



INTERNATIONAL STUDENT APPLICATION FORM

საერთაშორისო ოსტუდენტების სააპლიკაციო ფორმა

PERSONAL INFORMATION / პერსონალური ინფორმაცია

NAME, SURNAME

Gender:	Date of Birth:	Country of Birth:
Nationality	Age	Passport №

EMERGENCY CONTACT IN HOME:

COUNTRY: (Full Name, Number)

Permanent Address:

Phone Number:	E-Mail:	
Education Level:	Name of School:	Graduation Year:
Score in Biology:	Score in Chemistry:	Score in English:

Application Type: (Please tick)

- ☐ Individual
- ☐ Through Agency/Company \_\_\_\_\_
- ☐ Through Student: (Name) \_\_\_\_\_
- ☐ Other (Please, Indicate) \_\_\_\_\_

How did you learn about TMA: (Please tick)

- ☐ Through student of TMA
- ☐ Through agent/recruitment company
- ☐ Through the internet
- ☐ Other (please indicate)

Date:	Signature:	Full Name (written by hand)
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TERMS AND CONDITIONS OF ADMISSION

**Determining eligibility:**

To enroll at TMA, the applicant must complete and sign the application form and a motivation letter, and send scanned copies of both along with the following documents directly to the TMA Admissions Office e-mail [admission@tma.edu.ge](mailto:admission@tma.edu.ge)

- Passport copy;
- Applicant's full academic transcript/school leave certificate/ marksheet;
- Evidence of English language proficiency at B1 level (TOEFL/IELTS or any other Internationally recognized English Certificate or school-leaving document from an English-taught institution).
- Applicant provides all the required documents, the admission officer arranges and Motivation Letter 300-350 words.
- NEET exam results paper or NEET statement (only for applicants from INDIA).
- Health insurance policy (to be purchased after the issuance of the official enrollment order).

In case of underage applicant, additional documents will be required. Based on the documents provided and the conducted online interview, the eligibility of the candidate will be determined.

A formal acceptance document (pre-acceptance letter) will be issued by TMA. This letter will include instructions for the applicant to

Invitation letter will be issued after presenting payment receipt.

Applicant will be enrolled only after payment of tuition fee, official enrollment letter will be provided.

**Cancellation**

If a student withdraws from the Academy before the issuance of the official enrollment order, TMA will retain 30% of the annual tuition fee as a seat reservation fee.

Once the official enrollment order has been issued, all tuition fees paid become non-refundable for the duration of one academic year, regardless of the reason for cancellation or termination of studies.

**Exceptions:** The non-refundable rule does not apply in the following cases:

- The applicant is denied a student visa, provided official documentation of the visa refusal is submitted.
- The applicant fails to obtain recognition of educational documents from the National Centre for Educational Quality Enhancement (EQE) of Georgia, preventing the applicant from legally studying at TMA.

pay:

- a non-refundable admission fee of \$300, and
- 30% of the first-year tuition fee.

Once both payments are received, the applicant's translated and legalized documents will be submitted to the **National Centre for Educational Quality Enhancement of Georgia** for recognition and to grant the right to study at TMA.

The overall recognition and enrollment process typically takes **approximately 5 to 9 weeks** from the date of payment of both the admission and tuition fees.

#### Provision of tuition fee and enrollment

Official notification will be issued after finalization of the procedures of recognition and granting right for studies with a request of payment of tuition fees.

The tuition fee for the first academic year must be paid in full, in a single installment, prior to enrollment. (Subsequent annual payments are regulated according to the student's agreement with TMA.)"

**Bank name and address:** Bank of Georgia, 29a, Gagarini Str., 0160, Tbilisi, Georgia

**SWIFT code (BIC):** BAGAGE22

**IBAN:** GE09BG0000000624481701

**Beneficiary:** Petre Shotadze Tbilisi Medical Academy

A payment reference must include the applicant's full name (as written in passport) and passport number. Failure to include the reference may delay identification of funds and processing of enrollment and may result in postponement of enrollment until the payment is correctly identified. Any bank charges must be paid by the person making the payment on behalf of applicant.

#### Disputes

All disputes and disagreements relating to the present document shall be resolved via mutual agreement between the parties. In case of failure to reach the agreement, the dispute shall be referred to the court according to the legal address of the TMA, according to Georgian legislation.

I hereby declare that the information provided in this application form is true and complete to the best of my knowledge. I understand that any false or misleading information may result in rejection of my application or cancellation of my enrollment.

Full Name,  
Signature,

/ \_\_\_\_\_ /

vc

In either of these exceptional cases, the applicant is entitled to a full refund of the tuition fee, excluding any applicable bank transaction fees.

Payment of the tuition fee shall be regulated based on the main educational agreement signed with the student following the official recognition of educational documents.

#### Visa procedures and late arrival

TMA does not provide direct visa support or mediation services; however, it issues all official documents required for visa application and provides necessary guidance within its capacity. TMA will provide all the necessary information and documentation within its capacity to support student in this process.

Students are expected to make travel arrangements to ensure they will join the studies from the first day of semester. Students are obliged to provide regular updates on their expected arrival dates. The student is allowed to join the study process within maximum 3 weeks after commencement of study.

#### Health insurance

Student must represent valid local medical insurance (issued by Georgian insurance companies) policy to the TMA administration on their arrival or maximum within 1 week after arrival in order to be registered for studies.

#### Data Protection

I hereby consent to the collection, processing, and storage of my personal data by Petre Shotadze Tbilisi Medical Academy (TMA) for the purposes of admission, enrollment, academic administration, and communication, in accordance with the Law of Georgia on Personal Data Protection and TMA's internal policies.

I understand that:

- My personal data will be used only for legitimate educational and administrative purposes;
- TMA may share my data with relevant governmental authorities or partner institutions when required by law or for academic recognition procedures;
- I have the right to access, rectify, or request deletion of my personal data at any time by contacting [tma@tma.edu.ge](mailto:tma@tma.edu.ge)
- My data will be securely stored and retained only for as long as necessary to fulfill the purposes for which it was collected.