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**Application for Admission**

**2017-2018 Academic Year**

**Master Programs**

**Admission**

Khazar University accepts applications only in one round in an application year. It is in your interest that your application with the accompanied materials is registered before the deadline:

**Deadline: 17:00 (5:00 PM) Baku time on Saturday, April 15, 2017**

**Directions**

Please read these directions very carefully. Failure to follow the guidelines below may result in 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. Completed Application Form could be sent to the International Affairs Office by email/post or delivered in person to the University no later than the deadline. Applicants are encouraged to apply via email. When applying via email:
* Indicate your full name and school applied to in the subject line;
* Send your application form and all required documents in PDF format (JPG, GIF, etc. file formats will not be accepted);
* Label/title all attachments properly (for example, Your Full Name\_CV, Reference letter\_1, etc.)

**Admission Requirements**

All applicants are required to submit the following:

* Master Application for Admission Form
* Bachelor Degree Diploma
* Academic Transcripts of Records
* Statement of Purpose
* Curriculum Vitae (CV) or Resume
* Medical Examination Certificate
* Copy of International Passport
* Two Reference Letters

Optional:

* Standardized English language test scores (valid TOEFL/IELTS scores: expired scores are not accepted)

**Academic Programs Information – Academic Year of 2017-2018**

*Please indicate academic program to which you are applying. If you are applying to more than one program, please list them in order of preference in the corresponding boxes.*

|  |  |
| --- | --- |
| **SCHOOL OF ENGINEERING AND APPLIED SCIENCES** | **Order of Preference** |
| ❑ MS in Computer Engineering | ❑ |
| ❑ MS in Computer Science (Software Engineering) | ❑ |
| ❑ MS in Computer Science (Informatics) | ❑ |
| ❑ MS in Petroleum Engineering (Oil and Gas Reservoir Engineering) | ❑ |
| ❑ MS in Electronics and Telecommunications (Electronics and Automation) | ❑ |
| **SCHOOL OF HUMANITIES AND SOCIAL SCIENCES** |
| ❑ MA in Political Science (World Political Processes) | ❑ |
| ❑ MA in Political Science (Conflictology) | ❑ |
| ❑ MA in Area Studies (European Studies) | ❑ |
| ❑ MA in International Relations and Diplomacy | ❑ |
| ❑ MA in History and Theory of International Relations | ❑ |
| **SCHOOL OF ECONOMICS AND MANAGEMENT** |
| ❑ MBA (General) | ❑ |
| ❑ MBA in Banking | ❑ |
| ❑ MBA in Financial Management | ❑ |
| **SCHOOL OF EDUCATION** |
| ❑ Educational Management | ❑ |

**Personal Data**

**First name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Surname \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Gender** ❑ Male ❑ Female

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

**Permanent address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Current address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

country and city codes country and city codes

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

**Skype \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Day/month/year

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

 Day/month/year

**Academic Background**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **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*

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

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

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

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

*Each applicant should submit 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. Indicate the names of your referees below and attach the reference letters to your application.*

|  |  |  |  |
| --- | --- | --- | --- |
| **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. Please type below or attach as a separate file.*

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**Tuition**

The annual tuition fee for all programs is USD 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 a limited number of merit- and need-based scholarships for applicants of every country. Khazar University International Scholarship Program (KUISP) covers the total amount of the tuition fee for one academic year subject to prolongation based on the academic performance of the grantee.

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 🞏

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

❑ Friend

❑ Current student

❑ Alumna/alumnus

❑ Web search

❑ Social platforms (Facebook, Twitter, Instagram) (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

❑ Agency/agents (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Master Submission Checklist**

Please check the list below to make sure you have all required documents along with your application and put tick if they are in place.

Required:

* Master Application for Admission Form
* Bachelor Degree Diploma
* Academic Transcripts of Records
* Statement of Purpose
* Curriculum Vitae (CV) or Resume
* Medical Examination Certificate
* Copy of International Passport
* Two Reference Letters

If all of the above are ticked, your application is complete and ready to be submitted.

The following two documents are optional:

* Standardized English Language Test Scores (valid TOEFL/IELTS scores)

Completed Application Form along with all the required documents should be sent to the International Affairs Office **by email or post NO LATER** than **17:00 (5:00 PM) Baku time on Saturday, April 15, 2017**.

**Electronic submissions are highly encouraged.**

|  |  |
| --- | --- |
| **Email:** | **Post:** |
| international@khazar.org(all required documents referred to in “Admission Requirements” of this application form should be scanned and attached) |   Khazar UniversityInternational Affairs Office41 Mehseti Street,Baku, AZ1096, Azerbaijan |

I understand that this application is for admission only for the term indicated. I agree that I am bound by the University’s regulations concerning the application deadline and admission requirements.

I certify that this information is complete and accurate. I understand that making false or fraudulent statements within this application or residency statement will result in disqualification of application, denial of admission and invalidation of credit or degrees earned.

If admitted, I agree to abide by the policies of Khazar University. Should any information change prior to my entry into the University, I will notify the International Affairs Office. I understand and accept the tuition fee policy of the University.

❑ Yes, I understand and agree to the terms listed above.

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