BAYBURT UNIVERSITY
THE REGISTRATION GUIDELINE
FOR INTERNATIONAL STUDENTS
2025/2026

PREPARED BY
INTERNATIONAL OFFICE

STEP BY STEP ONLINE REGISTRATION

TO BAYBURT UNIVERSITY

1. In order to be a student at Bayburt University, you should use our online application website as a first step

   https://ubs.bayburt.edu.tr/Ogrenci/Ogr0121/Default.aspx

Click for application!

BAYBURT ÜNİVERSİTESİ
2008

FOREIGN STUDENT SELECTION AND PLACEMENT APPLICATION FORM

Page Language:	English ▾
Applicant's ID or Email :	
Password :	
First Entry	Login

I forgot my password

*** If this is your first application, please leave Applicant's ID and Password fields empty and click on the "First Entry" button.
*** If you have applied before, please enter your Applicant's ID and Password and then click on the "Login" button.

2. If it is your first visit, you should click "first entry", otherwise you can click "login"

BAYBURT ÜNİVERSİTESİ
2008

FOREIGN STUDENT SELECTION AND PLACEMENT APPLICATION SYSTEM

CANDIDATE STATUS

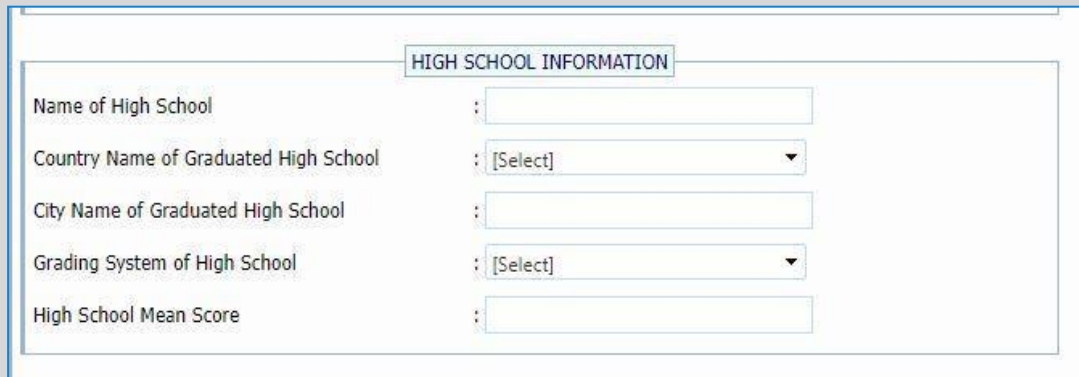|	
☐	I am a foreign citizen candidate.
☐	I am a Mavi Kart holder. ❓
☐	I quit Turkish Citizenship. (I don't have a Mavi Kart)
☐	I am a Turkish citizen candidate / I am a dual citizen candidate, one of whom is a Turkish Republic citizen. (I am a candidate who completed secondary education abroad in a foreign country except TRNC or completed high school education in high schools abroad (except TRNC) before 01/02/2013)
☐	I am a candidate who has the gceal exam results and who is a citizen of TRNC and who is resident in TRNC and who has completed secondary education. (High School) in TRNC and who has/will have the GCE AL exam results by enrolling in colleges and high schools in other countries between 2005-2010.
☐	When I was a foreign citizen, I became a citizen of Turkey with the Citizenship acquired afterwards / I am a dual citizen in this situation.

3. Then, you should provide personal, contact and, high school information
4. In the personal information section, you should upload your recent photo, then provide other required information as shown below

PERSONAL INFORMATION

Photo	: [ ] select
Name	: [ ]
Surname	: [ ]
Father s Name	: [ ]
Mother's Name	: [ ]
Nationality	: [Select] ▼
Second Nationality(If available)	: [Select] ▼
Gender	: [Select] ▼
Passport Number	: [ ]
Identity Number (If available)	[ ]
Date of Birth	: [ ] 📅
Place of Birth	: [ ]

