

ALTINBAŞ UNIVERSITY
DIRECTIVE FOR INTERNATIONAL STUDENTS APPLYING TO
UNDERGRADUATE PROGRAMS

Objective and Scope:

Article 1

The objective of this Directive is to set forth the rules and principles regarding international students applying to Altınbaş Üniversitesi higher education programs as well as registration and admission process.

Basis:

Article 2

This Directive has been drawn up based upon the official letter no. B.30.0.EÖB.000.00.01-06-383-3269 of January 27, 2010 issued by Turkish Council of Higher Education, and Turkish Council of Higher Education General Board decision of January 21, 2010.

Definitions:

Article 3

The following terms used in this Directive shall have the meanings specified below:

University: Altınbaş University,

Board of Trustees: Altınbaş University Board of Trustees,

President: President of Altınbaş University,

Senate: Altınbaş University Senate,

Dean: Deans of undergraduate programs offered by Altınbaş University,

Director of Graduate Studies: Directors of graduate studies offered by Altınbaş University,

Director of Vocational Studies: Directors of vocational programs offered by Altınbaş University,

Department Chair: Chairs of departments in Altınbaş University,

Graduate Program Chair: Chairs of graduate programs offered by Altınbaş University,

Administrative Board: Administrative boards of undergraduate schools, vocational and graduate schools in Altınbaş University.

Determination of student quota:

Article 4

The student quota concerning international undergraduate/graduate admission to Altınbaş University shall be determined each academic year by the Board of Trustees upon the recommendation of University Administrative Board. This quota shall be declared to the Student Selection and Placement Center. A separate student quota shall be set for daytime, evening and distance education in associate and undergraduate programs. In case not enough applications are received to meet the student quota, such quotas may be integrated into other programs' quota with the approval of Turkish Council of Higher Education.

Provisions regarding Application Requirements:

Article 5

The application of the below-stated candidates shall not be accepted.

1) Turkish citizens, Northern Cypriot citizens, persons with dual citizenship (Turkish and Northern Cyprus citizenship at the same time),

- 2) Persons who ceased to be Turkish or Northern Cypriot citizens (while they were having dual citizenship) and completed high school studies either in Turkey or in the Turkish Republic of Northern Cyprus (TRNC),
- 3) Turkish citizens who have completed high school studies in the Turkish Republic of Northern Cyprus (TRNC).

Tuition Fee:

Article 6

Tuition fee required to be paid by international students applying to Altınbaş University higher education programs and the amount/type of scholarships for international students shall be determined each academic year by the Board of Trustees upon the recommendation of University Administrative Board. International students applying to Altınbaş University shall be solely responsible for having their own sources of funding to continue their studies. University may ask students to provide a financial guarantee.

Application, Registration and Admission Dates:

Article 7

Procedures regarding international student application, registration and admission shall be included in Altınbaş University's academic calendar each academic year and shall also be posted on the University's website. Also, implementation principles regarding the above-mentioned procedures shall be identified and all information concerning international students who have registered to the University shall be reported to Turkish Council of Higher Education.

Required Application Documents:

Article 8

- 1) International student application form,
- 2) Either a copy of high school diploma (in English or Turkish) approved by Turkish Embassy in the relevant country or an official letter, stating that the candidate is a final-year high school student, to be issued the principal's office of the relevant high school,
- 3) A copy of official transcript (in English) displaying the courses taken and scores obtained by the candidate. The transcript shall be approved by the principal's office of the relevant high school.
- 4) A high school graduation certificate (if any) - Abitur, International Baccalaureate, GCE, Tawjihi etc.- approved by the relevant Higher Education Council, or official exam result for examinations [deemed equivalent to university entrance exam (SAT, YÖS, etc.)] you entered within the past two years,
- 5) An internationally recognized certificate in English proficiency received within the past two years (if any),
- 6) Two letters of recommendation,
- 7) A motivational letter.

