**ALTINBAŞ UNIVERSITY  
DIRECTIVE FOR UNDERGRADUATE APPLICATION AND ADMISSION OF INTERNATIONAL STUDENTS**

**Purpose and Scope:**

**Article 1.**

The purpose of this directive is to establish the procedures and principles regarding the application, registration, and admission of international students who wish to study in higher education programs at Altınbaş University.

**Basis:**

**Article 2.**

This directive has been prepared based on the letter of the Council of Higher Education dated 27.01.2010 and numbered B.30.0. EÖB.000.00.01-06-383-3269, and the decision made at the meeting of the General Assembly of Higher Education on 21.01.2010.

**Definitions:**

**Article 3.**

In this directive:

University: Refers to Altınbaş University,

Board of Trustees: Refers to the Board of Trustees of Altınbaş University,

Rector: Refers to the Rector of Altınbaş University,

Senate: Refers to the Senate of Altınbaş University,

Dean: Refers to the deans of the faculties within Altınbaş University,

Institute Director: Refers to the directors of the institutes within Altınbaş University,

School Director: Refers to the directors of the schools within Altınbaş University,

Department Chair: Refers to the chairs of the departments within Altınbaş University,

Institute Department Chair: Refers to the chairs of the institute departments within Altınbaş University,

Administrative Board: Refers to the administrative boards of the faculties, schools, and institutes within Altınbaş University.

**Determination of Quotas:**

**Article 4.**

The quotas for the admission of international students to Altınbaş University are determined annually on the date specified in the academic calendar, based on the recommendation of the University Administrative Board and approved by the Board of Trustees. These quotas are then reported to the Presidency of the Student Selection and Placement Centre. The quotas are specified separately for first education, second education, and distance education programs at both the associate and undergraduate levels. If there are no applications or the quotas are not filled, the unfilled quotas may be transferred to other program quotas with the approval of the Council of Higher Education.

**Terms and Conditions for Application:**

**Article 5.**

Applicants:

1. Applicants who are citizens of the Republic of Turkey, citizens of the Turkish Republic of Northern Cyprus (TRNC), or dual citizens where one of the citizenships is Turkish or TRNC,
2. Applicants who have renounced their dual citizenship of Turkish or TRNC nationality after being dual citizens, those that have completed their entire high school education in Turkey or TRNC,
3. Applicants who are citizens of the Republic of Turkey but completed their high school education in TRNC, shall not be eligible to apply.

**Tuition Fee:**

**Article 6.**

The tuition fees to be charged to international students admitted to Altınbaş University's higher education programs and the scholarships to be granted are determined annually by the Board of Trustees upon the recommendation of the University Executive Board. It is entirely the responsibility of the student to ensure whether their financial means enable them to continue their education. The University may request guarantees from students in this regard.

**Application, Registration, and Acceptance Dates:**

**Article 7.**

The application, registration, acceptance, and similar procedures for international students at Altınbaş University are specified annually in the academic calendar and announced on the University's website. Additionally, the operational principles regarding these matters are determined, and information regarding registered students is reported to the Council of Higher Education.

**Required Documents for Application:**

**Article 8.**

1. International student application form,
2. A certified copy of the high school diploma from the relevant country's embassies (must be in English or Turkish) or an official letter from the school administration stating that the candidate is in the final year of high school,
3. A certified English version of the official transcript showing the courses taken and grades obtained in high school, approved by the high school administration,
4. Official exam results from exams recognized by the Council of Higher Education as high school graduation exams (e.g., Abitur, International Baccalaureate, GCE, Tawjihi, etc.) or university entrance exams taken within the last two years (e.g., SAT, YÖS, etc.),
5. An official English exam result document with international validity obtained within the last two years,
6. Two letters of reference,
7. Statement of purpose.

**Evaluation of Applications:**

**Article 9.**

The evaluation and acceptance of international student applications are conducted by an Evaluation Committee formed by the Senate within the periods specified in the academic calendar. The University is free to fill its quotas. Meeting the application requirements does not necessarily guarantee placement. Valid exams for application and the minimum scores required from these exams are specified in the attached list. Applications from candidates who score below the specified minimum in these exams or who do not meet other application criteria are not considered. Evaluations are based on candidates' exam scores, overall grade averages from transcripts, references, and statements of purpose, within the framework of quotas, and primary and alternate candidates deemed suitable are identified. Once placed in one of their preferences as primary or alternate, candidates' other preferences are not considered. Applications for higher education programs admitting students through special talent exams are evaluated according to the rules and criteria of these exams. The recommendation prepared by the Evaluation Committee is finalized upon approval by the University Executive Board. Accepted students receive an official acceptance letter from the Student Affairs Department in order to obtain a "Student Residence Permit."