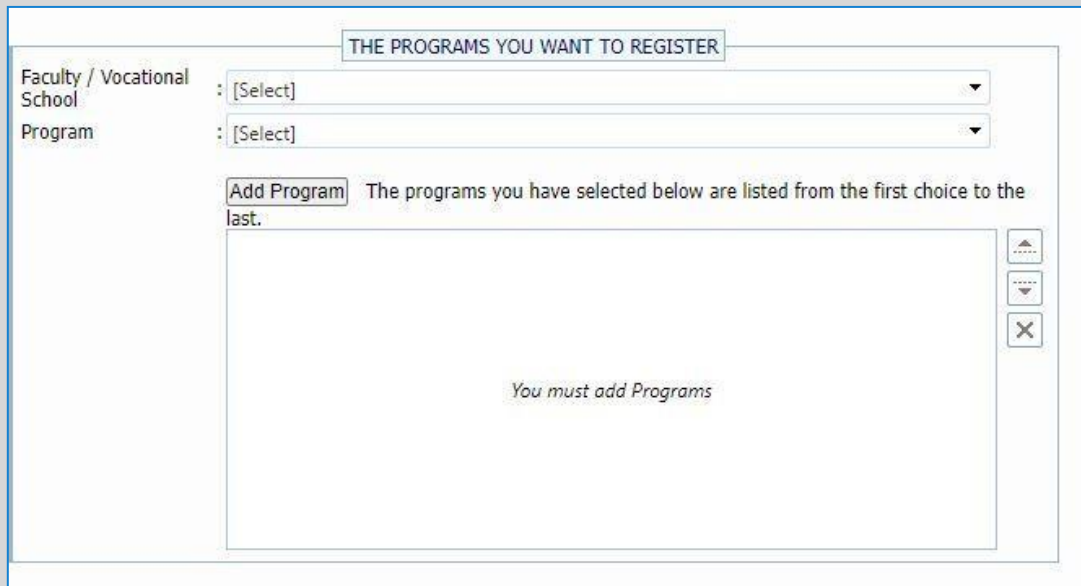5. In the contact information section, make sure you give up-to-day information, especially about your mail address

Contact Information

Address	: [ ]
City	: [ ]
Country	: [Select] ▼
Telephone Number	: [ ]
E-Mail	: [ ]

6. In the high school information section, after adding the name of your graduated high school, the country of the graduated high school, and its city name, you should select the grading system of your high school and write your high school mean score based on the grading system of your high school

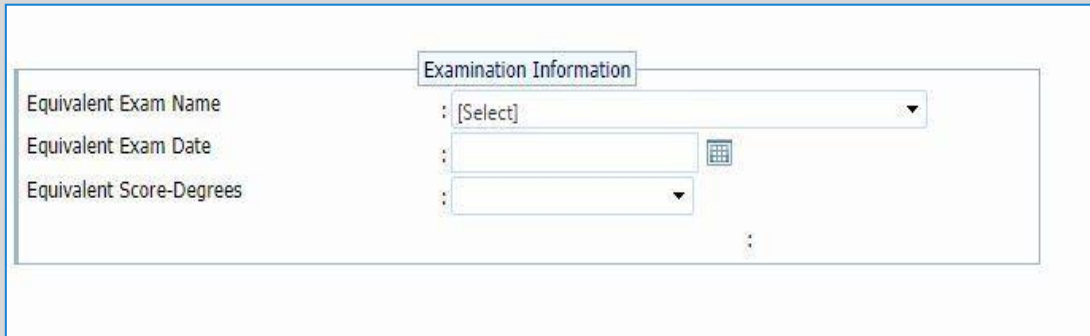7. Then, select the programs you would like to register for. You can select at least three, at most eight programs in this section
   - First of all, you should select the faculty or vocational school, then you should select the program you would like to register for.

