

REPUBLIC OF TÜRKİYE
NEVŞEHİR HACI BEKTAŞ VELİ UNIVERSITY
DIRECTIVE ON THE APPLICATION AND ADMISSION OF INTERNATIONAL
STUDENTS

PART 1

Aim, Scope, Basis and Definitions of Terms

Aim

ARTICLE 1- (1) The purpose of this Directive is to determine the principles regarding the admission of foreign or international students to associate and undergraduate degree programs at Nevşehir Hacı Bektaş Veli University.

Scope

ARTICLE 2 - (1) This Directive covers the procedures regarding the application, registration, admission and financial provisions regarding the admission of international students to the associate and undergraduate programs at Nevşehir Hacı Bektaş Veli University.

Basis

ARTICLE 3 - (1) This Directive has been prepared based on Article 45, paragraph (f) of the Higher Education Law No. 2547 and the Principles Regarding the Admission of Students from Abroad of the General Council of Higher Education.

Definitions of Terms

ARTICLE 4- (1) Wherever the following terms appear in this directive, they shall be taken to refer to:

- a) Academic Unit: Any faculty, school, vocational school under the administration of Nevşehir Hacı Bektaş Veli University,
- b) Residence Permit: A document indicating the allowed residence period for foreigners in our country,
- c) TRNC: The Turkish Republic of Northern Cyprus
- d) Commission: The International Student Admission and Placement Commission established to evaluate applications and determine placements.
- e) Certified Translation: Turkish translation of the documents of the foreign applicants certified at the Turkish Embassies or Consulates in their countries, or the documents translated into Turkish by the certified translators authorized by the Republic of Turkey,
- f) Education Annotated Visa (consular): Entry permit issued by the Turkish Consulates in foreign countries to enable them to study in Turkey,
- g) Study Annotated Visa by the Ministry: Entry permit issued by the Turkish Ministry of Internal Affairs to enable the students who have a residence permit to study in Turkey,
- h) ÖSYM: The Turkish Student Selection and Placement Centre,
- i) Rector: The Rector of Nevşehir Hacı Bektaş Veli University,
- j) Rectorate: The Rectorate of Nevşehir Hacı Bektaş Veli University,
- k) Senate: Nevşehir Hacı Bektaş Veli University Senate,
- l) R.T.: The Republic of Türkiye
- m) TÖMER: Turkish Language Teaching Application and Research Centre at Nevşehir Hacı Bektaş Veli University,
- n) TR-YÖS Exam: Türkiye Foreign Student Admission Exam,

- o) DIM: An exam set and administered to Azerbaijan nationals by the Azerbaijan National Exam Centre, a central exam conducted by the State Examination Center of the Republic of Azerbaijan for candidates with Azerbaijani nationality,
- p) International Student: Foreign students who are not citizens of the Republic of Turkey or who are defined in the relevant articles of this directive and who study at any degree and branch or who attend Turkish courses,
- q) University (NEVU): Nevşehir Hacı Bektaş Veli University,

PART 2

Educational Programs, Tuition Fee, Quotas, Application Conditions, Application Process, Registration

Educational Programs

ARTICLE 5- (1) International students can study at any associate and undergraduate programs and departments offered at the university.

Tuition Fees

ARTICLE 6- (1) In accordance with the Presidential decree, tuition fees for international students in associate and undergraduate programs are determined annually by the NEVU Administrative Board and published in the Official Gazette. Once paid during initial enrollment, tuition fees are non-refundable, even in cases of suspension or withdrawal. Students cannot suspend their registration due to financial hardship during the academic term.

Quotas

ARTICLE 7- (1) The quota for international students in each academic program must be at least 10% of the previous year's YKS quota and will be proposed by academic units to the Senate. Academic units providing quotas below 10% must justify their decision. Once approved by the Senate, the quotas are submitted to the Higher Education Council for approval.

Application Requirements

ARTICLE 8- (1) Applications are made online via the NEVÜ official website. Applications that are not made within the deadline will not be accepted. If there is a difference between the documents uploaded to the system and the original documents, the candidate will not be registered and if irregularities are detected, even if the registration is made, the registration will be cancelled and legal action will be initiated against them. In order to apply, you must be in your final year of high school or have graduated.