Evaluation of Applications:

Article 9

The evaluation of international student applications and the admission process shall be carried out by an Evaluation Committee to be formed by the Senate between the dates specified in the academic calendar. Ensuring the maximum student quota is met or not shall be at University's sole discretion. Meeting the application requirements does not necessarily indicate that a student will qualify for admission to Altınbaş University. Exams/tests recognized by Altınbaş University and the minimum score a student must obtain from these examinations are

indicated on the attached list. Applications submitted by students who have scored lower than a specified score threshold and who do not meet the other application requirements shall not be taken into consideration. To determine the primary and standby candidates, the applicants will be evaluated on the basis of their past academic performance (grades and GPA on their official transcripts), recommendation and motivational letters they have submitted and the available quota. When evaluating, other university preferences of applicants who are placed in the admitted or standby list for one of their preferences will not be taken account. The evaluation of applications submitted to higher education programs that admit students via special talent exam shall be carried out based on special talent exam procedures and criteria. The recommendation issued by the Evaluation Committee shall be finalized with the approval of University Administrative Board. Registrar's Office will send an acceptance letter to students admitted to Altınbaş University so they can be issued visas annotated "Study/Education".

Turkish proficiency level of students placed in Turkish-medium programs; Turkish and English proficiency levels of students placed in 30% English-medium programs and English proficiency level of students placed in English-medium programs shall be evaluated either by Altınbaş University language proficiency test or a nationally or internationally recognized language proficiency test (TOEFL, IELTS, FCE, TOEIC, TÖMER, etc.)

In the event that a student placed in Turkish-medium or English-medium programs fails the Turkish or English proficiency test, s/he shall be required to attend one-year preparatory class. Students who successfully complete the preparatory class shall be eligible to start the first year of their undergraduate studies. Students who fail the preparatory class shall be given an additional one-year period to complete their preparatory studies. In the event that the student fails the preparatory class again, s/he shall be dismissed.

In the event that a student placed in 30% English-medium programs fails one (Turkish or English) or both of the proficiency exams, s/he shall be required to attend one-year Turkish and/or English preparatory class . Students who successfully pass the Turkish and English proficiency exams at the end of their first year in preparatory class shall be eligible to start the first year of their undergraduate studies. Students who fail Turkish and/or English proficiency exams at the end of their first year in preparatory class shall be given an additional one-year period to complete their preparatory studies. In the event that the student fails the preparatory class again, s/he shall be dismissed.

Registration:

Article 10

Student registration shall be carried out by the Registrar's Office on the dates specified in the academic calendar. In order to complete the exact registration, students are required to submit the following documents:

- 1) An original copy of high school diploma and its notarized translation into English or Turkish,
- 2) An original copy of a "diploma equivalency certificate" issued by the Republic of Turkey Ministry of National Education,
- 3) An original copy of transcript and its notarized translation into English or Turkish,
- 4) An original copy of an official examination/test result as set forth in the sub-article 4 of the Article,
- 5) A notarized copy of the personal details page (or bio page) of your passport,

- 6) Bank deposit slip for proof of tuition payment,
- 7) “Student Visa” document obtained from Turkish Embassy to student’s home country,
- 8) 4 headshots (recently taken).

Orientation and Student Guidance:

Article 11

An International Student Office shall be formed to provide international students with detailed information on Altınbaş University higher education programs, help them choose the right program, handle various matters including university application, visa, residency permit etc. The Office shall also be responsible for preparing and issuing publicity and advertising documents to promote the University abroad as well as for attending international education fairs.

Other:

Article 12

The provisions of Turkish Council of Higher Education regulation and Altınbaş University regulation shall apply in situations that are not set forth in this Directive.

Effective Date:

Article 13

The provisions of this Directive shall be effective upon the date of approval of this Directive by Senate Decision of April 19, 2011.

Execution:

Article 14

The provisions of this Directed shall be executed by the President of Altınbaş University.

