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**Application for Admission (2015-2016)**

**Master Programs**

**Deadlines**

Khazar University accepts applications throughout the academic year until the programs are full. It is in your interest that your application with the accompanied materials is registered before the following dates:

**May 15:** if applying for the **Fall Semester**

**October 31:** if applying for the **Spring Semester**

**Directions**

Please read these directions very carefully. Failure to follow the guidelines below may result in the withdrawal of your application from the selection process.

1. Clearly type or print (in ink) all the requested information in English.
2. All sections of the application form must be completed.
3. All documents issued in another language must be translated into English by either an official translation service or your university/college.
4. Your application should be accompanied by two letters of reference written by people who can evaluate your academic abilities and suitability for the program of study you are intending to pursue.
5. Applicants who wish to apply to more than one school or program of the University must submit a corresponding number of copies of this application form, together with all the accompanying documents.
6. Completed Application Form could be sent to the International Affairs Office by email or post**,** delivered in person or faxed to the University no later than the deadline. When sent via email scanned copies of all required documents should be attached. Attachments should clearly indicate the applicant’s name and the school applied to.

**Admission Requirements**

All applicants are required to:

1. Complete and submit the official Khazar University Application for Admission (this form)
2. Hold a bachelor degree or equivalent
3. Demonstrate English language proficiency. Standardized English language test scores are not compulsory. However, the applicants with standardized scores (valid TOEFL/IELTS scores) will have competitive advantage. If a candidate intending to study at a graduate level (Master’s or PhD) does not have sufficient English language skills, he/she will have to enroll in an English Language Course at Khazar University before taking degree-related subjects/courses.
4. Submit the following documents:
5. Medical Examination Certificate
6. Full Resume or Curriculum Vitae
7. Copy of bachelor degree certificate or diploma
8. Copy of official transcript(s)
9. Standardized English language test scores (valid TOEFL/IELTS scores: expired scores are not accepted) – if available
10. Personal Statement in English addressing academic interests and objectives, professional experience and future goals
11. At least two references from individuals who can evaluate applicant's academic or professional skills and experience

**Academic Programs Information**

*Please indicate academic program to which you are applying.*

Tick one that you choose

|  |  |
| --- | --- |
| **THE SCHOOL OF ENGINEERING AND APPLIED SCIENCES** | |
| ❑ Computer Science | ❑ MS |
| ❑ Computer Engineering | ❑ MS |
| ❑ Petroleum and Gas Engineering | ❑ MS |
| ❑ Electronics and Telecommunications | ❑ MS |
| **THE SCHOOL OF ECONOMICS AND MANAGEMENT** | |
| ❑ Finance | ❑ MBA |
| ❑ Accounting and Auditing | ❑ MBA |
| ❑ Business Administration | ❑ MBA |
| ❑ Management | ❑ MBA |
| ❑ Project Management | ❑ MBA |
| ❑ World Economics | ❑ MBA |
| ❑ Marketing | ❑ MBA |
| **THE SCHOOL OF HUMANITIES AND SOCIAL SCIENCES** | |
| ❑ Area Studies (European Studies, American Studies, Asian Studies, Middle Eastern Studies) | ❑ MA |
| ❑ International Relations | ❑ MA |
| ❑ Political Science | ❑ MA |
| ❑ Translation Studies | ❑ MA |
| ❑ English Language | ❑ MA |
| ❑ English Literature | ❑ MA |
| ❑ Psychology | ❑ MA |
| ❑ Clinical Psychology | ❑ MA |
| **THE SCHOOL OF EDUCATION**  **(language of instruction is Azerbaijani Turkish)** | |
| ❑ Azerbaijani Language | ❑ MA |
| ❑ Azerbaijani Literature | ❑ MA |
| ❑ History and Philosophy of Education | ❑ MA |
| ❑ Organization and Management of Education | ❑ MA |

**Personal Data**

**Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Family First Middle

**Title** ❑ Mr. ❑ Mrs. ❑ Ms. ❑ Other *(please indicate****)* \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender** ❑ Male ❑ Female

**Marital status** ❑ Single ❑ Married ❑ Divorced

**Mailing address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Home telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Business telephone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

country and city codes country and city codes

**Fax \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date of birth \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Citizenship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Month/day/year

**International Passport Number** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Expiration Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Academic Background**

*Indicate all academic institutions (including study abroad programs) you have attended or are currently attending with the most recent listed first.*

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| --- | --- | --- | --- |
| **Institutions**  **(city, state/country)** | **Dates**  **attended** | **Diplomas,**  **certificates, degrees** | **Field of study** |
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**Professional Experience**

*Please begin with the most recent and add fields if necessary*

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| **Employer/Institution** | **Period of Employment** | **Position and Duties** |
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**Languages**

**Your native language** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Other languages you speak, read or write** *(please categorize as "excellent,", "good," and "poor")*

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
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**References**

Each applicant should submit at least two (2) letters of reference. Letters of reference must be written by people who can evaluate your academic abilities and suitability for the program of study you are intending to pursue.

|  |  |  |  |
| --- | --- | --- | --- |
| **N** | **Full Name** | **Institution/Organization/**  **Company** | **Contact Information**  **(phone number/email)** |
| **1** |  |  |  |
| **2** |  |  |  |

**Personal Statement (max 500 words)**

Your personal statement should address your academic interests and objectives, professional experience and future goals.

**Tuition**

The annual tuition fee for all programs is AZN 5000. The tuition does not include accommodation or living expenses. Khazar University reserves the right to change the tuition fees from year to year.

**\*\*\*Important Information\*\*\***

**Before starting his/her studies at Khazar University, an international student must pay at least one year’s tuition fee.**

**Tuition Fee Refund Policy**

**The paid tuition fee is refundable if:**

The accepted student has changed his/her mind about studying **before arriving** in Azerbaijan. In this case the tuition fee will be refunded excluding the 20% of the payment amount.

**The paid tuition fee is NOT refundable if:**

The accepted student has changed his/her mind about studying **after arriving** in Azerbaijan.

**Scholarship**

Khazar University provides two scholarships for applicants of every country (Khazar University International Scholarship Program: KUISP). The scholarship covers the total amount of the tuition fee for the whole program of study at the University in either undergraduate or graduate studies. If you want to apply for the scholarship, please tick the appropriate box below, download the KUISP Application Form from the International Affairs Office website, fill it in and submit it along with the full application package.

Are you applying for KUISP: Yes 🞏 No 🞏

Completed Application Form should be sent to the International Affairs Office **by email or post.**

|  |  |
| --- | --- |
| **Email:** | **Post:** |
| [international@khazar.org](mailto:international@khazar.org)  (all required documents referred to in “Admission Requirements” of this application form should be scanned and attached) | Khazar University  International Affairs Office  11 Mehseti Street,  Baku, AZ1096, Azerbaijan |

**How did you hear about Khazar University?**

❑ Friend

❑ Web search

❑ Agency

❑ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_