The Turkish language proficiency for students placed in programs conducted in Turkish, the Turkish and English proficiency for students placed in programs conducted 30% in English and the English language proficiency for students placed in programs conducted entirely in English are determined based on the language proficiency exam organized by the University or the result of a nationally or internationally recognized language exam (e.g., TOEFL, IELTS, FCE, TOEIC, TÖMER, etc.).

Students placed in Turkish or English language programs who fail the Turkish or English language proficiency exam are enrolled in a preparatory class for one year. Successful completion of this period allows students to begin the first year of their registered program. Students who fail are given an additional year. If they fail again after this period, their relationship with the University is terminated.

Students placed in programs conducted 30% in English who fail one or both of the Turkish and English language exams are enrolled in a Turkish and/or English preparatory class for one year. Successful completion of the first year allows students to begin the first year of their registered programs. Students who fail the Turkish and/or English language exams are given an additional year. If they fail again after this period, their relationship with the University is terminated.

**Registrations:**

**Article 10:** Registrations are carried out by the Directorate of Student Affairs within the dates specified in the academic calendar. The documents required for the student's final registration to the University are as follows:

1. The original high school diploma and a notarized Turkish or English translation,
2. The original "Equivalency Certificate" obtained from the Ministry of National Education of the Republic of Turkey, showing that the high school diploma is equivalent to those received from Turkish high schools,
3. The original transcript and a notarized Turkish or English translation,
4. The original exam result document specified in the fourth paragraph of Article 8,
5. A notarized copy of the official identity card or the page of the passport showing identity information,
6. The bank receipt showing that the tuition fee has been paid,
7. The "Student Visa" document to be obtained from the Turkish Embassy in the student's home country,
8. Four newly taken passport-sized photos.

**Promotion and Guidance:**

**Article 11:** An International Student Office is established to promote the University's higher education programs to students from abroad, assist them in their preferences, guide them on application, visa, residence permit, etc., prepare promotional documents, promote the University in foreign countries, and participate in fairs.

**Miscellaneous:**

**Article 12:** In cases not covered by these guidelines, the principles specified in the legislation of the Higher Education Council and Altınbaş University apply.

