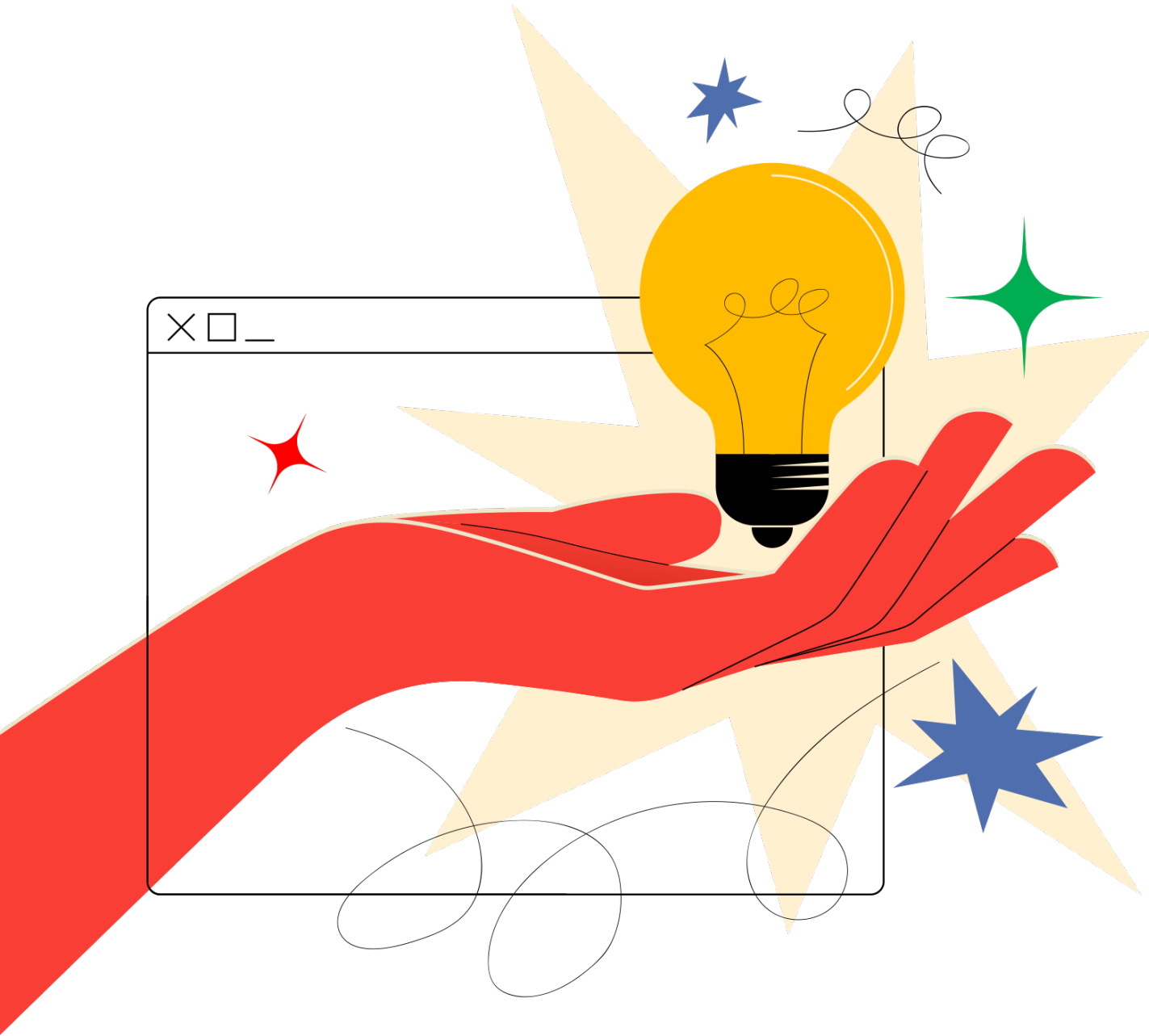


BOĞAZİÇİ UNIVERSITY OFFICE OF INTERNATIONAL RELATIONS

By N. Zeynep ATAY GÖK



Co-funded by the
Erasmus+ Programme
of the European Union



THE MISSION

The mission of the Office of the International Relations (IO) at Boğaziçi University (BU) is:

- to facilitate global engagement, cross-cultural exchange, and international partnerships.
- to create a diverse and inclusive academic environment, offering comprehensive support for students, faculty, and staff; including **international student support, study abroad programs, visa and immigration guidance, cultural exchange, and language support.**
- to seek and nurture international partnerships, adapt to global education trends, and contribute to the university's global outreach
- to ensure the safety and well-being of our international community.

