

**BEYKOZ UNIVERSITY**  
**DIRECTIVE ON APPLICATION, ADMISSION**  
**AND ENROLMENT OF STUDENTS FROM ABROAD**

*Approved by, date and no* :Senate, 26.07.2022 / 17  
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**SECTION ONE**

**Purpose, Scope, Basis and Definitions**

**Purpose**

**ARTICLE 1-** (1) The purpose of this Directive is to regulate the principles regarding the admission of students from abroad to graduate, undergraduate and associate degree programs within the academic units of Beykoz University.

**Scope**

**ARTICLE 2-** (1) This Directive covers the quotas to be used for the admission of students from abroad to Beykoz University graduate, undergraduate and associate degree programs, and the conditions regarding application, admission, evaluation and registration.

**Basis**

**ARTICLE 3-** (1) This directive has been prepared in accordance with Article 14/f of the Law No. 6287 published in the Official Gazette No. 28261 dated 11.04.2012 and published in the Official Gazette No. 28261 dated 11.04.2012 by the Presidency of the Council of Higher Education, taking into account the final version of the Principles Regarding the Admission of Students from Abroad published on 26.07.2022 with the approval of the Council of Higher Education for universities wishing to accept students from abroad..

**Definitions**

**ARTICLE 4-** (1) The following terms used in this regulation are explained below:

- a) YÖK: Council of Higher Education,
- b) University: Beykoz University,
- c) Board of Trustees: Beykoz University Board of Trustees,
- d) Rector: The Rector of Beykoz University,
- e) Senate: Beykoz University Senate,
- f) Graduate School: Institute of Graduate Programs
- g) Faculty: Faculties affiliated with Beykoz University,
- h) Schools: The schools affiliated to Beykoz University,
- i) Vocational School: Beykoz University Vocational School and Beykoz Logistics Vocational School,
- j) Student Affairs: Beykoz University Student Affairs Directorate,
- k) Regulation: Beykoz University Graduate Education and Training Regulations, Beykoz University Undergraduate and Associate Degree Education and Training Regulations,
- l) Office: Beykoz University International Relations Directorate,
- m) Commission Beykoz University International Student Admission Commission

## SECTION TWO

### Quota, Application Requirements, Application and Registration Process

#### Quota

**ARTICLE 5-** (1) The quota of students to be admitted from abroad for each of the associate and undergraduate programs is determined by the decision of the Board of Trustees upon the proposal of the Senate and finalized with the approval of the Council of Higher Education.

(2) The number of foreign students to be admitted to graduate programs is determined at the beginning of the previous semester with the proposal of the Departments, the decision of the Graduate School Board and the approval of the Senate. The quota increase is made upon the request of the relevant Departments, with the decision of the Graduate School Board and the approval of the Senate.

(3) In case there is no application to the program or the quota is not filled, the quotas that are not filled or there is no application can be transferred to other program quotas with the decision of the Senate according to Article 8 of the "Principles Regarding the Admission of Students from Abroad" of YÖK.

#### Application Requirements

**ARTICLE 6-** (1) Applications are accepted from candidates who meet the following conditions, provided that they are in their last year of high school or have already graduated from high school:

- a) Foreign nationals, (provided that those studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year [except for embassy schools, international private education institutions included in the MOBİS system and foreign nationals brought to our country within the framework of the project carried out by the Ministry of National Education])
  - b) Those who were Turkish citizens by birth but lost their Turkish citizenship by obtaining a permission to renounce Turkish citizenship from the Ministry of Interior and those who document that they have a blue card issued to those who have lost Turkish citizenship upon their request (provided that those who are studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year) (Article 7 of the Turkish Citizenship Law No. 5901 states that "(1) A child born within or outside Turkey to Turkish citizen parents in a marriage union is a Turkish citizen".)
  - c) Foreign nationals who have acquired Turkish citizenship with the citizenship acquired later / dual nationals in this situation (provided that those studying in secondary education (high school) institutions in Turkey have enrolled before the 2022-2023 academic year)
  - d) 1) Among the students of Turkish nationality who attended secondary education abroad before 01/02/2013, those who completed the last three years of their secondary education (high school) in a foreign country other than TRNC (including those who completed their entire secondary education (high school) in Turkish schools opened under the Ministry of National Education in a foreign country other than TRNC) can apply for student admission quotas from abroad."  
2) Candidates who started secondary education abroad after 01/02/2013 can apply for admission quotas from abroad for those who have completed their entire secondary education (high school) in a foreign country other than the TRNC (including those who have completed their entire secondary education (high school) in Turkish schools opened by the Ministry of National Education in a foreign country other than the TRNC).
  - e) TRNC nationals who reside in the TRNC and have completed their secondary education (high school) in the TRNC and have GCEAL exam results, and those who have or will have GCEAL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010.
- (2) Although they are in their last year of high school or have graduated from high school, the applications of candidates in the following conditions are not accepted:

