

DIRECTIVE ON APPLICATION, ADMISSION AND ENROLMENT OF INTERNATIONAL STUDENTS AT BEYKOZ UNIVERSITY

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Amendment and Revision Control Date:/...../.....

CHAPTER ONE Basis, Purpose, Scope, and Definitions

Purpose

Article 1- (1) The purpose of this Directive is to set forth the principles regarding the admission of international students to the associate, undergraduate, and graduate programs offered by the academic units of Beykoz University.

Legal Basis

Article 3 – (1) This Directive has been prepared in accordance with Article 14/f of Law No. 6287, published in the Official Gazette No. 28261 dated 11 April 2012 by the Council of Higher Education, and taking into account the latest version of the “Principles Regarding the Admission of International Students” approved by the Council of Higher Education on 26 July 2022.

Definitions

Article 4 – (1) In this Directive:

- a) **CoHE (YÖK):** The Council of Higher Education,
- b) **University:** Beykoz University,
- c) **Board of Trustees:** The Board of Trustees of Beykoz University,
- d) **Rector:** The Rector of Beykoz University,
- e) **Senate:** The Senate of Beykoz University,
- f) **Graduate School:** The Graduate School of Beykoz University,
- g) **Faculty:** The faculties affiliated with Beykoz University,
- h) **School:** The schools affiliated with Beykoz University,
- i) **Vocational School:** Beykoz Vocational School and Beykoz Logistics Vocational School,
- j) **Student Affairs:** The Directorate of Student Affairs of Beykoz University,
- k) **Regulation:** The Beykoz University Regulation on Graduate Education and Training, and the Regulation on Undergraduate and Associate Degree Education and Training,
- l) **Office:** The Directorate of International Relations of Beykoz University,
- m) **Commission:** The International Student Admission Commission of Beykoz University.

CHAPTER TWO

Quota, Application Requirements, and Admission & Enrolment Procedures

Quota

Article 5 – (1) For each associate and undergraduate program, the quota for international student admission shall be determined by the decision of the Board of Trustees upon the recommendation of the Senate, and finalized with the approval of the Council of Higher Education (CoHE).

(2) The number of international students to be admitted to graduate programs shall be determined at the beginning of the previous semester, based on the proposal of the Departments, the decision of the Graduate School Board, and the approval of the Senate. Increases in quotas may be made upon the request of the relevant Departments, by the decision of the Graduate School Board and with the approval of the Senate.

(3) In cases where there are no applications to a program or the announced quota is not filled, the unused quotas may be reallocated to other programs by the decision of the Senate, in accordance with Article 8 of the “Principles Regarding the Admission of International Students” issued by CoHE.

Application Requirements

Article 6 – (1) Applications will be accepted from candidates who meet the following requirements, provided that they are either in the final year of high school or have already graduated:

a) Foreign nationals, provided that those who have received education in secondary (high school) institutions in Turkey were enrolled **before the 2022–2023 academic year** (excluding students of embassy schools, international private education institutions registered in the MOBIS system, and foreign nationals brought to Turkey within projects carried out by the Ministry of National Education).

b) Individuals who were born as Turkish citizens but lost their Turkish citizenship with permission from the Ministry of Interior, and holders of Blue Cards granted to those who lost Turkish citizenship upon request, provided that those who received education in secondary (high school) institutions in Turkey were enrolled before the 2022–2023 academic year. *(Article 7 of Law No. 5901 on Turkish Citizenship states: “(1) A child born to a Turkish citizen parent, within or outside Turkey, through a marital union, is a Turkish citizen.” Candidates applying to international student quotas are advised to review the Turkish Citizenship Law.)*

c) Dual nationals who acquired Turkish citizenship after previously being foreign nationals, provided that those who received education in secondary (high school) institutions in Turkey were enrolled before the 2022–2023 academic year.

d) Turkish citizens who continued secondary education abroad:

1. Candidates who started secondary education **before 1 February 2013** and completed the last three years of high school in a foreign country (excluding TRNC) may apply to international student quotas, including those who completed all their secondary

education at Turkish schools established abroad under the Ministry of National Education.

