

FAQ (Frequently Asked Questions)

1. What is the procedure for applying for issuance (extension) of the temporary residence permit, as well as how to obtain payment code and make a payment?

To obtain permission for temporary residence, applications can be submitted at "ASAN Service" centers, regional migration departments, or electronically through the "Temporary Residence Permit" section on the official website of the State Migration Service (www.migration.gov.az).

On the official website of the State Migration Service, under the "Electronic Services" section, there is an option for "Tracking Applications", (<https://eservice.migration.gov.az/public/application-track>) which allows you to get information about the status of your application. Additionally, through the "Payment Search" option, you can obtain a payment code. Payments can be made online through the "Online Payment" option (<https://eservice.migration.gov.az/?payments=show>) on the State Migration Service's website, at bank branches, as well as through "ExpressPay" and ASAN payment terminals.

2. Which documents are required for granting (extending) a temporary residence permit to foreigners and stateless persons in the territory of the Republic of Azerbaijan?

- Application form;
- Copy of the passport or other border crossing document (the validity period of the passport or other document must be at least 3 months longer than the expiration date of the temporary residence permit to be issued);
- Notarized copy of the birth certificate (for individuals under the age of 18);
- Notarized document confirming the existence of the conditions that are the basis for issuing a temporary residence permit;
- General health certificate, including the certificate on not being a carrier of AIDS, Hepatitis B and C viruses;
- Copy of the document granting the right to temporary residence in the territory of the Republic of Azerbaijan;

- Application of a party inviting the foreigner or stateless person to the Republic of Azerbaijan;
- Two photos of 3.5x4.5 cm in size;
- Document of the residential area to be registered;
- Application of the person who gives a residential area to a foreigner or a stateless person;
- Copy of the identity document of the person who gave a residential area to a foreigner or a stateless person;
- Document on payment of state fee.

3. Are foreigners and stateless persons studying in full-time in higher and secondary educational institutions, as well as general education institutions in the Republic of Azerbaijan allowed to temporarily reside in the territory of the Republic of Azerbaijan?

Yes, they are allowed.

4. How to register the place of stay and what is the procedure for checking the registration status?

For the registration of the place of stay, it is necessary to apply, within 15 days (within 30 days for citizens of the Republic of Kazakhstan) after foreigner's arrival in the country, via electronic services of the official website of the State Migration Service of the Republic of Azerbaijan, or in regional migration departments, or "ASAN service" centers. It is possible to check the status by entering "Checking the Registration Status" or "Track of Applications" options on the "Electronic Services" section of the official website of the State Migration Service

<https://eservice.migration.gov.az/public/check-registered-user>).

5. How long can foreigners and stateless persons stay in the territory of Azerbaijan since the date of arrival by registering their place of stay?

- Persons entering the country on a visa basis – for the duration of stay indicated in the visa;
- Persons entering the country on a visa-free basis – for 90 days.

6. How much state fee is required for registration of foreigners or stateless persons upon place of stay?

Foreigners or stateless persons are not required to pay a state fee for the registration of their place of stay.

7. Can a foreign citizen with a permanent residence permit (PRP) card directly apply for admission to higher education institutions as foreign citizen without participating in the examinations of the State Examination Center (SEC)?

According to the paragraph 1.2 of the Resolution No. 125 dated 01.05.2015 of Cabinet of Ministers, foreigners who have permanent residence in the Republic of Azerbaijan have the right to education within the country on equal terms with the citizens of the Republic of Azerbaijan.

8. Can persons with dual citizenship be accepted as foreign citizens?

Individuals with dual citizenship, who are citizens of the Republic of Azerbaijan and another state, can be admitted to higher education institutions by participating in exams organized by the State Examination Center (SEC).

9. Can we accept a person with refugee status as a foreigner?

Persons whose refugee status has been officially confirmed can be accepted as foreigners.

10. How is the admission of foreign citizens conducted?

Admission of foreigners to higher education institutions is conducted through <https://portal.edu.az/>.

Video tutorial: <https://www.youtube.com/watch?v=4Cmf5oLCZMY>

The following documents are required as a mandatory documents on the portal:

- Passport scan;
- Health certificate, including a scan of the certificate on not being a carrier of AIDS, Hepatitis B and C viruses;
- Legalized (apostilled) document on previous education, such as diploma, along with the academic transcript.

11. Will my language skills be checked again if I have obtained sufficient score in one of the international tests such as IELTS or TOEFL?

If you have obtained sufficient scores in one of the international tests such as IELTS or TOEFL (minimum score of 5.0 in IELTS or 40 in TOEFL for undergraduate level, minimum score of 5.5 in IELTS or 50 in TOEFL for further education levels), you may be exempted from further language proficiency testing when applying to English-taught specialties.