Country	High School	Requirement
Afghanistan	Baccalauria / Baccalaureate Certificate	
Albania	Dëftesë Pjekurie / Certificate of Maturity	
Algeria	Baccalauréat	Minimum points: 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 points: 6
Australia	Secondary school graduation certificate	

Austria	Reifeprüfung / Matura	
Azerbaijan	Svidetel'stv/o Srednem Obrazovanii / Secondary School Leaving Certificate	Minimum points: 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 points: 6
Belgium	Certificat d'Enseignement Secondaire Supérieur / Getuigsschrift van Hoger Sec Onderwijs / Bek dat Toegang Verleent tot het Hoger Onderwijs Bekwaamheidsdiploma / Hoger Onderwijs / Diplôme de Maturité / Bekwaamheidsdiploma	
Benin	Baccalauréat Relevé de notes	Minimum points 11
Bolivia	Bachiller / Técnico Certificado de estudios	
Bosnia and Herzegovina	Svedocanstvo Svjeduzha o Zarsenom Obrazovanji / Matorska Svjedodzba Report Cards	
Botswana	Botswana General Certificate of Secondary Education / Cambridge Overseas School Certificate / Cambridge Overseas 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 points: 11
Burundi	Diplôme des Humanites Complètes Relevé de notes	
Cameroon	Cameroon Baccalaureat Baccalauréat de l'Enseignement Secondaire / GCE O and A Level examination results issued by the examination body Relevé de notes	Minimum points: 11
Central African Republic	Central African Republic Baccalaureat Baccalauréat / Diplôme de Bachelier de l'Enseignement du Second Degré Relevé de notes	Minimum points: 11
Chad	Chad Baccalaureat Baccalauréat Relevé de notes	Minimum points: 11
Chile	Licencia de Educación Media / Técnico Medio Certificado de Estudios	
China	Gaoka Senior middle school 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	Gaoka - Minimum points: 450/470
Colombia	Bachiller	

	Certificado de estudios	
Democratic Republic of the Congo	Examen d'état Diplôme d'Etat de l'Enseignement Secondaire / Diplôme d'Etat d'Études Secondaires du Cycle Long Relevé de notes	Minimum points: 50
Republic of the Congo	Baccalauréat Relevé de notes	
Costa Rica	Bachillerato / Bachiller en la Enseñanza 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) points not specified Certificate of General Secondary Education	
Eritrea	Eritrean Secondary Education Certificate	
Estonia	Gümnaasiumi lõputunnistus / Secondary School Leaving Certificate Akadeemiline / Academic	Minimum points: 3

	Record	
Ethiopia	Ethiopian School Leaving Certificate	National Examination Minimum points: 400
Finland	Peruskoulun päästötodistus (Comprehensive School Completion Certificate) / Lukion päästötodistus / Dimissionsbetyg or Avgangsbetyg från gymnasiet (Upper Secondary Completion Certificate) / Ylioppilastutkintotodistus / Studentexamensbetyg (Matriculation Examination Certificate)	
France	French Baccalaureate - Baccalauréat Relevé de notes	Minimum points: 12
Gabon	Baccalauréat Relevé de notes	
Gambia	Senior Secondary School Leaving Certificate issued by the West African Examinations Council	

Georgia	Sashualo Skolis Atestati / Secondary School Leaving Certificate	Minimum points 6
Germany	Abitur Abschlusszeugnis der ... (Completion Certificate) / Zeugnis der Fachhochschulreife (Certificate of University of Applied Sciences Maturity) / Zeugnis der allgemeinen / fachgebundenen Hochschulreife (Certificate of	Minimum points: 4

	General/Subject Specific University Maturity)	
Ghana	<p>Results of West African Examination Council / Nigerian Examination Council examinations (see notes)</p> <p>Note: The results submitted must be issued by the examining body and not the secondary school.</p> <p>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:</p> <p>WAEC 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)</p>	
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) points not specified Surat Tanda Tamat Belajar Sekolah Menengah Umum / Certificate of Completion of Upper Secondary School	
Iran	Iranian Diploma High School Diploma / Pre-University Certificate Transcript of study	Minimum points: 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 points: 70
Kazakhstan	Attestat / Certificate of Secondary Education	Minimum points: 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	
Kirgizstan	Attestat / Certificate of Secondary Education	Minimum points: 3
Latvia	Atestats par videjo izglitibu / Certificate of Secondary Education	Minimum points: 6

Lebanon	Baccalauréat examination results	Minimum points: 13
Libya	Secondary Education Certificate	
Lithuania	Brandos Atestatas / Certificate of Maturity	Minimum points: 70
Luxembourg	Diplôme de Fin d'Etudes Secondaires Relevé de notes	
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 points: 11
Mali	Mali Baccalaureat Baccalauréat Relevé de notes	Minimum points: 11
Malta	Secondary Education	