**Enforcement:**

**Article 13:** These guidelines came into effect on April 19, 2011, when approved by the Senate.

**Execution:**

**Article 14:** These guidelines are executed by the Rector of Altınbaş University.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Country** | **Highschool** | | **Condition** | |
| Afghanistan | Baccalauria / Baccalaureate  Certificate | |  | |
| Albania | Dëftesë Pjekurie /  Certificate of Maturity | |  | |
| Algeria | Baccalauréat | | Minimum score: 11 | |
| Angola | Habilitação / Diploma de  Ensino Medio Diploma de Ensino Pre Universitario | |  | |
| Argentina | Técnico / Bachillerato | |  | |
| Armenia | Attestat    (Certificate     of  Secondary Education / Certificate of Completed General Secondary Education) | | Minimum score: 6 | |
| Australia | Secondary school  graduation certificate | |  | |
| Austria | Reifeprüfung / Matura | |  | |
| Azerbaijan | Svidetel'stv/o Srednem  Obrazovanii / Secondary School Leaving Certificate | | Minimum score: 3 | |
| Bahrain | Tawjahiya (School Leaving  Certificate) | |  | |
| Bangladesh | Higher Secondary  Certificate / Intermediate Certificate | |  | |
| Belarus | Svidetel’stvo/ o Srednem Obrazovanii / Certificate of Complete Secondary  Diplom o Srednem Spetsialnom Obrazovanii / Diploma of Specialized  Secondary Ed. | | Minimum score: 6 | |
| Belgium | Certificat d'Enseignement Secondaire Superieur / Getuigschrift van Hoger Sec Onderwijs / Bek dat Toegang Verleent tot het Hoger Onderjwis Bekwaamheidsdiploma / Hoger Onderwijs / Diplôme de Maturité /  Bekwaamheidsdiploma | |  | |
| Benin | Baccalauréat  Relevé de notes | | Minimum score: 11 | |
| Bolivia | Bachiller / Técnico  Certificado de estudios | |  | |
| Bosnia and Herzegovina | Svedocanstvo Svjeduzha o Zarsenom Obrazovanji / Maturska Svjedodzba  Report Cards | |  | |
| Botswana | Botswana General Certificate of Secondary Education / Cambridge Overseas School Certificate / Cambridge Overeseas Higher School  Certificate | |  | |
| Brazil | Certificado de Conclusao de 2 Grau / Ensino Medio  Historico escolar | |  | |
| Bulgaria | Diploma za Zavarsheno  Sredno Obrazavonie | |  | |
| Burkina Faso | Burkina Faso Baccalaureat | | Minimum score: 11 | |
|  | Burundi | Diplôme des Complètes  Relevé de notes | Humanites |  |
|  | Cameroon | Cameroon Baccalaureat Baccalauréat de l’Enseignement Secondaire / GCE O and A Level examination results issued by the examination body  Relevé de notes | | Minimum score: 11 |
|  | Central African Republic | Central African Republic Baccalaureat    Baccalauréat / Diplôme de Bachilier de l’Enseignement du Second Degré  Relevé de notes | | Minimum score: 11 |
|  | Chad | Chad Baccalaureat Baccalauréat  Relevé de notes | | Minimum score: 11 |
|  | Chile | Licencia de Educación  Media / Técnico Medio Certificado de Estudios | |  |
|  | China | Gaoka  Senior middle school | | Gaoka -  Minimum score: 450/470 |
|  |  | diploma (毕业证书) | |  |
|  |  | Senior middle school transcript National Senior High School Graduation Examination results | |  |
|  |  | (普通高中考毕业试 ) – for all applicants who completed senior middle school after 1991  Note: Notarial certificates are not acceptable in place of the above | |  |
| Colombia | | Bachiller  Certificado de estudios | |  |
| Democratic Republic of the Congo | | Examen d’etat    Diplôme d’Etat de l’Enseignement Secondaire / Diplôme d’Etat d’Études Secondaires du Cycle Long Relevé de notes | | Minimum score: 50 |
| Republic of the Congo | | Baccalauréat  Relevé de notes | |  |
| Costa Rica | | Bachillerato / Bachiller en la  Ensenanza Media Certificado de estudios | |  |
| Croatia | | Maturatna Svjedodzba /  School Leaving Certificate Indeks / Uvjerenje | |  |
| Cuba | | Título de Bachiller / Título de Técnico Medio  Certificado de estudios | |  |
| Czech Republic | | Maturitni Zkouška / Maturita | |  |
| Denmark | | Bevis / Diploma  Record of study | |  |
| Djibouti | | Baccalauréat  Relevé de notes | |  |
| Dominican Republic | | Bachillerato  Certificado de estudios | |  |
| Ecuador | | Título de Bachiller / Técnico Medio  Certificado de estudios | |  |
| Egypt | | The Thanaweya A’ama (General Secondary Certificate) puan belirtilmemiş    Certificate of General Secondary Education | |  |
| Eritrea | | Eritrean Secondary Education  Certificate | |  |
| Estonia | | Gümnaasiumi ltputunnistus / Secondary School Leaving Certificate  Akadeemiline / Academic Record | | Minimum score: 3 |
| Ethiopia | | Ethiopian School Leaving  Certificate | | National Exam Minimum Score: 400 |
| Finland | | Peruskoulun päästötodistus (Comprehensive School Completion Certificate) / Lukion päästötodistus / Dimissionsbetyg or  Avgangsbetyg fran gymnasiet | |  |

|  |  |  |
| --- | --- | --- |
| France | French Baccalaureate -  Baccalauréat Relevé de notes | Minimum Score: 12 |
| Gabon | Baccalauréat Relevé de notes |  |
| The Gambia | Senior Secondary School Leaving Certificate issued by  the West African Examinations Council |  |