Eligible applicants include:

- a) foreign nationals, (those studying in secondary education (high school) institutions in Turkey, provided that they have registered before the 2022-2023 academic year [excluding embassy schools, international private educational institutions included in the MOBIS 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 permission from the Ministry of Interior to relinquish their Turkish citizenship, and those who can prove that they have a blue card, which is given to those who lost their Turkish citizenship upon request (provided that those studying in secondary schools in Turkey registered before the 2022-2023 academic year) (Article 7 of the Turkish Citizenship Law No. 5901 states that "(1) A child born to a Turkish citizen mother or father in marriage, inside or outside Turkey, is a Turkish citizen." It is useful for candidates who will apply for the

admission quotas from abroad to review the Turkish Citizenship Law.),

- c) Those who acquired foreign citizenship and later became citizens of the Republic of Turkey / those with dual citizenship in this situation (those studying in secondary education (high school) institutions in Turkey, provided that they registered before the 2022-2023 academic year),
- d) Applications of those who are citizens of the Republic of Turkey and 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) Those who are citizens of the TRNC and reside in the TRNC and have completed their secondary education (high school) in the TRNC and have GCE AL exam results, and those who have/will have GCE AL exam results by registering and receiving education in colleges and high schools in other countries between 2005-2010, or those who are citizens of the TRNC and have completed their entire secondary education (high school) in a foreign country and have TR-YÖS results,

are accepted.

(2) The applications of;

- a) Those who are citizens of the Republic of Türkiye and completed their entire secondary education (high school) in Turkey or the TRNC,
- b)
- c) Those who are TRNC citizens (excluding those who completed their entire secondary education (high school) in TRNC high schools and have GCE AL exam results, those who registered and received education in colleges and high schools in other countries between 2005-2010 and have/will have GCE AL exam results, or those who are TRNC citizens and completed their entire secondary education (high school) in a foreign country and have TR-YÖS results),
- d) Dual nationals whose first nationality is the Republic of Turkey by birth, as defined in subparagraph 2 of article (a) of the Principles Regarding the Admission of Students from Abroad (except those who meet the conditions in subparagraph 4 of article a of the Principles Regarding the Admission of Students from Abroad),
- e) e) Dual nationals whose first nationality is the Republic of Turkey by birth, as defined in subparagraph 2 of article (a) of the Principles Regarding Student Admission (except those who meet the conditions in subparagraph 4 of article a of the Principles Regarding Student Admission from Abroad),
- f) ç) Dual citizens, one of whose nationality is T.R.N.C. (excluding those who completed their entire secondary education (high school) in T.R.N.C. high schools and have GCE AL exam results, those who registered and received education in colleges and high schools in other countries between 2005-2010 and have/will have GCE AL exam results, or those who are T.R.N.C. citizens and completed their entire secondary education (high school) in a foreign country and have TR-YÖS results),
- g) Citizens of the Republic of Turkey or dual nationals whose first nationality is the Republic of Turkey by birth, as defined in Article a, paragraph 2 of the Principles Regarding the Admission of Students from Abroad, who are studying in schools affiliated with embassies in Turkey or in foreign high schools in Turkey,
- h) Those who apply with a diploma obtained from a high school abroad through distance education without being physically present abroad.
- i) TRNC citizens, those who have renounced their Turkish citizenship/who have a blue card, and foreign nationals (excluding embassy schools and international private

educational institutions included in the MOBIS system) who have registered to secondary education institutions in Turkey as of the 2022-2023 academic year,

j) Will not be accepted.

Application

ARTICLE 9- (1) Explanations regarding applications are announced on the University's official website (<http://www.nevsehir.edu.tr/>) according to the calendar for international student admission determined by the Council of Higher Education.

(2) Applications are received through the University's candidate application system between the announced dates. Applications of candidates who do not apply during the application period will not be evaluated. If deemed necessary after the application period ends, additional application periods may be opened by decision of the Senate to fill vacant quotas.

(3) The candidate uploads the approved Turkish translation of the application documents listed in paragraph 4 to the system during the application process. The candidate must submit the originals or approved copies of these documents during the final registration phase. The candidate is responsible for the accuracy of the information and documents declared during the application. The applications and registrations of candidates who apply with forged or incomplete documents will be cancelled and legal action will be taken against them.