The aim is to support the international community within BU.



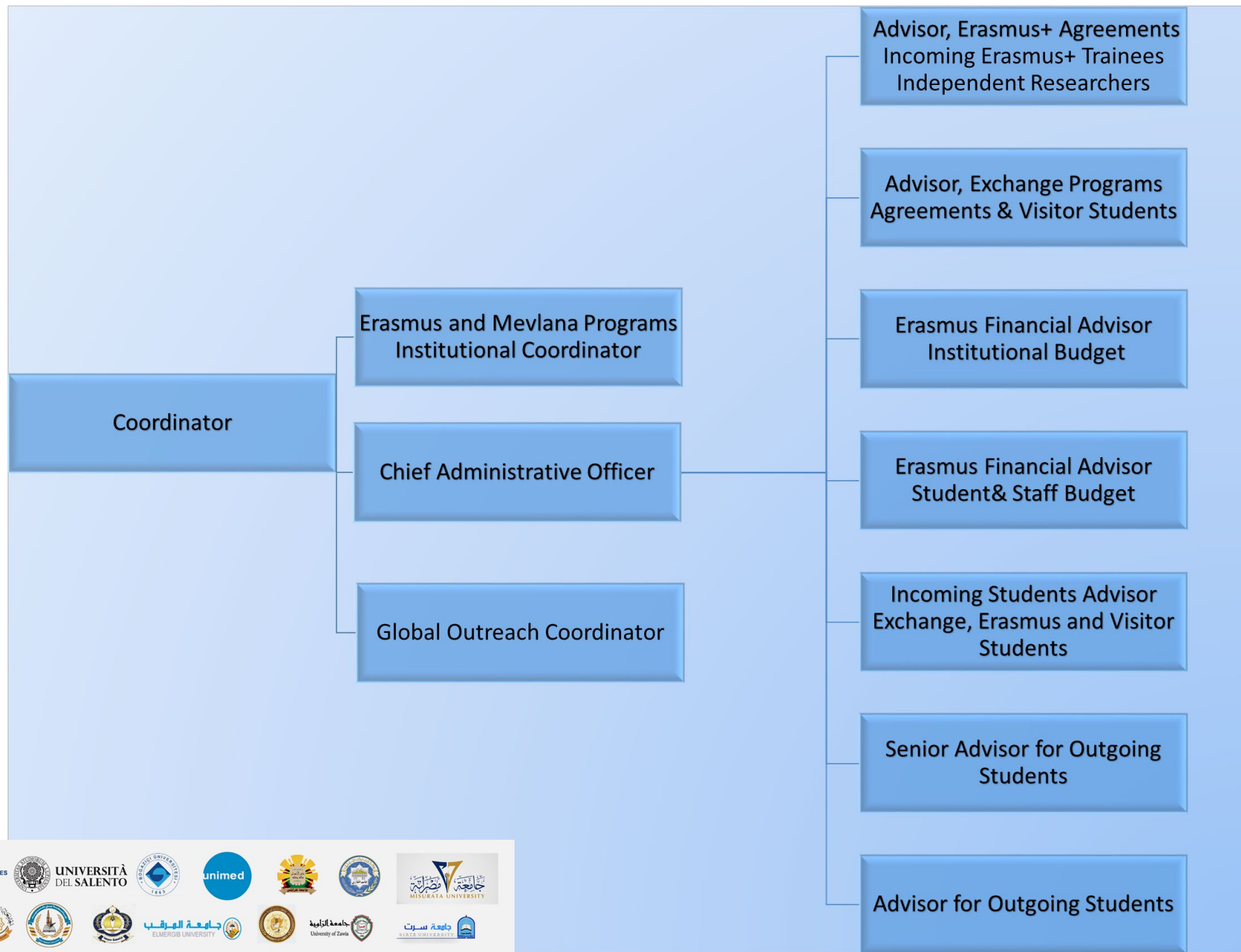
THE VISION

- *“To be a dynamic and leading force in advancing Boğaziçi University's global presence and influence, the IO envisions a future where BU thrives as a hub of international collaboration and cross-cultural exchange.*
- *The IO aspires to foster a vibrant, inclusive, and globally aware academic community, characterized by a seamless and enriching international experience for all.*
- *Commitment of the IO is to continuously expand international partnerships, empower students, faculty, and staff through comprehensive support, and contribute to the university's global recognition.*
- *The IO strives to be at the forefront of global education trends, driving innovation and ensuring the success of BU on the world stage.”*



