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**Application for Admission**

**2024-2025 Academic Year**

**Master Programmes**

Khazar University is a private institution of higher education and research, located in Baku, the beautiful, very safe, and multi-cultural capital city of Azerbaijan. It is one of the leading universities in the country and a broader region. The university derives its reputable name from ‘Xəzər dənizi’ or the Caspian Sea. Our academic programmes combine all competitive advantages of Azerbaijan as a major supplier of energy resources for the region (two-thirds of the country is rich in natural gas and oil), a land of unique cultural heritage that naturally unifies many civilisations, and a developer of many international trading routes and positive business initiatives. We welcome your application!

**Admission**

Khazar University accepts applications only in one round each academic year. It is in your interest that your application with the accompanied materials is registered before the following deadlines:

**Deadline: 18:00 (6:00 PM) Baku time on 15 May 2024 (admission application fee USD 25.00)**

**Directions**

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

1. Clearly type 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 the program applied for 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, *et cetera*)

**Admission Requirements**

All applicants are required to submit the following:

* Master’s Application for Admission Form
* Under-graduate Degree’s Certificate/Diploma
* Secondary School Certificate
* Academic Transcripts of Records
* Statement of Purpose
* Curriculum Vitae (CV) or Resume
* Medical Examination Certificate
* Copy of International Passport

Optional:

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

**Academic Programmes – Academic Year of 2024-25**

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

**Master of Arts:**

MA in Area Studies (European Studies)

MA in Educational Administration

MA in International Relations (Diplomacy)

MA in International Relations (History and Theory)

MA in Linguistics

MA in Translation

MA in Political Science (World Political Processes)

MA in Political Science (Conflict Studies)

**Master of Science:**

MS in Computer Engineering

MS in Computer Science (Informatics)

MS in Computer Science (Software of Computer Systems and Networks)

MS in Electronic Devices

MS in Electronics and Automation

MS in Economic Theory

MS in Economic Regulation

MS in Finance (Financial Management)

MS in Petroleum -Gas Engineering (Development of oil and gas field)

MS in Psychology

MS in Clinical Psychology

**Master of Business Administration:**

MBA (General)

MBA (Accounting)

MBA (Management)

MBA (Marketing)

MBA (Mediation)

MBA (Finance)

MBA (Project Management)

MBA (Tourism and Hotel 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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Professional Experience**

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

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

**Extracurricular Activities**

*Please list extracurricular activities in the last 3 years. Please type below or attach as a separate file.*

*Certificates, diplomas proving extracurricular activities could also be attached (optional).*

|  |
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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** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**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 5,000. The tuition fee does not include accommodation or living expenses. Khazar University reserves the right to change the tuition fee from year to year.

**NOTA BENE: Before commencing the studies at Khazar University, an international student must pay the application fee and, at least, one year’s tuition fee (less scholarship, if applicable).**

**Application and Tuition Fee Refund Policy**

**The application fee is non-refundable regardless of the outcome of the application process.**

**The paid tuition fee is partially refundable if** the accepted student (who received Khazar University’s Offer of Admission) has changed his/her mind about studying **before arriving** in Azerbaijan – in this case the tuition fee will be refunded less 10% of the amount paid. If the accepted student (who received Khazar University’s Offer of Admission) has changed his/her mind about studying **after arriving** in Azerbaijan but before his/her contract with Khazar University is signed, the tuition fee will be refunded less 20% of the amount paid only on the condition of the student’s departure from Azerbaijan. **After arriving in Azerbaijan and having signed the contract** with Khazar University, the student’s paid tuition fees cannot be refunded back to the student.

**Scholarship**

Khazar University provides a limited number of merit-based scholarships. The applicant does not need to apply for a scholarship – if eligible, Khazar University will notify the applicant in the Offer of Admission. If offered, the scholarship will be reviewed on the annual basis by an appointed academic panel at Khazar University and may be extended for the next year of study, provided that the student’s academic performance is considered up to its level.

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

❑ Friend

❑ Current student

❑ Alumna/alumnus

❑ Web search

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

❑ Keystone platform

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

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

**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:

* Application for Admission Form
* Under-graduate Degree’s Certificate/Diploma
* Secondary School Certificate
* Academic Transcripts of Records
* Statement of Purpose
* Curriculum Vitae (CV) or Resume
* Medical Examination Certificate
* Copy of International Passport

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

The following two documents are optional:

* Standardized English Language Test Scores (valid TOEFL/IELTS scores) – optional
* Certificates Proving Extracurricular Activities

Completed Application Form along with all the required documents should be sent to the International Affairs Office **by email or post NO LATER** than **18:00 (6:00 PM) Baku time on 15 May 2024.**

**Electronic submissions are recommended and highly encouraged**

|  |  |
| --- | --- |
| **Email:** | **Post:** |
| [**admissions@khazar.org**](mailto:admissions@khazar.org)  (all required documents referred to in ‘Admission Requirements’ of this application form should be scanned and attached) | Khazar University  International Affairs Office  41 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 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 Khazar University.

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

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