8. After filling in the examination information section, you should upload the required documents. These are an international passport, high school diploma, receipt price for material cost, and exam result document (if available)
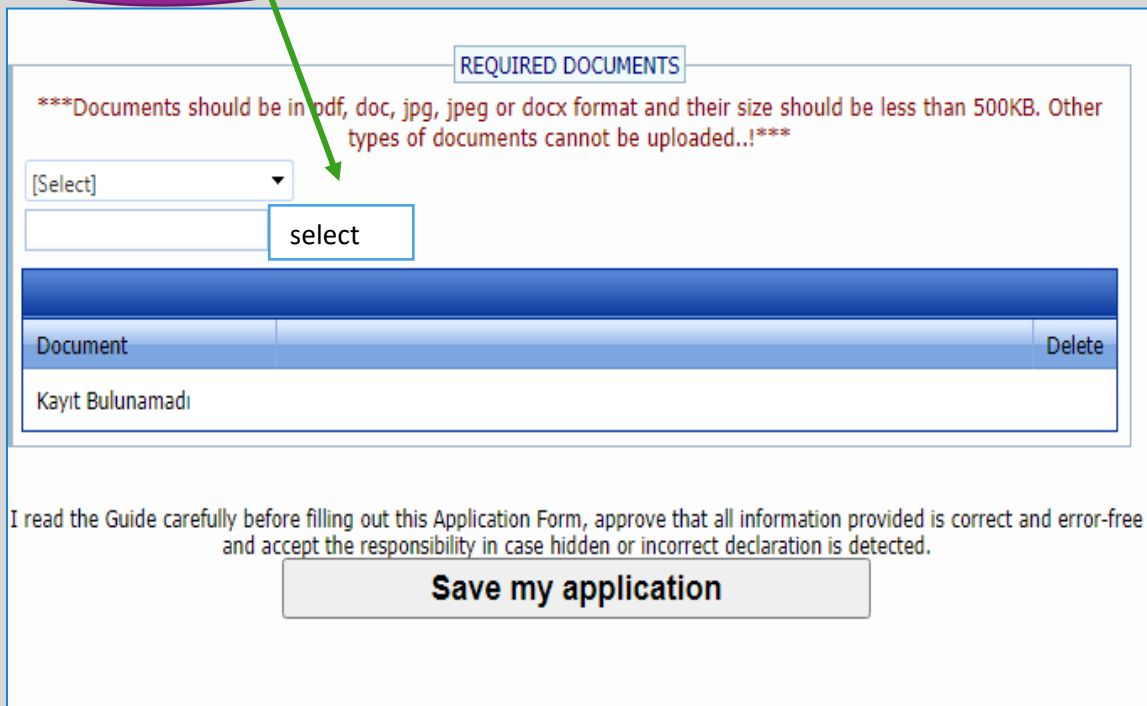
It is crucial to fill in the examination information section properly to be placed

Select the necessary documents and upload it!

It is necessary to upload the required documents. Otherwise, your application will be invalid

After these steps, be sure of saving your application!

After the online application, your application will be evaluated. You can check the results for admission on our website.

https://bayburt.edu.tr/en/uluslararasi-iliskiler

STEP BY STEP FINAL REGISTRATION

> ➢ After being accepted to an undergraduate program at Bayburt University, you should immediately start working on final registration.

> ➢ Bayburt University registration dates are announced on our website.

> ➢ You should pay utmost attention to below instructions to experience a smooth process.

> ➢ Remember, the registration process is time sensitive. You will lose your accepted status in case you are late to register. Be sure to finish your registration process in advance.

Here is the list of required documents for final registration;

• **Acceptance Letter**
• **Original High School Diploma**
• **Turkish Translation of the High School Diploma, certified by official institutions of the Republic of Turkey**
• **Transcript Showing High School Grades** (official transcripts should clearly and detailedly show the grades or scores of all courses taken)
• **Turkish Translation of the Transcript, certified by official institutions of the Republic of Turkey**
• **2 Photos** (taken within the last 6 months)
• **Valid Passport**
• **Equivalency Certificate**
• **Results of Accepted Exams** (if applicable, as per our guidelines)

1st Step: The Certificate of Equivalence (Denklik Belgesi)

The certificate of equivalence certifies that the education you have taken is equivalent to the education in Turkey. You cannot enroll at a university in Turkey without the certificate of equivalence. Thus, it should be your first step for registration.

Here is how you obtain the certificate of equivalence.

You are required to submit your original high school diploma, transcripts of all years of your education to one of the following offices and, residence permit (if available otherwise letter of acceptance)

> 1. The education counselors and education attaché office of Turkey are located in the country where you reside. Please click here

(http://abdigm.meb.gov.tr/www/yurt-disi-temsilciliklerimiz/icerik/27) to see the list of the educational attaché in your country. You may find this office inside Turkish Embassies or consulates. This is the easiest, quickest, and surest way to obtain the certificate. By getting your certificate before traveling to Turkey, you ensure you can enroll at a Turkish university.

