**BARTIN UNIVERSITY International Student Additional Selection and Placement Guide for the Academic Year 2018-2019**

(For Students of Undergraduate Degree and Associate Degree Programs)

Bartın University



Step 1

1. **GENERAL CONDITIONS**
2. The applications of those below stated will be accepted on condition that they are graduates or in the last year of high school.
   1. Foreign nationals.
   2. Those who are Turkish citizens, received permission from the Ministry of Interior to leave Turkish citizenship and certify that their nonadult children registered on the Renouncement of Turkish Nationality Certificate own the Certificate for the use of the Rights granted by Law No. 5203.
   3. Those with dual nationality, who were foreign nationals by birth, then took the citizenship of the Republic of Turkey.
   4. Those who are Turkish citizens and completed the last three years of high school education in a foreign country except for the Turkish Republic of Northern Cyprus (TRNC).
   5. Those who are nationals of the Turkish Republic of Northern Cyprus (TRNC), reside in the Turkish Republic of Northern Cyprus (TRNC), completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC), and own General Certificate of Education A Level “GCE AL” exam results.
3. Applications of applicants stated below will not be accepted.
   1. Those who are Turkish citizens, (except for those who completed the last three years of high school education in a foreign country except for the Turkish Republic of Nothern Cyprus (TRNC),
   2. Those who are nationals of the Turkish Republic of Northern Cyprus (TRNC), (except for those who completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC) and own General Certificate of Education A Level “GCE AL” exam results),
   3. Those with dual nationality who are Turkish citizens, (except for those who completed the last three years of high school education in a foreign country except for the Turkish Republic of Northern Cyprus (TRNC),
   4. Those with dual nationality who are citizens of the Turkish Republic of Northern Cyprus (TRNC), (except for those who completed the secondary education in the Turkish Republic of Northern Cyprus (TRNC) and own General Certificate of Education A Level “GCE AL” exam results),
   5. Those who are Turkish citizens and completed high school education in the Turkish Republic of Northern Cyprus (TRNC).

**For detailed information;**

[***Click for the Bartın University Admission and Registration Instruction of Foreign Students.***](http://oidb.bartin.edu.tr/upload/Bart%C4%B1n_%C3%9Cniversitesi_Yabanc%C4%B1_Uyruklu_%C3%96%C4%9Frencilerin_Kabul_ve_Kay%C4%B1t_Esaslar%C4%B1_Y%C3%B6nergesi.docx)

[***Click for the Admission***](http://oidb.bartin.edu.tr/upload/Yabanc%C4%B1_Uyrulu_%C3%96%C4%9Frenci_Y%C3%B6nergesi_%C4%B0ngilizce.docx) ***and Enrollment Guideline For International Students at Bartın University***

Step 2

**2.1. APPLICATION**

## Applications are made online on University Information Management System> International Student Application Procedures Module between the dates specified in the academic calender for foreign nationals to maximum 5 (five) programs. [Click to apply.](http://ubys.bartin.edu.tr/AIS/ApplicationForms/Home/Index?apptype=3) *(Remember to take out the application form from the printer)*

## [Click for](http://ubys.bartin.edu.tr/HelpPages/AIS/UluslararasiOgrenciBasvurusu.pdf) University Information Management System International Student Application Procedures Module User Manual

**2.2. DOCUMENTS REQUIRED FOR THE APPLICATION:**

The following documents must be uploaded to the International Student Application Procedures Module during the application.

**Documents to be uploaded to the International Student Application Procedures Module:**

1. The original high school diploma or a copy of it, which is approved by the Representative Body of Turkish Republic,
2. Transcript of the applicant, which shows the course grades and the courses he took in the high school, and a translated copy of the transcript, which is approved by the Turkish Representation,
3. A photocopy of the passport page, which shows the credentials. It must be approved by the Turkish Representation.
4. Document showing that the applicant passed the Foreign Student Exam (YOS) made by the universities in Turkey.