a) Turkish nationals who have completed their entire secondary education (high school) in Turkey or TRNC,

b) TRNC nationals (except for those who have completed their entire secondary education (high school) in TRNC high schools and have GCE AL results and those who have or will have GCE AL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010),

c) Dual nationals whose first nationality is Turkish Republic by birth as defined in subparagraph b of Article 1 (except for those who meet the conditions in subparagraph d of Article 1),

d) Dual nationals, one of whose nationalities is TRNC (except for those who have completed their entire secondary education (high school) in TRNC high schools and have GCE AL results and those who have or will have GCE AL exam results by enrolling and studying in colleges and high schools in other countries between 2005-2010),

e) Turkish nationals or dual nationals whose first nationality by birth is Turkish as defined in subparagraph b of Article 1 who are studying in schools under the embassies in Turkey and foreign high schools in Turkey,

f) TRNC citizens and those who renounced Turkish citizenship/Blue Card holders and foreign nationals (except for embassy schools and international private education institutions included in the MOBİS system and foreign nationals brought to our country within the framework of the project carried out by the Ministry of National Education) who will enrol in secondary education institutions in Turkey as of the 2022-2023 academic year.

### **Exam Types, Base Scores and Diplomas Required for Application**

**ARTICLE 7-** (1) Candidates who have the national or international level exams or diploma types and scores specified in the [Country-Based Minimum Admission Criteria for Associate Degree and Undergraduate Programmes](#) can apply to associate degree and undergraduate programmes. New exams and admission criteria can be added with the decision of the Senate.

(2) There is no limitation on the validity periods of exams that have the status of high school graduation exams (Abitur, International Baccalaureate, GCE, Tawjihi, etc.). The validity period of university entrance exams (SAT, etc.) is two years.

### **Application Process and Required Documents**

**ARTICLE 8-** (1) Applications are made digitally on the application page on the announced application dates, together with the application documents specified below. If the application documents are in languages other than Turkish or English, in addition to copies of the originals, certified translations in Turkish or English must also be submitted.

a) For undergraduate and associate degree programmes, if the candidate is a graduate, high school diploma, if not, an official letter from the school directorate stating that the candidate is a senior high school student,

b) For master's programmes, if the candidate is a graduate, the university diploma, if not, an official letter stating that the candidate is a senior student of the university,

c) Transcript showing all courses and grades taken in university/high school education,

d) If there is an exam result certificate used for the application, the Turkish and/or English language proficiency certificate specified in Articles 13 and 14,

e) **(Addendum: Senate Decision-12/09/2023-19)** Exam result document of candidates with TR-YÖS certificate

f) **(Amended: Senate Decision-12/09/2023-19)** Photo,

g) **(Amended: Senate Decision-12/09/2023-19)** Identity Document/Passport copy of

the page with photo and identity information.

(2) Additional documents required by the University according to the characteristics of the applied master's, undergraduate and associate degree programme are announced on the web page and these documents must be submitted during the final registration.

(3) For master's degree applications, the International Office checks whether the university the candidate graduated from is on the YÖK recognition list at <https://okultanima.yok.gov.tr/>. If the candidate's university is not on the recognition list, an official letter is sent to YÖK asking whether the university in question is recognised, and if it is, the application is taken into consideration.

(4) The applications of the candidates who do not fulfil the application conditions and cannot submit the information and documents required for the application in full within the required time period are not processed.

(5) Candidates may be asked to verify the information and documents submitted during the application or the University may investigate the accuracy of this information and documents. If any irregularities are found in the information and documents, the admission decision is cancelled even if the candidate is admitted to the programme. Even if the candidates in this situation are enrolled at the University, their registration is deemed invalid.

(6) As a result of the preliminary evaluation to be made on the application information and documents, if deemed necessary, candidates may be interviewed in a place or method deemed appropriate by the relevant unit.