2. Another way to obtain the equivalence certificate is the Provincial Directorates of National Education in Turkey. You can get the equivalence certificate from the Provincial Directorate of National Education in the city where your residence address is located (if available) or from the Bayburt Provincial Directorate of National Education where our university is located. The Provincial Directorate of National Education in Bayburt is close to Bayburt University. Please click to see the location of the Provincial Directorate of National Education.

https://bayburt.meb.gov.tr/www/iletisim.php

  ➢ In case you did not obtain a certificate of equivalence before you arrive in Bayburt, we would recommend you get an appointment by using the e-equivalence module: https://edenklik.meb.gov.tr/?culture=en-GB before the end of the registration period.

2nd Step: Fee

Bayburt University is a public university. Therefore, students are required to pay fees prior to the start of classes each semester. To register, you must present a receipt of the tuition fee you have paid. Do not forget to include your name, surname and passport number in the explanation section when paying the tuition fee.

You can find 2024-2025 Academic Year International Student Contribution Shares and Tuition Fees List on our website. Information for the 2025–2026 Academic Year will be announced soon.

3rd Step: Accommodation

International students have a variety of options to meet their accommodation needs throughout their educational life in Bayburt. Students can stay in private dormitories, in government student dormitories operated by the Turkish Ministry of Youth and Sport or in the apartments they rent in the city.

4th Step: Travelling to Bayburt

You have some options to arrive Bayburt. Bayburt does not have an airport for now (soon will be opened). But you can use airports in other cities. Airports are very close to Bayburt.

Cities that have airports near Bayburt
From Istanbul to Trabzon (by airport): It takes approximately 2 hours   Then from Trabzon to Bayburt: (by highway) It takes approximately 2 hours
From Istanbul to Erzurum (by airport): It takes approximately 2 hours   Then from Erzurum to Bayburt:(by highway) It takes approximately 1 and a half hours

➢ Be mindful of the important dates when you decide on your travel plans.

TÖMER (TURKISH TEACHING APPLICATION AND RESEARCH CENTER)

- For candidates admitted to programs where the language of instruction is Turkish, the start period of their studies after enrollment depends on the language proficiency score obtained from exams conducted by the Yunus Emre Institute or the TÖMER or language centers of universities affiliated with YÖK, which are aligned with the Common European Framework of Reference for Languages (CEFR). This score must be indicated on a document with a QR code or a wet signature.

- If you do not hold Turkish proficiency certificate to start your program, then you should take Turkish language proficiency exam. Please follow the updates regarding the dates of proficiency exam as the exam will not be repeated. We announce all updates on our website; https://bayburt.edu.tr/tr/turkce-ogretimi-bayutomer

- To enroll in the Turkish level assesment test, deposit 500 TL to the Ziraat Bank TR840001000245647603085001 account number of the Bayburt University. When making a deposit, you should write "BAYÜTÖMER Turkish Assesment Test" and your passport number in the explanation section. Then, submit the bank receipt, passport photocopy and 2 photographs to the Baberti Campus of the International Office.

- If you are enrolled in the associate degree program, you must have at least B1 level Turkish proficiency in order to start the program directly. If you are enrolled in an undergraduate program, you must have at least a B2 level of

Turkish Proficiency. If you cannot obtain Turkish proficiency at these desired levels as a result of the exam, you must enroll in a Turkish course.

- To enroll in the Turkish course, deposit 2750 TL (course + material fee) to the Ziraat Bank TR840001000245647603085001 account number of the Bayburt University. When making a deposit, you should write "BAYÜTÖMER Turkish Course" and your passport number in the explanation section. Then, you should send the bank receipt to sks@bayburt.edu.tr via e-mail.