ORGANIZATIONAL CHART





OFFICE OPERATION

Administration
Agreements Office
Incoming Office
Outgoing Office
Budget Office

PROGRAMS

Exchange
Erasmus
Visitor Student
Summer Session

ADMINISTRATION

Office Administration
Consulting degree students
Residence permit transactions

For

Students
Faculty
Staff

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AGREEMENTS OFFICE

- **Agreements** are the starting point for the whole Exchange process.
- The agreement office carries out the process of agreements for **Exchange and Erasmus programs** separately. Quotas for incoming and outgoing students are determined by the agreement and these quotas are being confirmed by the agreement office each year.
- The agreements can be between Boğaziçi University and institutions abroad in general or **between academic departments of Boğaziçi University and the departments of the higher education institutions abroad.**
- The agreements can made either in **undergraduate level** or **graduate level (Master/PhD)**



PARTNER COUNTRIES IN EXCHANGE AND ERASMUS PROGRAMS

Exchange Program Partners		Erasmus Partners	
AUSTRALIA CANADA CHINA EGYPT HONG KONG INDIA JAPAN KOREA LEBANON RUSSIAN FEDERATION	SINGAPORE SWITZERLAND TAIWAN U.S.A UNITED KINGDOM	AUSTRIA BELGIUM CZECHIA DENMARK ESTONIA FINLAND FRANCE GERMANY GREECE IRELAND	ITALY LITHUANIA NETHERLANDS NORWAY POLAND ROMANIA SLOVAKIA SLOVENIA SPAIN SWEDEN

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INCOMING STUDENTS SERVICES

1. Nomination Application
- 2 .Application Submission
3. Application Evaluation
4. Monitoring and Coordination
5. Approval and Processing
7. Tuition payments by Visitor students
8. Pre-Arrival Information and Orientation
9. Support during the semester
10. Transcript Management
11. Student survey



1. Nomination Application:

- This office is responsible for managing the nominations and applications of short-term international students.
- Each university has its own placement regulations.
- Exchange and Erasmus students must be nominated by their home universities. So the **Outgoing officers of partner institutions nominate the chosen students** to BU via e-mail.
- There are three programs on which international students can attend Boğaziçi University for one or two semesters: Exchange, Erasmus and Visitor/Freemover.
- Visitor students contact the Visiting Students Advisor and request to apply.
- **Visitor students** also fill up a nomination form and their **applications are also evaluated by the departments along with other incoming applications.**
- The IO creates an account for each student in the system and sends them a link to the online application system.



[Incoming User](#)
[Change Password](#) | [Logout](#)

- 1. Application Form
 - 2. Photo
 - 3. Statement of Purpose
 - 4. Transcript
 - 5. Letter of Recommendation
 - 6. Proof of Language
- [Submit Application](#)

INCOMING STUDENT APPLICATION FORM

APPLICATION STATUS - Exchange

Mandatory fields are marked with *

PERSONAL DATA

Name	M'	Family Name	I
Father's Name		Mother's Name	
Place of Birth		Date of Birth (*)	 (DD/MM/YYYY)
Gender (*)	☒ Male ☐ Female	Nationality (*)	SWITZERLAND
Passport No			
Contact Address	SWITZERLAND		
Tel:		Fax:	

CURRENT EDUCATIONAL DATA

Current Home Institution

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2 .Application Submission

- Applications are submitted through the online application system.
- **A profile is created in the automation system of BU (BUIS)** so that the student can apply online as an incoming student.
- In the IO, each application goes through a check to see that all documents are present and correct.
- If documents are found to be missing or incorrect, the application is sent back to the students for a revision, with an explanation so they can re-apply.