(4) The documents that need to be uploaded and filled into the application system during the application are as follows:

- a) "Equivalence Certificate" to be obtained from the Ministry of National Education of the Republic of Turkey, showing that the secondary education (high school) diploma is equivalent to the diplomas received from Turkish high schools (An equivalence certificate is not required from those who can prove that they graduated from schools opened abroad by the Republic of Turkey, schools operating abroad according to the Turkish Maarif Foundation Law, and public and private schools affiliated with the Ministry of National Education of the Turkish Republic of Northern Cyprus.),
- b) Original and certified translation of secondary school (high school) diploma,
- c) Secondary school (high school) transcript and certified translation,
- d) Original and certified translation of passport,
- e) Blue Card document, if available,
- f) Foreign Student Admission Exam (TR-YÖS) document, if available,
- g) Results document of the exams specified in Table 1 (approved by foreign delegations or notaries),
- h) Turkish Proficiency Certificate of at least C1 level according to the Common European Framework of Reference for Languages, if available,
- i) Preference form in the application system (candidates can make a maximum of 5 preferences),
- j) Passport photo (must have been taken in the last three months),

1) Financial security document (This document shows that the candidate has the resources to cover his/her own living expenses. Students must cover their own living expenses. The University does not provide scholarships or financial support to students from abroad and does not act as an intermediary in providing these). Matters regarding financial security are determined by the Senate.

(5) The validity period of the exams, namely high school graduation exams, submitted for admission and registration of international students to the University and certified by Higher Education Council, is unlimited; however, the validity period of the exams (YÖS, SAT, etc.) which is in the status of university entrance exam is limited to 2 (two) years.

6) The applicants holding the citizenship of Azerbaijan must submit the scanned copy of TQDK/DİM results, administered by National Exam Centre of Azerbaijan Republic and its

certified Turkish translation to the application system, which proves that they have obtained 500 points out of 700 in the respective field.

(7) In order to apply to the programs that admit students with Aptitude Test, it is necessary to have the result certificate of the specified exams shown in Table 1 or diploma.

(8) The applications made are examined whether they are suitable, and the appropriate ones are approved. For those who are ineligible, the reasons for their ineligibility is entered into the system and those applicants are given time to complete their application correctly until the end of the application deadline. The application of the candidate who does not complete his/her application correctly until the given deadline shall not be evaluated.

Evaluation of Applications

ARTICLE 10- (1) The University is free whether or not to evaluate the applications and fill the announced quotas. Having fulfilled the application requirements does not necessarily mean being admitted to a program.

(2) The applicants who apply to the programs that admit students via the Aptitude Test are to be assessed by the administering jury of the Aptitude Test.

(3) The Commission for International Student Admission and Placement is established in order to evaluate the applications and place the eligible applicants to the respective educational programs. The Rector appoints 2 (two) members of this Commission among the full-time faculty members who work in the academic units of the University to serve for 3 (three) years. Serving under the chairmanship of the Vice-Rector appointed by the Rector, the commission consists of a total of seven (7) members, two of whom are faculty members, as well as the head of the Registrar's Office, the coordinator and vice-coordinator of the International Students Office and a member appointed from the International Relations Office. Decisions are taken by the majority of the attendees. Members whose terms have expired can be re-appointed. The secretariat of the commission is carried out by the Registrar's Office.

(4) The Commission ranks the applicants meeting the required criteria according to their scores achieved in the exams specified in the table of the Exams and Methods Applied in the Admission of International Students to Associate and Undergraduate Programs (Table 1), and places the students with highest scores (such as, SAT scores and International Science Olympics award-holders) to the programs and departments. If equality is observed in the ranking, placement priority is given to the applicants with higher diploma grades and younger ones.

(5) Among the programs which are not allotted quota for the Placement Exam for Higher Education Institutions and cannot admit students, the University may place the international students to the ones authorized for international student admission by the Higher Education Council while the University may not place students to the programs applied to by less applicants.

(6) In the event of submitting incomplete and inaccurate documents during the application or forgery, the registration shall be cancelled by the decision of the commission even if the registration has been finalized, and legal proceedings shall be commenced.

Announcement of the Results

MADDE 11- (1) The evaluation results are announced on the main page of the University website (<http://www.nevsehir.edu.tr/>).

(2) Applicants who have been admitted to the University as a student and gained the right to register shall download the "Acceptance Letter" from the system in order to apply for "Education Annotated Visa"

Registration

ARTICLE 12- (1) Registrations are carried out by the Registrar's Office of the

University between the dates announced on the University website. Any applicant who has gained the right of registration but not finalized their registration during the periods declared or not submitted all necessary documents shall be deemed to have lost his/her right.