- We urge you to check International Relations Office section and Turkish Teaching (BAYÜTÖMER) App. and Research Center section of our website. You will find the updates there with much effort to make the everything easier for you.

  https://bayburt.edu.tr/en/turkce-ogretimi-bayutomer

- Our team at the international office will provide answers to questions you might address. You can send e-mail to TÖMER;

  tomer@bayburt.edu.tr

5th Step: Registration

Come to Baberti campus and take along the required documents and others you submitted in your application. You should deliver required documents by appearing in person to our university for final registration. Please click here to see the location of Baberti Campus of Bayburt University. https://goo.gl/maps/QmsDaCf2jPMK5bZ6A

> ➢ First, the international office will check authenticity of your documents. Then you will be directed to the office of student affairs where you will take your student certificate.
>
> ➢ Please keep us informed throughout the process so that we may help you: international@bayburt.edu.tr

6th Step: Resindence Permit : Step-by-Step Residence Permit Process

Students who have completed their registration must apply for the residence permit document, which is mandatory throughout their education, through the official website of the Directorate General of Migration Management at https://e-ikamet.goc.gov.tr/.

After submitting the application, the student must, without waiting for the appointment date, promptly submit the residence permit application along with the student registration form and the documents specified in the form to the International Relations Office of our University. Such applications must be made within the validity period of visa or visa exemption, if any, or other residence permits or documents replacing residence permits. Otherwise, the student cannot continue attending school.

Documents to be Submitted to the International Relations Office:
1. Residence permit registration/application form (signed by the student)
2. Passport or equivalent document (original, with the "seen" annotation)
3. Document showing student status (to be obtained from student affairs)
4. 4 biometric photos
5. Valid Health Insurance (General Health Insurance or private health insurance covering the residence permit request period)
6. Document indicating the address of stay:
• If staying at own residence, a photocopy of the title deed (for extension applications, a "residence certificate" is sufficient).
• If staying with a rental agreement, a notarized copy of the lease agreement.
• If staying in hotels or similar accommodations, a document indicating the stay.
• If staying in student dormitories, a document indicating residence in the dormitory.
• If staying with a sponsor, a notarized commitment from the sponsor (if the sponsor is married, an additional commitment from the spouse is also required).
7. Receipt indicating the payment of the residence permit document fee.
8. For foreigners under the age of 18:
For those arriving with visa exemption or a visa for a different purpose, a document containing parent/guardian information (birth certificate, family certificate, etc.) and a consent form provided by the parent/guardian/legal representative (for those coming with a study visa, no consent form and parent/guardian information document will be attached).
9. National electronic notification system address (only for extension applications)

Faculty/Vocational School Name	Program Name
Faculty of Sports Sciences	Coaching Education
	Physical Education and Sports Teaching
	Sports Management
	Recreation
Faculty of Theology	Theology
Faculty of Health Sciences	Nutrition and Dietetics
	Healthcare Management
	Nursing
Faculty of Economics and Administrative Sciences	Political science and public administration
	International Business and Trade
Faculty of Engineering	Electric- Electronic Engineering
	Industrial Engineering
	Food Engineering
	Civil Engineering
	Mechanical Engineering
Faculty of Applied Sciences	Custom and Border Management
	Management Information Systems
	Emergency and Disaster Management

Faculty of Education	Primary School Education
	Elementary Mathematics Education
	Turkish Education
	English Language Teaching
	Social Studies Teaching
	Guidance and Psychological Counseling
	Pre-School Teaching
	Science Teaching
Faculty of Art and Design	Drawing
Faculty of Humanities and Social Sciences	History
	Sociology
	Turkish language and literature

Vocational School of Technical Sciences	Computer Programming
	Occupational Health and Safety
	Graphic design
	Mechatronics
	Electric
	Photography and Videography
	Health Information Systems Technician
	Biomedical Device Technology
	Private Security and Protection
Demirözü Vocational School	Veterinary Sciences
	Construction Machinery Operator
	Civil Air Transport Management
	Civil Aviation Cabin Services
Aydıntepe Vocational School	Constructıon Technology
	Child Development
	Foot Technology
	Child Protection and Care Services
	Map and Cadastre
Vocational School of Social Sciences	Office Management and Executive Assistant
	Finance
	Banking and Insurance
	Logistics
	Postal Services
	Cooking
	Business Administration
	Sports Management
	Criminal Enforcement and Security Services
	Social Security
	Medical Documentation and Secretarial
	Optician
	Emergency and First Aid

Vocational School of Health Services	Medical laboratory technics
	Aged Care
	Child Development
	Anesthesia
	Management of Health Institutions
	Pharmacy Services