#### **Evaluation and Acceptance of Applications**

**ARTICLE 9-** (1) Candidates who meet the application requirements are evaluated by the International Office and the acceptance-rejection decision is finalised.

(2) The result of the application evaluation is notified to the candidate by the International Office via the e-mail address specified during the application.

(3) An offer letter containing information about prepayment procedures and enrolment is sent to the candidates whose applications are accepted by the International Office via e-mail. The prepaid amount is deducted from the tuition fee of the first year of enrolment. The prepayment fee will not be refunded to the candidate who has made a prepayment but has not completed the final registration process. However, if the student's visa application is rejected, if he/she applies to the University with a document proving this, his/her prepayment will be refunded by deducting the amount determined for that year and the shipping costs.

(4) Candidates who have started the registration process and made the prepayment are sent an official "acceptance letter" by the International Office in order to obtain an "Annotated Visa for Education Purposes".

(5) **(Addendum: Senate Decision-12/09/2023-19)** Candidates who have taken the TR-YÖS exam and are successful in the exam are admitted to the programs they apply for with priority.

#### **University Registration Process**

**ARTICLE 10-** (1) Accepted candidates register in person within the specified dates and with the documents announced by the University.

(2) During registration, candidates must submit the originals of the documents they submitted in the application, the originals of the translated documents and the following documents:

- a) The original University / High School diploma according to the degree applied for, or a provisional graduation certificate if the diploma has not yet been prepared,
- b) Transcript document showing all courses and grades taken in university/high school education,
- c) If required by the university in undergraduate and associate degree program registrations, the original "Equivalency Certificate" to be obtained from the Ministry of National Education of the Republic of Turkey showing that the high school diploma is equivalent to the diplomas obtained

from Turkish high schools,

d) Approval of diplomas and transcripts by the relevant country's Ministry of Education and Turkish Embassies/Consulates in their respective countries or Embassies/Consulates in Turkey,

e) For foreign nationals residing abroad, a visa obtained from the Turkish Consulate/Embassy in their country (or the nearest one if they are not in their country) or if the student comes from a visa-free country, a seal showing that he/she has entered Turkey,

f) 2 passport size photographs,

g) Other additional documents required by the University according to the nature of the programme applied for,

(3) Those who do not pay the tuition fee within the announced period are not registered.

(4) The registration of a person who is found to have used forged or falsified documents in terms of all documents required for final enrolment at any stage is cancelled as of the date of registration and legal proceedings are initiated against him/her. If this person has left the University, all documents including the diploma given to him/her will be cancelled. The tuition fees paid by these people will not be refunded.

### **SECTION THREE**

#### **Language Proficiency and Other Circumstances**

##### **English Proficiency**

**ARTICLE 11-** (1) Candidates who wish to study in the programmes of the University whose medium of instruction is English must meet the conditions specified in Article 6 of the University's English Preparatory Programme Education and Training Directive regarding their English Proficiency. Candidates who do not meet the conditions specified in Article 6 must continue the English Preparatory Programme.

##### **Turkish Proficiency**

**ARTICLE 12-** (1) Students enrolled in programmes whose medium of instruction is Turkish are required to document their Turkish proficiency.

(2) Students who score B1 (Intermediate) level or above in the Turkish Achievement exams taken from BEYKOZ-TÖMER or exam centres accredited by the Council of Higher Education can start their associate/undergraduate studies, and students who score B2 (Upper-Intermediate) level or above can start their graduate studies.

### **SECTION FOUR**

#### **Miscellaneous and Final Provisions**

##### **Cases Not Covered by the Provisions**

**ARTICLE 13-** In cases where there are no provisions in the Directive; other relevant legislation provisions, Higher Education Council, Senate, University Executive Board and Institute / Faculty / School / Vocational School Board of Directors decisions are applied.

##### **Repealed Directive**

**ARTICLE 14-** (1) "Beykoz University Directive on Application, Admission and Registration of Students from Abroad to Associate and Undergraduate Programmes", which was accepted at the Senate meeting dated 09.08.2018 and numbered 2018/07, has been repealed.

##### **Enforcement**

**ARTICLE 15 -** (1) This directive enters into force on the date of its adoption by the Beykoz University Senate.

##### **Execution**

**ARTICLE 16-** (1) The provisions of this directive are executed by the Rector of Beykoz University.