12. Are foreigners exempt from language proficiency testing if they do not change the language of study?

Foreigners from the following two categories are exempt from language proficiency testing if they do not change the language of study:

1. Foreign students who have already studied at an educational institution of the Republic of Azerbaijan and are applying for admission to the next educational level;
2. Graduates of previous education levels from educational institutions that meet the requirements stipulated by the laws of the state where they are located.

13. Should the previous education document of a foreign student that has obtained in another country be apostilled?

The legalization of the previous education document is required.

14. Can we accept the documents of a foreign citizen who is an Azerbaijani by nationality, and who graduated from school in Azerbaijan and failed the State Examination Center exam, as a foreign student?

A person's admission to higher educational institutions as a foreign citizen is determined based on his citizenship rather than his nationality or place of school graduation. If a person does not have dual citizenship or Azerbaijani citizenship, he can be admitted to a higher education institution as a foreigner. An applicant participating in the SEC exam with a Temporary Residence Permit (TRP) card cannot be accepted as a foreign citizen. They have the right to education within the country on the same basis as citizens of the Republic of Azerbaijan.

15. Can a student who has studied in foundation courses continue his education in the courses again?

The preparation of foreigners for the relevant level of education and the level of language proficiency for the selected program are assessed by the educational institution. If the institution determines that the applicants meet the requirements set by

the institution, they are admitted to the educational program. However, if their language proficiency level is considered unsatisfactory for direct entry into the program, the higher education institution may offer them the option to undergo re-education in preparatory courses.

16. What kind of visa should a student admitted to the higher education institution enter the country with?

A student admitted to a higher education institution should enter the country with a scientific or educational visa.

17. How should foreign citizens register for admission to higher education institutions?

Foreign citizens who wish to apply for admission to higher education institutions in Azerbaijan are required to register on the <https://portal.edu.az/> website. After completing the registration process, they can proceed with the application by providing the necessary information and submitting the required documents through the portal.

18. If I have already registered on the portal, do I need to register in the system again?

If you have already registered on the portal, you do not need to register again.

19. I forgot my password. How can I recover it?

If you forgot your password to your personal account, click "Forgot your password?" option from the main page. Enter the email address associated with your account in the window that opens. In the next window, enter the last 4 digits of the mobile number associated with your account. A new password must be set after entering the verification code that is sent to your mobile number.

20. In what format should I attach my documents?

It is recommended to attach your documents in pdf format, all on a single page.

21. Which cells are mandatory?

You must attach the required documents to all the boxes that are marked in red color.

22. How will I know if my documents have been accepted?

The institution you applied to will send you notification through the portal. It is important regularly check your cabinet or account for any new information until a final decision is made.

23. How do I pay my tuition fee?

Once your application has been reviewed by the institution, the status should be set as "to be paid". You will receive a notification about the payment in your student's cabinet.

In this case, step 1: Make the payment through your personal account (if the payment made through bank, a receipt must be downloaded).

Step 2: Once the status is set to "to be paid," you should proceed to the bank. You can submit an invoice generated in ATIS (the invoice will be displayed in the student's personal cabinet once the status about payment is set) and make a payment.

24. What documents should be submitted after being admitted to a higher educational institution?

- Legalized (apostilled) version of the previous education document and academic transcript;
- Document on previous education and academic transcript translated into Azerbaijani and duly notarized;
- Copy of a valid foreign passport (with a validity period of at least one year from the indicated date);
- General health certificate, including the certificate on not being a carrier of AIDS, Hepatitis B and C viruses. The health certificate can be obtained in the applicant's home country (in English) or from local medical centers in Azerbaijan;
- Language proficiency certificate (if available);
- Certificate of English language proficiency (minimum score of 5.0 in IELTS or 40 in TOEFL for undergraduate level, minimum score of 5.5 in IELTS or 50 in TOEFL for further education levels, if available). Please note that the applicants are exempt from this requirement whose citizenship belong to a country where the official language is English.
- 10 photos of size 3x4 cm (taken in last 6 months);
- Copy of the student visa;

-Copy of the residence document where the student is temporarily registered.

25. What is meant by *nostrification of educational documents*?

Nostrification of educational documents refers to the process of evaluating and recognizing foreign educational qualifications. In Azerbaijan, the process of nostrification is conducted by the Agency for Quality Assurance in Education. The Agency accepts and assesses documents for the recognition of foreign qualifications. A service fee of AZN 250 is required for each level of education. To apply for nostrification in Azerbaijan, you can visit the following link: <https://apply.enic.edu.az/>

For instructions on the required documents and other regulations related to nostrification, you can refer to the link: <https://apply.enic.edu.az/instructions/>

26. What is meant by *recognition of previous qualifications*?

Recognition of a qualification obtained in a foreign country involves obtaining the right to continue education in the territory of the Republic of Azerbaijan. The process of recognizing previous education qualifications from foreign countries is conducted by the Agency for Quality Assurance in Education. The recognition ensures that the qualifications obtained abroad are considered valid and equivalent to the local qualifications, allowing individuals to pursue further education in the country.

