should they leave Mongolia, they must notify the Student Services Unit in advance and secure a visa for re-entry to defend their thesis.
- 7.2.5. Students are personally accountable for any penalties incurred due to failure to renew their permits within the legally specified timeframe.
- 7.3. If a student departs Mongolia without returning, the Student Services Unit shall submit a termination request to the immigration authority based on the student's clearance form.
- 7.4. Applications for transfer to or from NUM, or between NUM programs, shall be processed in accordance with the "Procedure for Student Transfers at NUM."
- 7.5. International students enrolled in the Mongolian language preparatory program are not permitted to transfer to another institution. Should a transfer be requested, NUM will rescind the admission offer and terminate the student's enrollment.
- 7.6. The Academic Affairs and Quality Assurance Office shall inform the Student Services Unit of any changes in student status, including graduation, withdrawal, transfer, or academic leave. Subsequently, the Student Services Unit shall cancel the student's visa permit and notify the Academic Affairs and Quality Assurance Office, which will update the registration system of the central government agency responsible for education within one week.
- 7.7. From the moment an international student receives an admission decision, the Student Services Unit is responsible for:
- Guiding the student through entry into Mongolia,
 - Organizing temporary registration and residency matters,
 - Providing counseling and support for adaptation,
 - Assisting with health and accident insurance, and
 - Engaging the student in social and cultural programs.

VIII. Tuition Fees and Other Charges

- 8.1. The Board of Trustees at NUM shall conduct an annual review and approval of tuition fees, dormitory fees, and other charges applicable to international students. Tuition fees are to be paid each semester.
- 8.2. For international students enrolled under intergovernmental or cooperative agreements, tuition, living expenses, insurance, and other fees shall be governed by the terms outlined in the respective agreement.

- 8.3. If a foreign student enrolled at NUM, changes their citizenship to Mongolian, their citizenship status in the NUM Training Information System must be updated on the same day the citizenship is officially transferred. The tuition fee will then be adjusted to reflect the rate applicable to Mongolian students starting from the subsequent semester.
- 8.4. Foreign students permitted to study at NUM are required to maintain life insurance, health insurance, and accident insurance.
- 8.5. Immigrant students, who have completed tertiary education in Mongolia and achieved the requisite entrance exam score shall be subject to the same fee structure as Mongolian citizens.

IX. Mongolian Language Program

- 9.1. Foreign citizens wishing to study at a higher education institution in Mongolia or to learn the Mongolian language may enroll in the Mongolian Language Preparation Program.
- 9.2. The Mongolian Language Preparation Program consists of three levels: elementary, intermediate, and advanced.
- 9.3. The curriculum for the Mongolian Language Program must be developed by a (linguistics) specialty department, reviewed by the curriculum committee of that department, and approved by the relevant curriculum oversight unit.
- 9.4 Enrollment in the Mongolian Language Preparation Program will coincide with the enrollment period for bachelor's degree programs.
- 9.5. Foreign citizens seeking admission to the National University of Mongolia (NUM) must collect and submit the following documents via the Foreign Citizens' Online Entrance Registration System or to the email address foreignadmission@num.edu.mn:
 - 9.5.1. A foreign passport valid for more than six months.
 - 9.5.2. Proof of financial support covering the total tuition fees for the duration of study, including evidence of funding for living expenses from an institution or organization, a year's tuition fee from an individual, or financial proof for dormitory fees (e.g., scholarship, bank reference, or similar documentation).
 - 9.5.3. A health check form completed within the last three months.
 - 9.5.4. A digital photo taken within the last six months, sized 3x4 cm.
- 9.6. Students in the Mongolian Language Program must take a Mongolian language test at the end of the academic year. Those who achieve an intermediate level or higher will be eligible to pursue educational degree training.
- 9.7. Students who complete two semesters of the Mongolian Language Preparation Program will receive a certificate issued by the rector of the National University of Mongolia. This certificate will serve as an official document representing the student's language education and will include the Mongolian language score from the final semester.

