



UKRAINIAN-AMERICAN
CONCORDIA
U N I V E R S I T Y

INFORMATION FOLDER FOR NEW
AND TRANSFER STUDENTS

Bachelor Programs

2022-2023

Kyiv



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CONCORDIA
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Greetings!

Ukrainian-American Concordia University's administration, faculty, students and staff are happy to greet you. We are excited to welcome you at our university and would like to tell you that the administration of UACU is to ensure that your process of studying is clear and smooth. Please study this information, hope, it will be helpful for you.

Contact Information

+380503314295 – Admission Office for Ukrainian Students

+380504401356 – Admission Office for International Students

+380500159771 – Academic Office

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1. UACU Governance and Bachelor Programs Administration

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Facilities Manager - **Mrs. Nina Tovstopliot**
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2. The Overall Structure of the Initial Administrative Process of Bachelor Programs

The Initial Steps of Studying at the Bachelor Programs at UACU

- **Contact us via email or telephone**
- **Finalize your profile at the Admission Office**
- **Pay for the first semester**
- **Get your login and password for the UACU corporate mail and Moodle platform**
- **Register per courses at the Academic Office**
- **Visit the Library**

Congratulations, you are ready to start the educational process at Ukrainian-American Concordia University :)

If you are a new/transfer international student, the first person you need to contact with is the International Department Coordinator, who will help you with the following issues:

- **The process of international students' registration according to the requirements of the Ukrainian legislation;**
- **providing information on Exchange Programs;**
- **dealing with the National Immigration Office.**

You also need to contact the International Department Director, who can help you with the following issues:

- **obtaining all the necessary information of the university programs;**
- **finalizing admission documents.**

If you are a new/transfer Ukrainian student, you need to contact the Admissions Officer, who can help you with the following issues:

- **obtaining all the necessary information of the University programs including Exchange Programs;**
- **finalizing admission documents.**

You will also need to see the Academic Office Coordinator, who can assist you with the following issues:

- **academic registration process (i.e., identifying the necessary prerequisites, selection of appropriate courses);**
- **check your academic progress and clarify your grades;**
- **communicate with the students on their academic activity: transfer, registration;**
- **disputes between students and professors;**
- **advise students on educational progress;**
- **help with academic registration process;**
- **provide information on class schedules;**
- **advise students on educational progress.**

The next person you need to see is the Academic Office Specialist, who will help you with:

- **preparation of documentation per student request (transcripts, letters, references);**
- **maintenance of all the necessary documentation related to a student academic progress;**
- **provide information on sport activities available;**
- **maintain student academic reports, registration applications;**
- **preparation of documentation per student request (transcripts, letters, references);**
- **prepare of the graduation documentation.**

If you have questions about your payment for the program or any other finance-related issues, you need to contact the Chief Accountant, who will help you with the following issues:

- **provide students with preliminary financial information;**
- **calculation of the amount of your education fees per semester;**
- **calculation of the amount of your education fees per year;**
- **debt issues.**

You also may contact the Head of IT Center, who will help you with the following questions:

- **your access to the UACU Moodle system and corporate mail;**
- **issues related to information search.**

You would also need to contact the Library Director, who will assist you with the following issues:

- **obtaining required textbooks for your classes (after your library deposit has been paid);**
- **advice on class-related non-required books;**
- **assistance with the Internet information search;**
- **advice on availability of academic literature in other universities and libraries.**

If you have complaints or suggestions or would like to discuss personal issues as related to the process of your education, you may need to contact the Vice Rector, who will:

- **provide guidance in your personal issues as related to your study at UACU;**
- **solve disputes of any kind as related to your education at UACU.**

If you are interested in broadening your understanding of academic research, publications and participation in research conferences, the person you need to contact is the Provost for Research, who will help you with the following issues:

- **information on available research academic conferences (local, national and international);**
- **participation in research academic conferences;**
- **the process of research and publication.**

If you would like to get involved into student/alumni activities and would like to participate in the events sponsored by UACU, the person you need to contact is the the Internship & Career Development, PR& Communications Manager, who will help you with the following questions:

- **information on available openings in companies;**
- **development and monitoring of the social network of UACU graduates;**
- **Student Council information.**

If you have questions related to the overall class maintenance, the staff person you need to see is the Facilities Manager, who will provide you with the information about:

- **maintenance of classrooms and equipment;**
- **dormitory residence.**

3. Overall Issues

3.1. If you have questions related to your academic process, you need to contact (based on your need):

- Academic Office Coordinator.

3.2. If you have questions related to administrative arrangement of your academic process (grades information, transcripts, letters to employers, etc), you need to contact:

- Academic Office Specialist.

3.3. If you have questions related to your payment for your education at UACU, you need to contact:

- Chief Accountant.

3.4. If you have questions related to your internet access, you need to contact:

- Head of IT Center.

3.5. If you have questions related to your textbooks, you need to contact:

- Library Director.

3.6. If you have personal issues as related to the process of your education, you need to contact:

- Vice-Rector.

3.7. If you have questions related to your participation in research and publication activities, you need to contact:

- Provost for Research.

3.8. If you have questions about student/alumni/networking activities, you need to contact:

- Internship & Career Development, PR& Communications Manager.

3.9. If you have questions related to the overall class maintenance or living in a dormitory, you need to contact:

- Facilities Manager.

3.10. If you have questions related to the Exchange Programs, or to your legal status in Ukraine as an international student, you need to contact:

- International Department Coordinator.

Good luck!