BARTIN UNIVERSITY OF THE TURKISH REPUBLIC

ADMISSION AND REGISTRATION INSTRUCTION OF FOREIGN STUDENTS

SECTION I

Aim, Content, Reference and Definitions

Aim

Article 1- (1) This instruction was prepared in order to arrange application and admission and registration principles of foreign students.

Content

Article 2- (1) This instruction terms consist of the candidates who want to register in foreign student quota.

Reference

Article 3- (1) This instruction was prepared according to article 14 of Higher Education Law no 2547 and Foreign Student Acceptance Principles accepted in General Council of Higher Education meeting dated 21/01/2010.

Definitions

Article 4- (1) In this instruction, there are;

a) Academic Unit: Faculties, Colleges and Vocational Colleges that have foreign student quota,

b) High School: Foreign educational institutions that are considered equivalent to the high schools in Turkey,

c) Tuition fee: One-year-fee fixed by University and approved by Higher Education Committee on the condition that it should be between the cost ranges determined by Council of Ministers,

d) Deposit: (Revised Senate Resolution No. 2010/17 dated 13/10/2010) According to the decision of University Board of Management and proposal of Academic Unit; 500 TL or the sum of money that is equivalent to 500 TL that must be paid in University account by the candidate before the registration, and it will be used to meet the necessary expenses of the student and will be paid back when s/he graduates,

e) TÖMER: Turkish and Foreign Languages Research and Application Centre,

f) Turkish Representation Office: Turkish Embassies or Consulates of the country from which the candidate is,

g) University: Bartın University.
SECTION II
General Conditions, Appliance and Registration

General Conditions

Article 5- (1) These are general conditions of the application to foreign student quota:

a) to be a foreign citizen (except the ones who are citizens of Turkish Republic of Northern Cyprus and those with dual citizenships one of which is Turkish Republic of Northern Cyprus),
b) to be at the senior class in a high school or to have graduated from a high school,
c) not to be dismissed from a Higher Education Institution in Turkey due to a disciplinary act.

d) (Revised Senate Resolution No. 2010/17 dated 13/10/2010) Subject to the provisions of this directive is done by the students themselves, health expenses are covered by health insurance coverage, and themselves.

Appliance

Article 6- (1) The explanations related to appliance are announced on University web page in May every year. Appliances are made in Student Affairs Head of Department in person or per post between the dates stated in academic calendar. The appliances made in other ways won’t be put into process.

(2) These are necessary documents for appliance:

a) Application Form for Undergraduate Foreign Students obtained from University web page,
b) Original Form of High School Diploma or its certified copy by Turkish Representation Office,
c) Translated and certified copy by Turkish Representation Office of the transcription showing the candidate’s high school courses and grades,
d) Passport identification page’s certified copy by Turkish Representation Office.

Assessment of appliances

Article 7- (1) Assessment of appliances and determination of the candidates who are to be placed will be made by the relevant academic unit.

(2) Appliances of the candidates who don’t satisfy the application criteria won’t be assessed. On the other hand, it doesn’t mean that every appliance will be accepted.

(3) Academic unit is free whether to accept the determined number of students or not.

(4) Academic unit can determine substitute candidate in case the number of appliances is over the quota.
(5) The order of preference is taken into consideration in the acceptance of a candidate who applies to more than one department/program.

(6) Assessment of the appliances to the academic units that accept students via special aptitude test are made according to the principles that compose special aptitude test.

**Announcement of the results**

Article 8- (1) The results of placement are announced on University web page.

(2) University sends a Letter of Acceptance to the candidates who have right of placement and the address that candidate states on application form in order to be used for Education Visa request.

**Registration**

Article 9- (1) Registrations are made by Student Affairs Head of Department.

(2) The documents below must be submitted in order to make the registration of the candidate whose appliance is accepted,

a) Original form of the document showing that candidate is successful in Turkish Exam to be made by the University or that s/he reaches A or B level in TÖMER,

b) Certified translation of High School Diploma by Turkish Representation Office and its original form,

c) Original form of Equivalence Letter certifying that high school diploma is equivalent to the diplomas received from high schools in Turkey and obtained from Ministry of Education of the Turkish Republic or Turkish Representation Office,

d) Certified translation of transcription by Turkish Representation Office and its original form,

e) Passport copy and its original form that is to be given back after being examined,

f) Bank receipt showing that education fee is paid.

g) Bank receipt showing that deposit is blocked.

h) Health Insurance Policy.

i) Health Insurance Report.

j) Education Visa.

k) 4 color photos. (Male students should appear beardless and female students should appear without headscarf (without any cover on head and neck) in their photos. Photocopies are not accepted. Photo size should be 4.5x6.)
(3) Registrations are made between the dates stated in the academic calendar every year. The ones that don’t register between these dates lose their rights.

(4) The candidate will be a student of the university after the completion of registration procedures and will be subject to the rules that are applied to the other university students on the condition that it is not contrary to this instruction terms.

(5) It is required that students purchase health insurance. Foreign students subject to the terms of this instruction are responsible for the cost of medical care which is not covered by the University.

SECTION III

VARIOUS AND FINAL TERMS

Foreign student office

Article 10- (1) Foreign Student Office is generated in International Relations Coordinator in order to prepare documents and catalogues that give information about the university, to make foreign students prefer the university, to help foreign students and to carry out educational activities abroad.

Validity

Article 11- (1) This instruction comes into force when it’s approved in Senate.

Executive

Article 12- (1) Rector of Bartın University executes the terms of this instruction.