27. What *scholarship programs are offered*?

There are educational opportunities funded by the state within the allocated quota, in accordance with the agreement signed between the Republic of Azerbaijan and foreign countries. Additionally, the Republic of Azerbaijan has implemented the Education Grant Programs (EGP) for citizens of member states of the Organization of Islamic Cooperation and the Non-Aligned Movement for the period 2018-2022.

28. What *expenses are covered by the EGP*?

The Education Grant Program covers tuition fees, visa, registration, monthly stipend, medical assistance and international transportation expenses paid by the government.

29. Should the *transportation costs of students studying under EGP paid by the university before their arrival in the country*?

The costs of transportation should be paid by either the student or the university, and then a request for reimbursement should be submitted to the Ministry of Science and Education of the Republic of Azerbaijan as appropriate.

30. How should tickets be purchased for students who are enrolled within the framework of EGP?

In general, it is recommended to purchase a round-trip air ticket for both the arrival and departure flights. However, if it is difficult to determine the exact return date at the time of purchase, it is advisable to buy a one-way ticket for the arrival, and then purchase the departure ticket closer to the actual date of departure.

31. Under what circumstances does the scholarship stop?

If the subject grades in the academic performance report of program participants fall below 51 points, it is considered academic failure. As a result, the payment of expenses for the next semesters for the program participants will be temporarily suspended until the situation is rectified. In such cases, all costs are to be covered by the program participant or any individual or legal entity associated with the participant.

32. Is a grantee directly excluded from the program if their subject score falls below 51 points?

No, a grantee is not directly excluded from the program if their subject score falls below 51 points. In the event of academic failure, the program participant or any individual or legal entity can cover all the costs. If these parties are unable to cover the costs, the higher education institution where the grantee is studying must inform the Ministry of Science and Education. Based on this information, the person may be excluded from the grant program.

33. If the grant participant covers the expenses themselves due to a lack of academic success and later applies for exclusion from the program, will the amount paid by the participant be refunded?

No, the amount paid by the participant will not be refunded.

34. If the academic failure is rectified, may the program participant be reinstated based on the grant?

Yes, if the academic failure is rectified and the program participant demonstrates improved performance, they may be reinstated based on the grant.

35. Is it possible to extend the study period of students enrolled in the EGP (scholarship program allocated to citizens of member states of the Organization of Islamic Cooperation and the Non-Aligned Movement)?

It is possible for program participants to request an extension of the study period due to valid reasons such as illness, family situations, or other circumstances beyond their control. In such cases, the payment of expenses for one additional semester can be considered based on the application submitted by the program participants or the higher education institution.

36. Is the scholarship provided to the students during the summer holidays?

No. Monthly scholarship expenses cover the period from the participant's arrival in the Republic of Azerbaijan until the end of the study period. The scholarship is paid for a maximum of 10 months per academic year.

37. Under which circumstances can a program participant receive a scholarship during the summer vacation?

If the program participants are unable to return to their home countries at the end of the academic year due to an emergency or force majeure, and they lack financial resources, the relevant higher education institution may continue providing them with a full monthly stipend until the situation is resolved and they are able to return home. This arrangement is based on a petition submitted by the educational institution.

38. From which date is the scholarship calculated?

The monthly scholarship is calculated from participant's arrival in the Republic of Azerbaijan until the completion of the study period.

39. If the program participant arrives late to the Republic of Azerbaijan due to valid reasons, will the 10-months scholarship be provided?

No, if the program participant arrives late to the Republic of Azerbaijan due to valid reasons, the 10-month scholarship will not be provided. The monthly stipend will be calculated from the date the person enters the Republic of Azerbaijan.

40. If a student does not want to return to his/her country during the summer vacation, will the return ticket be provided as a part of scholarship?

According to the rules, if a program participant voluntarily decides not to return to his/her home country during the summer vacation, he/she will not be eligible to receive

a monthly stipend during that period. Therefore, the return ticket will not be provided as part of the scholarship in such cases.

41. The program participant has an active temporary residence permit card when he/she returns to his home country. In this case, is it necessary to get a visa again at the airport when returning to the Republic of Azerbaijan?

No, the active TRP card allows the program participant to enter the country and stay in the Republic of Azerbaijan until the card's expiration date without the need for additional visa.