

**APPROVED**

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International Relations  
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April 5, 2024**



## **Admission Rules for International Students at Sumgayit State University**

## *Introduction*

One of the key objectives outlined in the Strategic Development Plan of Sumgayit State University for 2024–2028 is to accelerate internationalization and branding. Within this framework, several targets have been set, and actions have been planned to achieve them. One of the main strategic activities in the direction of internationalization is the admission of international students. The process of admitting international students to Sumgayit State University, as well as the supervision of this process, is carried out by the Department of International Cooperation and Foreign Students, which operates under the supervision of the Vice-Rector for International Relations.

## *Application Procedures*

The admission of international students to Sumgayit State University is carried out in accordance with the relevant legislation of the Republic of Azerbaijan. Specifically, the process is regulated by the “Rules on education of citizens of the Republic of Azerbaijan in foreign countries and of foreigners and stateless persons in the Republic of Azerbaijan,” approved by Resolution No. 125 of the Cabinet of Ministers of the Republic of Azerbaijan dated May 1, 2015.

Foreigners<sup>1</sup> who wish to study in the Republic of Azerbaijan apply electronically through the “Electronic Document Submission” subsystem of the “Higher and Secondary Specialized Education Subsystem” (hereinafter AOİTAS) of the Ministry of Science and Education of the Republic of Azerbaijan via the portal.edu.az website. Applications are registered in the AOİTAS system, and a personal account is created for each applicant. Applicants can monitor the status of their application through this account. They must complete the “Electronic Application” and upload scanned copies of the following documents:

## *Required Documents for Registration*

- A legalized (or apostilled<sup>2</sup>) copy of the educational document(s) confirming the courses completed and grades obtained at the previous level of education, and a notarized translation of this document into Azerbaijani;
- A medical certificate confirming overall health and the absence of HIV, Hepatitis B, and C viruses;
- A valid travel document (passport);
- A language proficiency certificate, if the language of instruction is Azerbaijani. In the absence of a certificate, a language proficiency exam is conducted by a university-established Commission. If the Commission considers the applicant’s language skills “satisfactory,” the applicant is admitted directly to the corresponding level of education. If the language proficiency is deemed insufficient, the student is required to attend a preparatory Azerbaijani language course.
- Copies of any honorary awards, certificates, diplomas, or other such documents (if available).

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<sup>1</sup> Except for foreigners with permanent residence permits or dual citizenship. Foreign nationals in this category can only be admitted to the university by participating in the entrance examinations organized by the State Examination Center (SEC).

<sup>2</sup> This requirement does not apply if the international student has completed their full secondary education within the territory of the Republic of Azerbaijan.

### *Additional Documents Required for Doctoral Level Registration:*

- Bachelor's and Master's diplomas, transcripts, and diploma supplements;
- Apostilled and notarized translation of the bachelor's and master's diplomas, transcripts, and supplements (if obtained abroad);
- Recognition (nostrification) of the bachelor's and master's diplomas;
- Curriculum vitae (CV);
- List of published scientific works;
- Personal registration form for personnel records;
- Reference letter from the workplace;
- Extract from the employment record book.

### *Language of Instruction*

Depending on the program, international students may pursue their studies in the following languages:

- Azerbaijani
- English

According to legislation, applicants are exempt from language proficiency assessment in the following cases:

- Those who have previously studied in an educational institution in the Republic of Azerbaijan and are applying for the next level of education;
- Graduates of educational institutions that meet the legal requirements of their country;
- Applicants who submit proof of residence in the Republic of Azerbaijan within 90 (ninety) days from the date of official admission to a vocational, general, or full-time higher or secondary specialized educational institution.
- Applicants for English-taught programs must submit an international English language proficiency test score (minimum scores: IELTS 5.0 or TOEFL 40 for undergraduate level; IELTS 5.5 or TOEFL 50 for higher levels).

Those who are not exempt from language proficiency evaluation will have their knowledge tested by the university.

Applicants to Azerbaijani-taught programs who are not exempt and fail to achieve a satisfactory result may enroll in a 6-month or 1-year preparatory language course at the university. Upon successful completion, they are eligible to begin their studies in the chosen academic program.

### *Evaluation and Admission*

If all submitted documents are in order and the applicant is either exempt from the language exam or achieves a satisfactory result in the university's language test, they will undergo a security screening in accordance with the university's safety protocols. Afterward, the applicant must upload proof of tuition fee payment to the AOİTAS system.

Finally, the applicant's status in the system will be updated to **"Eligible for Admission"**. Based on the student's request, the university may also issue an official **Letter of Invitation**.

To complete the admission process, a **bilingual agreement** (in Azerbaijani and English) is signed between the student and the university.

## *Temporary Residence Permit*

Foreigners and stateless persons admitted to full-time education at the university are required to register with the **State Migration Service of the Republic of Azerbaijan**. Upon registration, students receive the right to **temporary residence** for a period of one year.

To apply for or extend a temporary residence permit in the Republic of Azerbaijan, the following documents must be submitted:

- Application form;
- Copy of passport or other travel document;
- Notarized copy of the birth certificate or an equivalent document (for applicants under the age of 18 without a passport);
- Medical certificate confirming the absence of viruses listed among dangerous communicable diseases (e.g., HIV, Hepatitis B and C);
- Original or notarized copy of the document confirming the basis for obtaining the residence permit (e.g., admission document);
- Two 3x4 cm photos;
- The document of the residential area where the person will be registered on (extract on the state registration of the property right from state registry of real estate, warrant for accommodation, rent or tenancy agreement or other document set forth in the legislation of the Republic of Azerbaijan);
- application of the person providing the foreigner or stateless person with a residential area (except in cases where the residential area is in the possession of the foreigner or stateless person);
- Copy of the identity document of the person providing the accommodation (unless the property belongs to the foreign applicant).