Step 3

**3. EVALUATION OF APPLICATIONS**

1. The ranking of the principal and substitute candidates starts from the applicant who entered the Foreign Student Exam (YOS) and received the highest score and continues to the applicant who received from the Foreign Student Exam at least 70 (seventy) points. If the quota is not filled, another ranking is made according to the secondary school achievement score starting from the applicant, who has got the highest secondary school achievement score to the applicant, whose secondary school achievement score is at least 65 (sixty five) points. After these rankings if there is still an empty quota, students will be ranked according to the Foreign Student Exam (YOS) scores, and applicants who have got at least 40 (forty) points will be accepted.
2. In the evaluation of the applications, grades other than the grading system of 100 are converted based on the system of 100 of the Council of Higher Education.
3. Candidates who are in any of the principal lists are not included in the substitute lists. Students who are on the principal list of more than one department / program can enroll for a single department / program.
4. The evaluation of the applications made to the academic units receiving students with the special talent exam is made according to the provisions, which regulate the special talent exam.
5. The number of the placed candidates of the same national cannot be more the 30 % of the quota of the relevant program. However, if the quota is not filled, the country quota is not applied.
6. The commission declares so many principal candidates as declared in the quota of the relevant department. The number of the substitute candidates to be declared by the commission is twice as many as declared in the quota.
7. The acceptance and rejection procedures of the online applications is carried out by the relevant units and the evaluation of the applications and the determination of the candidates to be placed is carried out by the evaluation committee.
8. Applications of the candidates who do not provide the conditions will not be evaluated. Providing application conditions does not mean that the candidate has been placed.

Step 4

**4- ANNOUNCEMENT OF THE RESULTS**

1. Placement results will be announced on the website of the university on the dates specified in the following registration calendar.
2. The acceptance letter is sent to the candidate’s e-mail address. Candidates can obtain the acceptance letter from the application page.

Step 5

**5- REGISTRATION**

1. Registrations will be made by the Students Affairs Regitrar’s Office.
2. The registrations are made between the dates specified in the following registration calendar. Those who do not register between these dates lose their rights.
3. The candidates gain right to be a student with the completion of registration procedures and is subject to the provisions applied to other students of the university provided that they do not contradict with the provisions of the directive.

The following documents must be submitted for the registration of the candidate whose application has been accepted.

**5.1-DOCUMENTS REQUIRED FOR THE REGISTRATION:**

1. Turkish Proficiency Certificate
2. High school diploma: The original diploma and the translation of it, which has been approved by the Turkish Representation,
3. Diploma Equivalency Certificate: The original Certificate of Equivalence, which indicates that your high school diploma is equivalent. It will be received from the Turkish Representation or from the Turkish Republic Ministry of National Education.
4. The original transcript and the translation of it, which is approved by the Turkish Representation,
5. Photocopy of the passport and the original to be returned after being examined,
6. A bank receipt showing that the tuition fee has been paid, ***tuition fee is mentioned below***.
7. A bank receipt showing that the deposit is blocked, ***the amount of the deposit is mentioned below.***
8. Residence permit for educational purposes (It must be submitted to the relevant academic unit latest within a month after the registration.)
9. 4 (four) passport photos.

**5.2- PROCEDURES FOR THOSE WHO DO NOT HAVE A TURKISH PROFICIENCY CERTIFICATE**

Those who do not hold a Turkish Proficiency Certificate must take the Turkish Language Proficiency Exam to be held by the university. Those who achieve C1 / C2 level in this exam will be enrolled. Those who do not have a certificate of proficiency in Turkish join the Turkish preparatory programs at Bartın University Language Education Application and Research Center (BUDEM) until they achieve C1 / C2 level or they are granted leave of absence for 1 (one) year. Registrations of those who cannot provide the proficiency in Turkish during this period will be deleted from their programs