- (2) The documents required for registration are:
 - a) the original and certified translation of the high school diploma,
 - b) "Equivalence Certificate" obtained from the Ministry of National Education of the Republic of Turkey or the Embassies or Consulates of the Republic of Turkey, showing that the high school diploma is equivalent to the diplomas obtained from Turkish high schools,
 - c) the original and certified translation of the high school transcript,
 - d) the original and certified translation of the Exam Result Document used in the placement,
 - e) the original of the passport and the certified translation of the page showing the identity information,
 - f) bank receipt showing that the tuition fee has been paid,
 - g) educational visa obtained from the Embassies of the Republic of Turkey in the countries,
 - h) 2 passport size photographs (taken within the last 3 months),
 - i) financial assurance document,
 - j) a committee report from a full-fledged hospital from candidates placed in programs that require a medical report,
 - k) certificate of residence,
 - l) foreigner identification number (received within 15 days after the registration date),
 - m) the result document of Central Examination (TQDK) conducted by Azerbaijan Republic State Examination Centre (approved by foreign representative office or notary public) for candidates of Azerbaijan nationality.
- (3) Those who have C1 and C2 certificates in Turkish according to the Common European Framework of Reference for Languages shall begin their education. Those who do not have a certificate shall take the certificate exam at Nevşehir Hacı Bektaş Veli University Turkish and Foreign Language Teaching Application and Research Centre. Those who do not have at least a C1 level certificate shall be considered to be on leave for 1 (one) year. Candidates who cannot obtain at least C1 level certificate within one year shall be given an additional period of 1 (one) year. At the end of the second year, the records of those who fail shall be deleted. Those who receive at least C1 level certificates shall start their education. Foreign students placed within the scope of Turkey scholarships shall be excluded from this scope, and students whose scholarships have been terminated after failing to receive a C1 certificate within one year shall benefit from additional time if they receive education on their own.
- (4) Candidates who have completed their secondary education in Turkish high schools affiliated with the Ministry of National Education are considered to have sufficient Turkish.

The education status of students who are registered to a department/program but will continue their education at TÖMER due to insufficient Turkish language proficiency is reported to YÖKSİS as "Higher Education Turkish Preparatory Class Student" and their class as "Preparatory Class".
- (5) Newly registered students must apply to the Student Affairs Department with the necessary documents (Residence permit application form, general health insurance, passport photocopy, document showing the address of residence, student certificate, 4 biometric photographs, receipt showing that the residence permit fee has been paid) within 10 (ten) working days from the date of registration to the University. Students who receive their residence permit cards issued by the Provincial Directorate of Immigration Administration must present their cards to the Student Affairs Department within 15 (fifteen) days from the date of receipt.
- (6) Candidates who do not make their final registration between the specified dates cannot claim any rights.

- (7) Those who make false statements and falsify the requested documents, even if they are successful in the exams, shall not be registered. Even if the candidate registration or final registration is made according to false information and documents and missing documents, the registration of the students shall be deleted.

International students can change the university they are enrolled in only once in the same academic year.

- (8) The passport or security records of the candidates who apply with a diploma obtained through formal education from a high school abroad shall be checked for entry and exit to the country where the diploma was obtained, and if the period of stay in the relevant country does not support the formal high school education, the records of those who apply with these diplomas shall be deleted.

PART 3

Obligations of academic units

ARTICLE 13- (1) Academic units are obliged to determine the quotas for foreign students who will come to the University to study and present them to the Rectorate to be discussed in the Senate until the end of February every year.

- (2) Relevant academic units are obliged to form an Academic Advisory Board consisting of 3 (three) lecturers, at least one of whom has the title of "doctoral faculty member", in order to help international students, adapt better and faster to the University and cope with the problems they encounter. Academic Advisory Board meets with students at least 3 (three) times in each academic year (Fall and Spring) and reports the results of these meetings to the International Student Office.
- (3) The registrations of international students who do not select a course for two consecutive years and who are convinced that they will not continue their education by not paying the fee are deleted with the recommendation of the relevant academic unit Board of Directors and the decision of the University Board of Directors.
- (4) Those who have completed their maximum period but have an indefinite right to take an exam due to failing a single course cannot benefit from student rights (YÖKSİS submissions are made "Passive".)
- (5) International students who have student rights but cannot register for a semester course because they do not have a course to take are actively sent to YÖKSİS..