2. Candidates who started secondary education **after 1 February 2013** may apply to international student quotas if they completed all of their secondary education in a foreign country (excluding TRNC), including those who completed all of their secondary education at Turkish schools established abroad under the Ministry of National Education.

e) TRNC nationals who reside in TRNC and completed their secondary education (high school) in TRNC with GCE AL exam results, or who attended colleges/high schools in other countries between 2005–2010 and obtained or will obtain GCE AL exam results.

(2) Applications will **not** be accepted from candidates who are in the final year of high school or graduated, in the following cases:

- a) Turkish citizens who completed all of their secondary education in Turkey or TRNC.
- b) TRNC nationals, except those who completed secondary education in TRNC high schools with GCE AL results or attended colleges/high schools in other countries between 2005–2010 with GCE AL results or who will obtain them.
- c) Dual nationals whose first nationality at birth is Turkish as defined in Article 6(1)b, except those meeting the conditions in Article 6(1)d.
- d) Dual nationals, one of whose nationalities is TRNC, except those meeting the conditions in Article 6(1)d.
- e) Turkish citizens or dual nationals defined in Article 6(1)b who studied in schools under embassies or foreign high schools in Turkey.
- f) TRNC citizens and individuals who lost Turkish citizenship/Blue Card holders or foreign nationals enrolled in Turkish secondary schools from the 2022–2023 academic year onwards (excluding embassy schools, international private education institutions in the MOBIS system, and foreign nationals brought to Turkey within projects carried out by the Ministry of National Education).

Examinations, Minimum Scores, and Required Diplomas for Application

Article 7 – (1) Candidates who hold the types of national or international examinations or diplomas and the minimum [scores specified in the Country-Based Minimum Admission Criteria for Associate and Undergraduate Programs](#) may apply to these programs. Additional examinations and admission criteria may be added upon the decision of the Senate.

(2) There is no time limitation on the validity of examinations considered as high school leaving exams (e.g., Abitur, International Baccalaureate, GCE, Tawjihi, etc.). Examinations considered as university entrance exams (e.g., SAT) are valid for two years.

Application Procedure and Required Documents

Article 8 – (1) Applications shall be submitted electronically through the application page within the announced application dates, together with the documents listed below. If the application documents are in a language other than Turkish or English, **certified translations in Turkish or English** must be provided in addition to the copies of the originals.

- a) For associate and undergraduate programs: if graduated, a high school diploma; if not graduated, an official letter from the school administration confirming that the candidate is in the final year of high school.

- b) For graduate programs: if graduated, a university diploma; if not graduated, an official letter confirming that the candidate is in the final year of university.
- c) Official transcript showing all courses and grades obtained during high school/university education.
- d) Examination result documents used for the application, if applicable, and Turkish and/or English language proficiency certificates as specified in Articles 13 and 14.
- e) (Added: STK-12/09/2023-19) Examination result certificate for candidates holding a TR-YÖS document.
- f) (Amended: STK-12/09/2023-19) Photograph.
- g) (Amended: STK-12/09/2023-19) Copy of the identity card/passport page showing the photograph and identity information.

(2) Additional documents required by the University, depending on the nature of the applied graduate, undergraduate, or associate program, shall be announced on the University's website and must be submitted during the final registration process.

(3) For graduate applications, the International Office verifies whether the applicant's university is listed in the CoHE recognition list at <https://okultanima.yok.gov.tr/>. If the applicant's university is not on the recognition list, the International Office shall inquire officially with CoHE whether the university is recognized; if recognized, the application will be evaluated.

(4) Applications from candidates who do not meet the admission requirements or fail to submit the required information and documents completely and on time shall not be processed.

(5) The University may request verification of the information and documents submitted by candidates during the application process or may investigate the accuracy of such information and documents. If any irregularity is detected, the applicant's admission shall be canceled even if they have been accepted to the program. In such cases, the registration of the candidate at the University shall also be considered invalid.

(6) Based on a preliminary evaluation of the application documents, candidates may be invited to an interview by the relevant unit, using a suitable method or location, if deemed necessary.