# Step 6

**6- REGISTRATION CALENDAR**

Bartın University Foreign Students Registration Calender for the Academic Year 2018-2019

|  |  |
| --- | --- |
| **Bartın University 2018-2019 Academic Year  Dates for Internation Students Additional Placement** | |
| 06-14 September 2018 | Applications of International Students |
| 17-18 September 2018 | Evaluation of Applications |
| 19 September 2018 | Announcements of Candidates to Register |
| 01 October 2018 | \*Turkish Proficiency Exam |
| 01-05 October 2018 | Final Registrations of International Students |

Important: Turkish Proficiency Exam is to be held at Bartın University Language Education Center / BÜ-DEM (Yahya Kemal Derslikleri) on Ağdacı Campus. It starts at 10.00 a.m. on 01 October 2018.

**QUOTAS**

|  |  |
| --- | --- |
| **ACADEMIC UNITS** | **Foreign Student Quotas** |
| **FACULTY OF LITERATURE** |  |
| Archaeology | **14** |
| Contemporary Turkish Dialects and Literatures | **11** |
| Contemporary Turkish Dialects and Literatures (Evening Education) | **14** |
| Philosophy | **14** |
| Philosophy (Evening Education) | **14** |
| Sociology | **9** |
| Psycholohy | **12** |
| History | **10** |
| History (Evening Education) | **13** |
| Turkish Philology | **6** |
| Turkish Philology (Evening Education) | **14** |
| **TOTAL** | **131** |
| **FACULTY OF EDUCATION** |  |
| Science Teaching | **11** |
| Elemantary Mathematics Teaching | **12** |
| Psychological Counseling and Guidance | **11** |
| Primary School Teaching | **9** |
| Social Sciences Teaching | **8** |
| Turkish Teaching | **12** |
| **TOTAL** | **63** |
| **FACULTY OF SCIENCE** |  |
| Biotechnology | **17** |
| Statistics | **8** |
| Molecular Biology and Genetics | **18** |
| **TOTAL** | **48** |
| **FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES** |  |
| Economy | **16** |
| Business Administration | **7** |
| Political Science and Public Administration | **8** |
| Political Science and Public Admnistration (Evening Education) | **8** |
| Tourism Management | **7** |
| International Trade and Logistics | **17** |
| International Trade and Logistics (Evening Education) | **17** |
| Management Information Systems | **8** |
| Management Information Systems (Evening Education) | **17** |
| **TOTAL** | **105** |

|  |  |
| --- | --- |
| **FACULTY OF ISLAMIC SCIENCES** |  |
| Islamic Sciences | **7** |
| Islamic Sciences (Evening Education) | **9** |
| **TOTAL** | **16** |
| **FACULTY OF ENGINEERING** |  |
| Computer Engineering | **17** |
| Electrical and Electronic Engineering | **9** |
| Civil Engineering | **15** |
| Civil Engineering (Evening Education) | **17** |
| Mechanical Engineering | **9** |
| Mechanical Engineering (Evening Education) | **15** |
| **TOTAL** | **82** |
| **FACULTY OF FORESTRY** |  |
| Forest Industry Engineering | **5** |
| Forest Engineering | **8** |
| Landscape Architecture | **10** |
| **TOTAL** | **23** |
| **BACHELOR’S DEGREE TOTAL** | **463** |

NOTE: A quota will be applied to the candidates according to their nationalities taking into consideration the previous registrations in this year.