|  |  |  |
| --- | --- | --- |
| Georgia | Sashualo Skolis Atestati /  Secondary School Leaving Certificate | Minimum Score: 6 |
| Germany | Abitur  Abschlusszeugnis der ... (Completion Certificate) / Zeugnis der  Fachhochschulreife (Certificate of University of Applied Sciences Maturity) / Zeugnis der allgemeinen / fachgebundenen Hochschulreife (Certificate of  General/Subject Specific University Maturity) | Minimum Score: 4 |
| Ghana | Results of West African Examination Council / Nigerian Examination Council examinations (see notes)  Note: The results submitted must be issued by the examining body and not the secondary school.  For applicants who completed WAEC exams in 1993 or later, these results must now be verified on-line. To permit access to WAEC  results, please provide the following: |  |

|  |  |  |
| --- | --- | --- |
|  | WAEC  [http://ghana.waecdirect.org](http://ghana.waecdirect.org/) Copy of the Statement of Results  Examination Number Examination year Examination type and month Card serial number (on the reverse side of the scratch card)  10 digit Personal Identification Number (PIN) |  |
| Greece | Apolytirion / Secondary School Leaving Certificate  Grade Report |  |

|  |  |  |
| --- | --- | --- |
| Hong Kong | Hong Kong Certificate of Education Examination / Hong Kong Advanced / Advanced Supplementary Level Examination results  issued by the Hong Kong Examinations Authority |  |
| Hungary | Gimnáziumi Érettségi  Bizonyítvány / Secondary School Maturity Certificate |  |
| Iceland | Studentsprof |  |
| India | Higher Secondary Certificate  / Intermediate Certificate / Pre-University Certificate Statement of Marks  \*Please note that the School Record is not sufficient\* |  |
| Indonesia | Surat Tamat Sekolah Menengah Umum Tingkat Atas (Senior Secondary school certificate of completion) no mention of a score.  Surat Tanda Tamat Belajar Sekolah Menegah Unum / Certificate of Completion of Upper Secondary School |  |
| Iran | Iranian Diploma  High School Diploma / Pre- University Certificate Transcript of study | Minimum Score: 15 |
| Iraq | Baccalauréat examination  Results |  |
| Ireland | Leaving Certificate (Ordinary and Higher Level) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Israel | | Bagrut / Matriculation  Examination | |  |
| Italy | | Diploma di Maturità | |  |
| Jamaica | | CXC examination results issued by the Caribbean Examinations Council / GSCE, GCE O and A Level examination results issued by  the examination body | | GCE – A 2 Subjects A  Level |
| Japan | | Kotogakko Sotsugyo Shomeisho / Upper Secondary School Leaving  Certificate | |  |
| Jordan | | Tawjihi / Certificate of  General Secondary Education | | Minimum Score: 70 |
| Kazakhstan | | Attestat / Certificate of  Secondary Education | | Minimum Score: 3 |
| Kenya | | Kenya Certificate of Secondary Education / East African Certificate of  Education | |  |
| Korea | | High School Diploma  Transcript of study | |  |
| Kuwait | | Shahadat-al-thanawia-al-  a'ama / General Secondary School Certificate | |  |
| Kyrgyzstan | | Attestat / Certificate of  Secondary Education | | Minimum Score: 3 |
| Latvia | | Atestats par videjo izglitibu / Certificate of Secondary  Education | | Minimum Score: 6 |
| Lebanon | | Baccalauréat examination  results | | Minimum Score: 13 |
| Libya | | Secondary Education  Certificate | |  |
| Lithuania | | Brandos Atestatas /  Certificate of Maturity | | Minimum Score: 70 |
| Luxembourg | | Diplôme de Fin d'Etudes Secondaires  Relevé de notes | |  |
| North Macedonia | | Secondary   School Leaving  Diploma / Matura | |  |
| Malaysia | | Sijil Pelajaran Malaysia / Malaysia Certificate of Education / Sijil Tinggi Persekolahan Malaysia /  Malaysia Higher School Certificate | |  |
| Madagascar | | Madagascar Baccalaureat | | Minimum Score: 11 |
| Mali | | Mali Baccalaureat Baccalauréat  Relevé de notes | | Minimum Score: 11 |
| Malta | | Secondary Education Certificate / General Certificate of Secondary Education / Matriculation  Certificate | |  |