X. Student Exchange and Internship Program

- 10.1. The implementation of the student exchange and internship program shall occur within the framework of the cooperation agreement between the National University of Mongolia and foreign universities and colleges. Agreements for student exchange will be established at the departmental/branch school levels, as well as within the learning and research units of the National University of Mongolia.
- 10.2. The Student Services Unit shall be responsible for the registration, implementation, and reporting of the student exchange agreements. Additionally, it will collect proposals for the "Student Exchange and Internship Program" from departmental and branch schools, as well as training and research centers. Subsequently, the unit will synthesize all collected

- information, prepare announcements, and communicate these updates to the partner institutions.
- 10.3. Enrollment for the student exchange program must coincide with the enrollment date for the bachelor's program and the Mongolian language preparation program.
 - 10.4. Foreign citizens wishing to enroll in the student exchange program must gather the required documents outlined in section 9.5 and submit them online. If necessary, they should complete the enrollment form and send the documents via email.
 - 10.5. The Academic Affairs and Quality Assurance Office shall review the documents submitted by the foreign citizen within seven days of submission and forward them to the relevant department or branch school. The Student Services Unit will be responsible for organizing visa acceptance and residence permits for the foreign citizen.
 - 10.6. Depending on the conditions of the cooperation agreement, non-degree courses may be offered as part of the student exchange and internship programs. In such cases, the curriculum content, training type, duration, and activities will be determined by the relevant department or branch schools.
 - 10.7. Issues related to student accommodation, tuition fee waivers, and scholarships will be governed by the cooperation agreement.
 - 10.8. A transcript of scores and a certificate of completion will be issued to foreign students who successfully complete the program.
 - 10.9. The Student Services Unit is responsible for the selection process of foreign students wishing to participate in the student exchange program from partnered universities and schools, in accordance with the criteria specified in the agreement. A tripartite agreement will be signed by the student, the Student Services Unit, and the Academic Affairs and Quality Assurance Office.
 - 10.10. The agreement will include all pertinent information, such as study period, study plan, credit hours, score equivalence, tuition fees, and responsibilities. The Academic Affairs and Quality Assurance Office will evaluate credit hour equivalence based on the official transcript from the partner university and provide continuing education training.

XI. Summer Training Program

- 11.1. Summer training will be conducted by the affiliated department/branch or the training and research unit. The Student Services Unit will support the following program implementation activities: dissemination of training information, program advertising, registration of foreign students, program orientation, student accommodation arrangements, and guidance on classroom attendance.
- 11.2. Summer training will be conducted according to an approved curriculum. The curriculum, which includes content, framework, objectives, duration, and outcomes, must be reviewed and approved by the administrative committee of the affiliated department/branch.
- 11.3. The Curriculum Affairs Unit will provide information about students interested in studying at NUM to the Student Services Unit. Consequently, the Student Services Unit will handle visa application services for those who meet the international student training requirements.
- 11.4. The Program Implementation Unit will formally communicate information regarding curriculum content, duration, participant responsibilities, and available assistance for emergencies for foreign nationals coming to Mongolia. All foreign participants in the program must have life and accident insurance.

- 11.5. Requests for student accommodation in the dormitory must be submitted to the Student Services Unit by the Program Implementation Unit by June 15th.
- 11.6. A certificate will be awarded to foreign participants who successfully complete the summer program.
- 11.7. The annual summer training and dormitory fees will be determined by the Administrators Committee.
- 11.8. The Program Implementation Unit will submit a training report to the Student Services Unit within 14 days following the conclusion of the summer training.
- 11.9. The Student Services Unit will consolidate all information, implementation details, and reports related to the summer training program at NUM.

XII. Others

- 12.1. Foreign citizens studying at NUM are prohibited from engaging in any religious activities, terrorism, or political involvement. Students must adhere to Mongolian laws, the Law on the Legal Status of Foreign Citizens, and the regulations, rules, or directives of NUM, while also showing respect for Mongolian history, culture, and customs.
- 12.2. If a foreign citizen is found in violation of Mongolian laws, he or she will face permanent expulsion from the university in accordance with rule 6.7, the 4.11.3.2 provision of NUM's training rules, and the 2.4.2 provisions (186, 187) of NUM's Ethics Rules.
- 12.3. Should a student breach any Mongolian laws or internal regulations of NUM, they will be permanently excluded and will be prohibited from re-enrolling or attending classes.
- 12.4. The Student Services Unit will conduct annual assessments of foreign students at NUM and submit a report to the designated public administration center of the affiliated department/branch responsible for educational matters.
- 12.5. The Student Services Unit will also evaluate students participating in the Student Exchange Program and provide a report to the Office of Cooperation Affairs.
- 12.6. The Foreign Student Training Rules of NUM must be translated into a widely spoken foreign language (English) and made available in a comprehensive format.