Obligations of the Rectorate

ARTICLE 14- The Rectorate is responsible for

- (1) determining the principles regarding the selection of international students who will come to the University to study within the framework of the provisions of this directive, taking into account the opinions of the Academic Units, and ensuring that they are discussed and resolved by the University Senate until the end of May each year, and notify the Council of Higher Education,
- (2) the admission and registration of international students,
- (3) preparing documents and catalogs promoting the University in order to enable international students to choose NEVÜ and distributing them to the necessary places,
- (4) participating in education fairs abroad in order to promote the University,
- (5) establishing an international student office within the University in order to assist international students,
- (6) preparing the information system to which the candidates will apply.
- (7) Delivering the residence permit application documents submitted by the students to the Student Affairs Department to the Provincial Directorate of Immigration Administration within 15 (fifteen) days,

Obligations of international students

- MADDE 15-** (1) Foreigners who come to or stay in Turkey for the purpose of studying at all levels or learning Turkish are obliged to take the necessary procedures and obtain the documents according to Turkish laws.
- (2) They are obliged to notify the academic unit they are registered to within 15 (fifteen) days of any changes in their personal, marital and educational status.
- (3) Students who want to obtain/extend their residence permits are obliged to apply through the website of the Directorate of Migration Management at <https://e-ikamet.goc.gov.tr> and to make the said applications within the validity period of the visa or visa exemption, residence permit issued for different purposes, or residence permit substitute documents, if any.
- (4) Foreign students who have lost their residence permit or passport, immediately apply to the relevant authorities and get a new one within 15 (fifteen) days.
- (5) Foreign students who change their education institutions or residence addresses must notify the local police authorities of the places they have left or transferred within 48 (forty-eight) hours.
- (6) They are obliged to take out health insurance by applying to the Social Security Institution within maximum 3(three) months from the date of registration.

PART 4

Regulation to be applied in Education

The Regulation

ARTICLE 16- (1) International students studying in associate and undergraduate programs are subject to the provisions of Nevşehir Hacı Bektaş Veli University Associate Degree and Undergraduate Education Regulations in matters related to education.

Medium of Instruction

ARTICLE 17- (1) The medium of instruction at the university is Turkish, except for the programs specified in the Higher Education Institutions Exam Guide.

(2) Candidates who have the right to enroll in the departments of the university with compulsory foreign language preparatory class or intensive foreign language education are subject to the provisions of the "Nevşehir Hacı Bektaş Veli University School of Foreign Languages Education-Teaching and Examination Directive".

PART 5

Miscellaneous Provisions

Matters not regulated in the directive

ARTICLE 18- (1) The decision of the University Senate is applied in matters not regulated in this directive regarding international students with the relevant laws and regulations.

Enforcement

ARTICLE 19- (1) This Directive enters into force after the approval of the Council of Higher Education.

(2)

Nevşehir Hacı Bektaş Veli University Foreign Student Directive, which was accepted by the Senate decision dated 12.07.2019 and numbered 2019.16.101, has been abolished.

Execution

ARTICLE 20- (1) The provisions of this Directive are executed by the Rector.

| Senate Decision Accepting the Directive, | |
|---|---------------|
| Date | Number |
| 24.02.2022 | 2022.07.48 |
| Senate Decision on the Adoption of the Directive | |
| 16.06.2023 | 2023.22.63 |
| 12.07.2024 | 2024.17.48 |

| TABLE 1 - Exams and Methods Accepted in Application for Associate Degree and Undergraduate Level International Students | | | | |
|---|---------------|--|--|--|
| Order of Priority | Country | Diploma - Exam | Requirements | The period of Validity |
| 1 | Turkish | TR- YÖS | | |
| 2 | International | SAT (Scholastic Aptitude Test) | "Math" and "critical reading" tests at least 1100 out of 1600 overall score and a minimum score of 600 out of 800 on the "math" test | University Entrance Exam (valid for 2 years) |
| 3 | International | International Science Olympiads | Gold, silver, or bronze medalists in the International Science Olympics recognized or attended by TÜBİTAK | Indefinite |
| 4 | International | IB (International Baccalaureate) | Minimum 30 (IB) diploma grade | Indefinite |
| 5 | Germany | ABITUR | Minimum 4 points | Indefinite |
| 6 | International | GCE (General Certificate Training) | A level in at least 3 subjects, at least one of which is related to the applied program | University Entrance Exam (valid for 2 years) |
| 7 | International | ACT (American College Test Evaluation) | 21 points out of 36 in the Mixed Exam, which includes Mathematics and Science departments. | University Entrance Exam (valid for 2 years) |
| 8 | International | West African Examination Board (WAEC) or West African Secondary Certificate Examination (WASSCE) | A minimum of B3 in Nigeria and a minimum of C in Ghana in all four subjects | Indefinite |
| 9 | All countries | High School Diploma Grade | Minimum Grade Required: 60% | Indefinite |