|  |  |
| --- | --- |
| **BARTIN VOCATIONAL HIGH SCHOOL** |  |
| Software Engineering | **10** |
| Software Engineering (Evening Education) | **10** |
| Maritime and Port Administration | **7** |
| Shipbuilding | **7** |
| Graphic Design | **9** |
| Graphic Design (Evening Education) | **7** |
| Public Relations and Publicity | **10** |
| Public Relations and Publicity (Evening Education) | **7** |
| Business Management | **8** |
| Accounting and Taxation | **9** |
| Organic Agriculture | **7** |
| Landscaping and Ornamental Plants | **6** |
| Tourism and Hospitality Management | **9** |
| Tourism and Travelling Services | **8** |
| Marine and Yacht Management | **8** |
| **TOTAL** | **122** |
| **ULUS VOCATIONAL HIGH SCHOOL** |  |
| Office Management and Executive Assistant Training | **10** |
| Forestry and Forest Products | **8** |
| **TOTAL** | **18** |
| **VOCATIONAL HIGH SCHOOL OF HEALTH SERVICES** |  |
| Child Development | **10** |
| Child Development (Evening Education) | **10** |
| Patient Care at Home | **10** |
| Patient Care at Home (Evening Education) | **10** |
| First and Immediate Aid | **7** |
| First and Immediate Aid (Evening Education) | **9** |
| Opticianry | **9** |
| Opticianry (Evening Education) | **9** |
| Medical Documentation and Secretaryship | **9** |
| Medical Documentation adn Secretaryship (Evening Education) | **10** |
| Medical Presentation and Marketing | **10** |
| Medical Presentation and Marketing (Evening Education) | **10** |
| Elderly Care Program | **8** |
| Elderly Care Program (Evening Education) | **10** |
| **TOTAL** | **131** |
| **ASSOCIATE DEGREE TOTAL** | **271** |
| **TOTAL IN GENERAL** | **734** |

NOTE: A quota will be applied to the candidates according to their nationalities taking into consideration the previous registrations in this year.

Students who are enrolled in the First and Immediate Aid Program of the Vocational High School of Health Services must receive a medical certificate from state or university hospitals, indicating that they have a body structure and mental health, which does not prevent to get a driver’s licence (The height and the weight of the student must be stated in the medical certificate.),students must be 17 years old at the time of registration, because they need to drive a vehicle in the 2nd classe according to the program; male students must be 1.65 m or higher and female students must be1.60 m or higher, students can weigh at most 5 more or 15 less than the last two digits of the height expressed; students need to have the bodily and physical competence to carry a patient on the stretcher with their teammate.

**ANNOUNCEMENT OF BARTIN PROVINCIAL IMMIGRATION ADMINISTRATION**

**Procedures to be followed by the Associate Degree – Bachelor’s Degree – Master’s Degree or Doctor’s Degree Students during the entry of our country:**

For students, who come to our country for education and have the right to enroll but are directed to Turkish language learning courses by the university because of the inadequacy of the Turkish language, a “Student Residence Permit” will be issued until the beginning of the next academic year on condition that they document their circumstances. Foreign students, who have applied to universities within the country or from abroad and gained the right to receive education, will receive an invitation letter. When foreign students apply for entry to our country, they present the invitation letter sent to them and their passports, which cover the duration of their stay, to our consulate and border gate officers.

After entering the country foreign students apply to the university, at which they are entitled to receive education and make their first registration. Before the expiration date of the visa exemption foreign students apply to the Provincial Directorates of Immigration Administration with the registration documents given to them and their student certificate with new date and photo in order to obtain a “Student Residence Permit”. At the Provincial Directorates of Immigration Administration foreign students will be interviewed. Documents and information requested from them will be explained to foreigners and they will receive help to apply.

**The documents required from foreign students during the first application are as follows:**

Residence Permit Application Form (Please click on the e-residence button on [www.goc.gov.tr](http://www.goc.gov.tr) than click on first application and choose the student residence permit.) Please fill out the personal information completely in the resulting form and take a printout with picture. In addition to the form printed out foreign students have to follow the procedures stated below:

1. A photocopy of the passport with validity or the entry document is required. Foreigners are required to present the original passport, with which they have entered Turkey, to the Provincial Directorate of Immigration Administration.
2. Four (4) biometric photos (from the front, face open, it must be easy to recognize the foreigner) taken in the last 6 months with white background colour are required.
3. A document, which indicates that the foreigner has sufficient and regular financial means during the time he will spend in Turkey, is also required. (Bankbook, currency receipt, salary or scholarship information etc.) Foreign students must necessarily present the student certificate, which they received from the university, to the Provincial Directorate of Immigration Administration during their application. (It is a must that foreign students present the student certificate for the new registration period.)
4. If the foreigner, who will receive education, is younger that eighteen years of age, he or she can be allowed to enter Turkey and receive education with a consent letter given by his or her mother / father or legal representative abroad.
5. Foreign students must submit a criminal record certificate to be received from the courthouse in the province, where they will receive education, on the application date.