	Certificate / General Certificate of Secondary Education / Matriculation Certificate	
Mauritania	Diplôme de Bachelier de l'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 points: 6

Mongolia	Gerchilgee / School Leaving Certificate	
Montenegro	Diploma Record of study	
Morocco	Morocco Baccalauréat Diplôme du Baccalauréat Relevé de notes	Minimum points: 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	Minimum points: 11

	Bachelier de l'Enseignement du Second Degré Relevé de notes	
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Nigeria	<p>Results of West African Examination Council / Nigerian Examination Council examinations (see notes)</p> <p>Note: The results submitted must be issued by the examining body and not the secondary school.</p> <p>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:</p> <p>WAEC www.waecdirect.org</p> <p>Copy of the Statement of Results</p> <p>Examination Number</p> <p>Examination year</p> <p>Examination type and month</p> <p>Card serial number (on the reverse side of the scratch card)</p> <p>10 digit Personal Identification Number (PIN)</p> <p>NECO www.neconigeria.org</p> <p>Copy of the Statement of Results</p> <p>Registration number</p> <p>Examination type and month</p> <p>Examination year</p> <p>Personal Identification Number (PIN)</p>	<p>JAMP (Joint Admissions and Matriculation Board)</p> <p>Minimum points: 185</p>
Norway	Vitnemål fra den	

	Videregående Skole / Examen Artium / Certificate of Upper Secondary Education	
Oman	Thanawiya amma / Secondary School Leaving Certificate	
Pakistan	Higher Secondary Certificate / points not specified Intermediate Certificate Mark sheet	
Palestine	Tawjihi / Certificate of General Secondary Education	Minimum points: 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)	
Porto Rico	High School Diploma Transcript of study	

Qatar	Al-Thanawaya Al-Aama / General Secondary Education Certificate	
Romania	Diploma de Bacalaureat Foaie Matricula	
Russia	Attestat / Certificate of Secondary Education	Minimum points: 3
Ruanda	Diplôme des Humanités	

	Complètes / Diplôme de Fin d'Etudes Secondaires Relevé de notes	
Saudi Arabia	Tawjihyah / General Secondary Education Certificate	
Senegal	Senagal Baccalaureate Diplôme de Bachelier de l'Enseignement du Second Degré / Baccalauréat Relevé de notes	Minimum points: 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	
Somali	Secondary School Leaving Certificate	
South Africa	Senior Certificate, Matrix Test	Applicants are required to successfully pass 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 /	

	points not specified 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 points: 170
Taiwan	Senior High School Leaving Certificate	
Tajikistan	Attestat / Certificate of Secondary Education	Minimum points: 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 points: 11
Tunisia	Tunisia Baccalauréat Baccalauréat Relevé de notes	Minimum points: 11
Turkmenistan	Attestat / Certificate of Secondary Education	Minimum points: 3
Uganda	Uganda Certificate of Education / points not specified 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 points: 7
United Arab Emirates	Tawjihiyya / General Secondary Education Certificate	
United Kingdom	General Certificate of	GCE –A 2 subjects A level

	Education / General Certificate of Secondary Education / Certificate of Secondary Education / Scottish Certificate of Education / Scottish Qualifications Certificate	
The United States	High School Diploma Official transcript of study sent directly to ontariocolleges.ca by the school or school board	SAT - Minimum points: 1000
Uruguay	Bachillerato Certificado de estudios	
Uzbekistan	Attestat / Certificate of Secondary Education	Minimum points: 3

Venezuela	Bachillerato / Técnico Certificado de estudios	
Vietnam	Bang Tot Nghiep Pho Thong / Secondary School Diploma	
Yemen	Al Thanawiya / General Secondary Education Certificate (points not specified)	
Yugoslavia	Diploma Record of study	
Zambia	Zambia School Certificate / Cambridge Overseas School Certificate	Minimum points: 4
Zimbabwe	General Certificate of Education / Cambridge School Certificate / Cambridge Higher School Certificate	