Evaluation of Applications and Admission

Article 9 – (1) Candidates who meet the admission requirements shall be evaluated by the International Office, and the decision of acceptance or rejection shall be finalized.

(2) The result of the application evaluation shall be communicated to the candidate via the e-mail address provided during the application process by the International Office.

(3) For candidates whose applications are accepted, the International Office shall send an offer letter via e-mail containing information regarding pre-payment procedures and

registration. The amount paid as pre-payment shall be deducted from the tuition fees for the first year of enrollment. Pre-payment shall not be refunded to candidates who fail to complete the final registration procedures. However, in the event that the student's visa application is rejected, the pre-payment shall be refunded upon submission of an official document proving the rejection, after deducting the determined annual amount and delivery costs.

(4) Candidates who have initiated the registration process and completed the pre-payment shall be issued an official "Acceptance Letter" by the International Office in order to obtain a "Study Permit Visa."

(5) (Added: STK-12/09/2023-19) Candidates who take and successfully pass the TR-YÖS exam shall be given priority admission to the programs they applied for.

University Registration Procedure

Article 10 – (1) Accepted candidates shall complete their registration **in person** within the specified dates, presenting the documents announced by the University.

(2) During registration, candidates must submit the originals of the documents provided during the application, the originals of any translated documents, and the following:

- a) Original university/high school diploma according to the degree applied for, or a provisional graduation certificate if the diploma has not yet been issued.
- b) Official transcript showing all courses and grades obtained during high school/university education.
- c) Certification of diplomas and transcripts by the Ministry of Education of the relevant country and by the Turkish Embassies/Consulates in that country, or by the Turkish Embassies/Consulates in Turkey.
- d) For foreign candidates residing abroad: visa issued by the Turkish Consulate/Embassy in their country (or the nearest one if no Consulate/Embassy exists in the country), or, if arriving from a country that does not require a student visa, an entry stamp showing arrival in Turkey.
- e) Two passport-size photographs.
- f) Additional documents required by the University according to the characteristics of the applied program.

(3) Registration shall not be completed for candidates who fail to pay the tuition fees within the announced period.

(4) At all stages, if a candidate uses forged or falsified documents required for final registration, their registration shall be cancelled as of the registration date, and legal action shall be initiated. If the candidate has already left the University, all issued documents, including diplomas, shall be invalidated. Tuition fees paid by such candidates shall not be refunded.

CHAPTER THREE

Language Proficiency and Other Conditions

English Proficiency

Article 11 – (1) Candidates who wish to enroll in programs where the medium of instruction

is English must meet the English proficiency requirements specified in **Article 6** of the University's **English Preparatory Program Regulation**. Candidates who do not meet the requirements in Article 6 are required to attend the English Preparatory Program.

Turkish Proficiency

Article 12 – (1) Students enrolling in programs where the medium of instruction is Turkish are required to provide documentation of their Turkish language proficiency.

(2) Students who achieve a score at **B1 (Intermediate)** level or above in the Turkish Proficiency Exams administered by **BEYKOZTÖMER** or other exam centers accredited by the Council of Higher Education (CoHE) may begin associate or undergraduate programs. Students who achieve a score at **B2 (Upper-Intermediate)** level or above may begin graduate programs.

CHAPTER FOUR

Miscellaneous and Final Provisions

Cases Not Covered by the Regulation

Article 13 – In cases not covered by this Regulation, the provisions of other relevant legislation, as well as the decisions of the Council of Higher Education (CoHE), the Senate, the University Executive Board, and the Boards of Institutes/Faculties/Schools/Vocational Schools shall apply.

Repealed Regulation

Article 14 – (1) The “Regulation on Application, Admission, and Registration of International Students to Associate and Undergraduate Programs of Beykoz University,” approved at the Senate meeting dated 09.08.2018 and numbered 2018/07, has been repealed.

Entry into Force

Article 15 – (1) This Regulation shall enter into force on the date it is approved by the Senate of Beykoz University.

Execution

Article 16 – (1) The provisions of this Regulation shall be executed by the Rector of Beykoz University.