Foreigners are obliged to reside in the province of the university, where they have been registered. Therefore, they must submit documents, which indicate the place, where they will stay such as dormitories, hostels, hotels, motels or (residence) house (registration document, contract etc.) to the Provincial Directorate of Immigration Administration during their application.

Besides, it is compulsory for the foreigner to have a valid Health Insurance covering the duration of his / her stay in Turkey. One of the following Health Insurances will be sufficient:

* **General Health Insurance:** Foreign students can apply to the Provincial Social Security Institution and have General Health Insurance within 3 months after their first registration to the university. It is compulsory for the applicant to submit the provision document or the application document to the administration during the application.
* **Insurance valid within the scope of Bilateral Social Security Contract**: Foreigners must submit a universally valid insurance certificate, which they received from their own country, is within the scope of Bilateral Social Security Contracts and indicate that they can benefit from health services during their stay in Turkey. (This document is only valid, if it is translated into Turkish by a sworn translator and become accredited in conracted branches of the insurance companies in Turkey.)
* **Private Health Insurance**: It is obligatory to have a private health insurance for foreigners. In accordance with the Circular of the Undersecretariat of Treasury the expression **”This insurance policy herein covers the minimum deposit structure determined in the Circular on Private Health Insurances to be Issued on the Demand for Residence Permit dated 06.06.2014 and numbered 9.”** must be included on these insurance policies, and “Applicable for ambulatory and inpatient treatment” must be written on these insurance policies by an insurance agent working in the province of the university, where the foreigner is registered.

Besides, foreign students must renew their student certificates and insurances in every fall semester and submit these documents to the Provincial Directorate of Immigration Administration. Foreigners must report their new address to the Provincial Directorate of Immigration Administration within 20 days, when they change their address in the province. Otherwise, the residence permit of the foreigners, who gave incomplete or false information, will be canceled by the Provincial Directorate of the Immigration Administration, and the foreigner will be removed from Turkey.

PROVINCIAL DIRECTORATE OF IMMIGRATION ADMINISTRATION

ELMALIK SOKAK NO:3 GOVERNORSHIP OF BARTIN MERKEZ / BARTIN  
WEB      : <http://bartin.goc.gov.tr/>  
E-MAIL: bartin@goc.gov.tr  
TEL         : 0 378 227 65 33  
FAX         : 0 378 227 55

**"Tuition fees will be updated according to the decision to be taken at the Council of Ministers for 2018-2019 Academic Year.”**