| Mauritania | | Diplôme de Bachelier de I'Enseignement du Second Degré / Baccalauréat  Relevé de notes | |  |
| Mexico | | Bachillerato / Técnico  Certificado de estudios | |  |
| Moldova | | Attestat / Certificat de Absolvire / Diploma de  Bacalaureat / Certificate of Secondary Education | | Minimum Score: 6 |
| Mongolia | | Gerchilgee / School Leaving  Certificate | |  |
| Montenegro | | Diploma  Record of study | |  |
| Morocco | | Morocco Baccalauréat  Diplôme du Baccalauréat Relevé de notes | | Minimum Score: 11 |
| Mozambique | | Certificado de Habilitações  Literarias / Secondary School Leaving Certificate | |  |
| Namibia | | General Certificate of Secondary Education / Cambridge Overseas School Certificate / Cambridge Overseas Higher School Certificate / Senior  Certificate | |  |
| Netherlands | | VBO / MAVO / HAVO /  VWO / MBO Diploma / Secondary School Certificate | |  |
| New Zealand | | National Certificate / Sixth Form Certificate / School Certificate / Higher School  Certificate | |  |
| Nicaragua | | Bachillerato / Técnico  Certificado de estudios | |  |
| Niger | | Niger Baccalaureat  Baccalauréat / Diplôme de Bachelier de I'Enseignement du Second Degré  Relevé de notes | | Minimum Score: 11 |
| Nigeria | | Results of West African Examination Council / Nigerian Examination Council examinations (see notes)  Note: The results submitted must be issued by the examining body and not the secondary school.  For applicants who completed WAEC exams in 1991 or later, and for all NECO examinations, these results must now be verified on-line. To permit access to WAEC/NECO results, please provide the following: WAEC [www.waecdirect.org](http://www.waecdirect.org/) Copy of the Statement of Results  Examination Number Examination year Examination type and month Card serial number (on the reverse side of the scratch card)  10 digit Personal Identification Number  (PIN)  NECO [www.neconigeria.org](http://www.neconigeria.org/) Copy of the Statement of Results  Registration number Examination type and month Examination year  Personal Identification Number (PIN) | | JAMP (Joint Admissions and Matriculation Board) Minimum Score: 185 |
| Norway | | Vitnemål fra den Videregående Skole / Examen Artium / Certificate of Upper Secondary  Education | |  |
| Oman | | Thanawiya amma / Secondary School Leaving  Certificate | |  |
| Pakistan | | Higher Secondary Certificate  / The score is not certain.    Intermediate Certificate Mark sheet | |  |
| Palestine | | Tawjihi / Certificate of General Secondary  Education | | Minimum Score: 70 |
| Panama | Bachillerato / Técnico  Certificado de estudios | |  | |
| Paraguay | Bachillerato / Técnico  Certificado de estudios | |  | |
| Peru | Bachillerato / Técnico  Certificado de estudios | |  | |
| Philippines | Katibayan / High School Diploma  Transcript of study | |  | |
| Poland | Swiadectwo Dojrzałości / Matura / Swiadectwo  Ukonczenia | |  | |
| Portugal | Certificado de fim de Estudos Secundários / Certidão do Décimo Segundo  Ano) | |  | |
| Puerto Rico | High School Diploma  Transcript of study | |  | |

|  |  |  |
| --- | --- | --- |
| Qatar | Al-Thanawaya Al-Aama / General Secondary  Education Certificate |  |
| Romania | Diploma de Bacalaureat  Foaie Matricola |  |
| Russia | Attestat / Certificate of  Secondary Education | Minimum Score: 3 |
| Rwanda | Diplôme des Humanités Complètes / Diplôme de Fin d'Etudes Secondaires  Relevé de notes |  |
| Saudi Arabia | Tawjihiyah / General  Secondary Education Certificate |  |
| Senegal | Senagal Baccalaureate Diplôme de Bachelier de l'Enseignement du Second Degré / Baccalauréat  Relevé de notes | Minimum Score: 12 |
| Serbia | Diploma  Record of study |  |
| Singapore | Sijil am Pelajaran Singapura- Cambridge / Sijil am Pelajaran Singapura- Cambridge / Singapore- Cambridge General Certificate of Education Ordinary Level / Singapore- Cambridge General Certificate of Education  Advanced Level |  |