3. Application Evaluation

- After a preliminary review, the applications are forwarded to the respective academic departments for further evaluation.
- During this stage, if there are any issues with an application, it may either be rejected or sent back to the applicant for revision.

4. Monitoring and Coordination:

- The International Office (IO) monitors the entire process, ensuring that all necessary steps are followed, and the workflow progresses smoothly.
- If an application is returned for revision **by the department**, the IO sends the revision request to the student with an explanation of what is required.
- When the revised application is submitted, the IO forwards it to the department.



5. Approval and Processing:

- Upon successful evaluation by the academic department and faculty or graduate institute, the IO submits the application to the registrar's office, where the acceptance procedures are completed and the acceptance letter is prepared.
- The IO sends out the acceptance letters to the prospective international students.

6. Pre-registration

- Students are sent a link to the University's central system so that they can provide the information needed to create their accounts in time for registration.



7. Tuition payments by Visitor students

- Visitor students who have been accepted are sent an invoice for the tuition payment along with instructions on how to deposit or wire the funds to the University's bank account.
- They are instructed to send the receipt showing payment of their tuition fees.
- When the receipts are received, they are sent to the Budget Office so that their accounts are credited and made ready for registration.



8. Pre-Arrival Information and Orientation:

- The IO provides essential pre-arrival information to international students, helping them prepare for their transition.
- This includes details on obtaining a residence permit and addressing general inquiries.
- A month before the semester begins, they provide an online pre-arrival orientation session where visa and residence permit issues are discussed along with other pertinent information about arrivals.
- A few days before registration, Orientation Day is held online. This session includes a brief history of the university, an online tour of the campuses, an introduction to the departments and institutes, guidance on the student card, and campus amenities such as the cafeterias, library, sports facilities, and health center.
- They are advised on procedures in case of an emergency and who to get in touch with if they require assistance with personal issues.
- There is an extension section on student residence permit application procedures, registration procedures, how to select courses and request consent to enter courses, followed by a presentation by the European Student Network (ESN), about social activities.



9. Support during the semester:

- During the semester, the IO provides support in this process and assists students with any issues they might encounter.
- They also offer guidance on topics like add/drop procedures and withdrawals.
- The IO is available to address not only academic but also emotional concerns. They offer support and guidance to students facing crises, ensuring their well-being during their time at the university.

10. Transcript Management:

- At the conclusion of the semester, the IO receives the official student transcripts from the registrar's office and sends them to the home universities of the international students.

11. Student survey:

- At the end of the semester, students are sent a survey asking about their academic and social experiences, services provided by the IO, and suggestions for improvement.



OUTGOING STUDENTS SERVICES

1. Application
2. Placement
3. Nomination
4. Pre-departure transactions
 - Grant payment
5. After mobility transactions
 - 1. Credit transfer
6. Documentation



OUTGOING STUDENTS SERVICES

- For Exchange programs students apply using the automation system of Boğaziçi University (BUIIS)
- For Erasmus programs students apply using a central platform created by the Turkish National Agency.
 - erasmusbasvuru.ua.gov.tr
- For selection a score is calculated for all applicants depending on their academic success (GPA) and English language grade.
- After placement the students are nominated to partner institutions by the outgoing student advisors.



BUDGET OFFICE

- Budget Office mainly controls and reports the Erasmus Budget
- Budget Office also carries out the pre-departure transactions and deals with the grant payments for outgoing Erasmus students.
- Incoming Exchange students and incoming Erasmus students do not pay tuition or fees.
- Incoming visitor students pay 3.500 \$ tuition per semester.
- Outgoing Exchange students do not receive a grant but they are exempt from tuitions of the receiving institutions.
- Outgoing Erasmus students receive a grant which is originally provided by the European Commission and distributed domestically by the Turkish National Agency.



CONTACT

- Administration
 - intloff@bogazici.edu.tr
- Agreements Office
 - erasmus.agreements@bogazici.edu.tr
 - exchange.agreements@bogazici.edu.tr
- Incoming Office
 - erasmus-incoming@bogazici.edu.tr
 - exchange-incoming@bogazici.edu.tr
- Outgoing Office
 - erasmus-outgoing@bogazici.edu.tr
 - exchange-outgoing@bogazici.edu.tr
- Budget Office
 - erasmus-accounting@bogazici.edu.tr
- Website
 - <http://intl.bogazici.edu.tr/>

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