|  |  |  |  |
| --- | --- | --- | --- |
| **BARTIN UNIVERSITY TUITION FEES FOR FOREIGN STUDENTS FOR THE ACADEMIC YEAR 2017-2018** | | | |
| **TUITION FEES FOR DAYTIME EDUCATION (TL)** | | | |
|  | **DEPOSIT** | **TUITION FEE FOR ONE SEMESTER** | **TUITION FEE FOR ONE YEAR** |
| FACULTY OF ENGINEERING | 200 TL | 193,50 TL | 387,00 TL |
| FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES | 200 TL | 156,50 TL | 313,00 TL |
| FACULTY OF FORESTRY | 200 TL | 193,50 TL | 387,00 TL |
| FACULTY OF EDUCATION | 200 TL | 142,00 TL | 284.00 TL |
| FACULTY OF LITERATURE | 200 TL | 142,00 TL | 284.00 TL |
| FACULTY OF SCIENCE | 200 TL | 142,00 TL | 284,00 TL |
| FACULTY OF ISLAMIC SCIENCES | 200 TL | 142,00 TL | 284,00 TL |
| SCHOOL OF PHYSICAL EDUCATION AND SPORTS | 200 TL | 95,00 TL | 190,00 TL |
| VOCATIONAL HIGH SCHOOL | 200 TL | 95.00 TL | 190,00 TL |
| VOCATIONAL HIGH SCHOOL FOR HEALTH SERVICES | 200 TL | 95.00 TL | 190,00 TL |
| ULUS VOCATIONAL HIGH SCHOOL | 200 TL | 95.00 TL | 190,00 TL |
| **TUITION FEES FOR EVENING EDUCATION (TL)** | | | |
|  | **DEPOSIT** | **TUITION FEE FOR ONE SEMESTER** | **TUITION FEE FOR ONE YEAR** |
| FACULTY OF ENGINEERING | 200 TL | 764,50 TL | 1.529,00 TL |
| FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES | 200 TL | 577,50 TL | 1.155,00 TL |
| FACULTY OF LITERATURE | 200 TL | 513,50 TL | 1.027,00 TL |
| FACULTY OF SCIENCE | 200 TL | 640,50 TL | 1.281,00 TL |
| SCHOOL OF PHYSICAL EDUCATION AND SPORTS | 200 TL | 577,50 TL | 1155,00 TL |
| FACULTY OF ISLAMIC SCIENCES | 200 TL | 513,50 TL | 1.027,00 TL |
| VOCATIONAL HIGH SCHOOL | 200 TL | 385,00 TL | 770,00 TL |
| VOCATIONAL HIGH SCHOOL FOR HEALTH SERVICES | 200 TL | 385,00 TL | 770,00 TL |
| ULUS VOCATIONAL HIGH SCHOOL | 200 TL | 385,00 TL | 770,00 TL |

**Account Number for Tuition Fee:**

Tuition fees will be paid to the internet account of Halk Bank, or to the ATMs of Halk Bank or to Halk Bank branches by going personally and giving the foreign national number, name and surname.

or

Tuition fees will be paid to the internet account of Ziraat Bank, or to the ATMs of Ziraat Bank or to Ziraat Bank branches by going personally and giving the foreign national number, name and surname.

**Account Number for Deposit:**

TR 43000100005251609669-5047 (Ziraat Bank)

NOTE: Tuition fees are for the academic year 2017-2018 and will change based on tuition fees to be determined by the Council of Ministers for the academic year 2018-2019. In case of a change, the difference will be charged separately.

**CONTACTS**

|  |  |
| --- | --- |
| **ACADEMIC UNIT** | **CONTACT NUMBERS** |
| **Ağdacı Campus** |  |
| Faculty of Forestry | 0378 223 50 69 |
| Faculty of Economics and Administrative Sciences | 0378 223 5373, 5372 |
| School of Physical Education and Sports | 0378 223 5254, 5255 |
| Vocational High School for Health Services | 0378 223 52 14-52 15 |
|  |  |
| **Kutlubey Campus** |  |
| Faculty of Literature | 0378 501 10 00 (Extension: 10 55, 10 20, 10 39) |
| Faculty of Education | 0378 501 10 00 (Extension: 11 64, 11 70, 11 28 ) |
| Faculty of Engineering | 0378 501 10 00 (Extension: 1584 – 1578 –1610 –1609) |
| Faculty of Science | 0378 501 1000 (Extension: 1525 – 1527 – 1532) |
| Faculty of Islamic Sciences | 0378 501 10 00 (Extension: 12 76, 10 25) |
|  |  |
| **Vocational High School Campus** |  |
| Vocational High School | 0378 227 99 39 (Extension 126) |
|  |  |
| **Ulus Vocational High School Campus** |  |
| Ulus Vocational High School | 0378 501 10 00 (Extension 24 91) |

