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**Application for Admission**

**2019-2020 Academic Year**

**PhD 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 Monday, April 15, 2019**

**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. 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:

* PhD Application for Admission Form
* Master Degree Diploma
* Academic Transcripts of Records
* A Research Proposal outlining the PhD research that you want to conduct
* List of Publications
* Two Reference Letters
* Copy of International Passport
* Medical Examination Certificate
* Curriculum Vitae (CV) or Resume
* Proven English Language Skills in reading and writing. Standardized English language test scores are not compulsory. However, the applicants with standardized scores (valid TOEFL/IELTS scores) will have competitive advantage.

**Academic Programs – Academic Year of 2019-2020**

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

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| --- | --- |
| ❑ Computer Science |  |
| ❑ Biochemistry |  |
| ❑ Molecular Biology |  |
| ❑ Development and Exploitation of Oil and Gas fields |  |
| ❑ Economics |  |
| ❑ Organization and Management of Enterprises |  |
| ❑ Germanic languages |  |
| ❑ Comparative Linguistics |  |
| ❑ World Literature |  |
| ❑ Educational Administration (Organization and Planning) |  |
| ❑ Construction Materials and Products |  |
| ❑ International Relations |  |
| ❑ Political Theory  |  |
| ❑ Psychology |  |
| ❑ Analysis and Functional Analysis  |  |
| ❑ Differential Equations  |  |

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**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*

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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** | **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 must 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.*

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

**Research Proposal (max. 1500 words)**

*The research proposal should address the following:*

1. *Statement of your academic interests and objectives, professional experience*
2. *A clear statement of your research topic and hypothesis*
3. *Your vision on your personal contributions to the field of your PhD study*
4. *Your vision on the timescale involved in your PhD research (including stages)*

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

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**List of Publications**

*Include publications in the recent 5 years.* *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 Excellence Scholarship covers the total amount of the tuition fee for one academic year subject to prolongation based on the academic performance of the grantee.
* Khazar University Merit Scholarships cover 75%, 50%, or 25% of the tuition fees depending on the academic performance of the applicant.

If you want to apply for the scholarship, please tick the appropriate box below, download the Scholarship Application Form from the International Affairs Office website, fill it in and submit it along with the full application package. Once you submit the scholarship form, you will be considered for selection for both Excellence and Merit Scholarships.

Are you applying for Scholarship: 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) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PhD 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:

* PhD Application for Admission Form
* Master Degree Diploma
* Academic Transcripts of Records
* A Research Proposal outlining the PhD research that you want to conduct
* List of publications
* Two Reference Letters
* Copy of International Passport
* Medical Examination Certificate
* Curriculum Vitae (CV) or Resume
* Standardized English Language Test Scores (valid TOEFL/IELTS scores)

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

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 Monday, April 15, 2019**.

**Electronic submissions are highly encouraged.**

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| --- | --- |
| **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 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:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_