|  |  |  |
| --- | --- | --- |
| Slovakia | Maturitná skúška / Maturita  Vysvědčení / Annual grade report |  |
| Slovenia | Matura / Secondary School-  Leaving Diploma |  |
| Somalia | Secondary School Leaving  Certificate |  |
| South Africa | Senior Certificate, Matrix  Test | Passing at least 6 out of 7 subjects |
| Spain | Bachillerato / Técnico  Certificado de estudios |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| Sri Lanka | Sri Lankan General Certificate of Education examination results issued by the Department of  Examinations |  |
| Sudan | Sudan School Certificate / puanı belli değil    Secondary School Certificate  / Higher Secondary School Certificate |  |
| Surinam | VBO / MAVO / HAVO /  VWO / MBO Diploma / Secondary School Certificate |  |
| Swaziland | Cambridge Overseas School Certificate Cambridge  Overseas Higher School Certificate |  |
| Sweden | Avgångsbetyg / Slutbetyg från Gymnasieskola / Studentexamen / Upper Secondary School Leaving  Certificate |  |
| Switzerland | Diploma from  Diplommittelschule / Ecole de Culture Générale / Scuola Cultura Generale / Federal Maturity Certificate / Maturitätszeugnis / Certificat de Maturité / Baccalauréat / Attestato di Maturità / federally recognized  Cantonal Maturity Certificate / Eidgenössisch anerkanntes kantonales Maturitätszeugnis / Certificat de Maturité cantonal reconnu par la Confédération  / Attestato di Maturità cantonale riconosciuto dalla |  |

|  |  |  |
| --- | --- | --- |
|  | Confederazione) |  |
| Syria | Baccalauréat / Al Shahada Al Thanawiya / General  Secondary Certificate | Minimum Score: 170 |
| Taiwan | Senior High School Leaving  Certificate |  |
| Tajikistan | Attestat / Certificate of  Secondary Education | Minimum Score: 3 |

|  |  |  |
| --- | --- | --- |
| Tanzania | Cambridge Overseas School Certificate  East African Certificate of Education /  National Form         IV  Examination /  Certificate of Secondary Education /  Cambridge Overseas Higher School Certificate / East African Advanced Certificate of Education / National Form VI Examination / Advanced Certificate of Secondary  Education |  |
| Thailand | Maw 6 |  |
| Togo | Togo Baccalaureat Baccalauréat  Relevé de notes | Minimum Score: 11 |
| Tunisia | Tunisia Baccalauréat Baccalauréat  Relevé de notes | Minimum Score: 11 |
| Turkmenistan | Attestat / Certificate of  Secondary Education | Minimum Score: 3 |
| Uganda | Uganda Certificate of Education /puanı yazmıyor    East African Certificate of Education / Cambridge Overseas School Certificate Uganda Advanced Certificate of Education / East African Advanced Certificate of Education / Cambridge Overseas Higher School  Certificate |  |
| Ukraine | Attestat / Certificate of Secondary Education | Minimum Score: 7 |
| United Arab Emirates | Tawjihiyya / General  Secondary Education Certificate |  |
| United Kingdom | General Certificate of Education / General Certificate of Secondary Education / Certificate of Secondary Education / Scottish Certificate of Education / Scottish  Qualifications Certificate | GCE   –A A level in 2 subjects |
| The United States | High School Diploma Official transcript of study sent directly to  ontariocolleges.ca by the school or school board | SAT - Minimum Score: 1000 |
| Uruguay | Bachillerato  Certificado de estudios |  |
| Uzbekistan | Attestat / Certificate of  Secondary Education | Minimum Score: 3 |

|  |  |  |
| --- | --- | --- |
| Venezuela | Bachillerato / Técnico  Certificado de estudios |  |
| Vietnam | Bang Tot Nghiep Pho Thong /  Secondary School Diploma |  |
| Yemen | Al Thanawiya / General Secondary Education Certificate  (puanı yazmıyor) |  |
| Yugoslavia | Diploma  Record of study |  |
| Zambia | Zambia School Certificate / Cambridge Overseas School  Certificate | Minimum Score: 4 |
| Zimbabwe | General Certificate of Education / Cambridge School Certificate / Cambridge Higher School  Certificate |  |