



**The Department for
Foreign Students' Affairs**

About the Department

At Baku State University (BSU), to optimize and improve management in internationalization activities, enhance effectiveness in international cooperation, promote the education of foreign citizens at the University, and organize teaching in accordance with international standards, the Dean's Office for Foreign Students was dissolved, and the Department for Foreign Students' Affairs was established by Order R-121 of the BSU Rector, dated October 20, 2019.

The Department for Foreign Students' Affairs is an administrative structure responsible for promoting and attracting foreigners and stateless individuals to study at the University. It facilitates the legalization of foreigners' entry into the country (invitation letters, visas), accommodation, temporary residence registration (residence permits), analysis and reporting of data on foreign students, and addressing challenges faced by foreign students in their education.

Legal and Operational Framework

The Department operates in compliance with the Laws of the Republic of Azerbaijan, the Migration Code, international treaties to which Azerbaijan is a party, the "Law on Education," and the "Rules for Education of Citizens of Azerbaijan Abroad and Foreigners and Stateless Persons in Azerbaijan," approved by the Cabinet of Ministers Decision No. 125 of May 1, 2015. It also adheres to decisions and orders from the Cabinet of Ministers and the Ministry of Education, the University's Charter, Scientific Council decisions, Rector's orders, and the University's Strategic Development Plan.

Key Objectives of the Department:

- Expanding BSU's integration into the international education space.
- Enhancing conditions for academic mobility of foreign students.
- Establishing BSU's image as a modern higher education institution in the global education arena.
- Creating a favorable socio-psychological environment for foreign students in Azerbaijan.

Core Functions of the Department:

- Collaborating with local and international organizations, agencies, and diplomatic missions to increase the number of foreign students; preparing memoranda, agreements, and cooperation contracts between the University and international institutions.
- Participating in international education fairs.
- Partnering with relevant structures of the Ministry of Science and Education, Ministry of Foreign Affairs, and State Migration Service of Azerbaijan.
- Establishing connections with foreign alumni.

Main Responsibilities of the Department:

1. Facilitating education for foreign citizens in accordance with contracts signed with foreign universities, organizations, and individuals.
2. Advising and assisting foreign students in enrolling in preparatory courses for learning Azerbaijani and Russian as foreign languages.
3. Increasing awareness of educational services provided by the University and attracting new foreign students.
4. Assisting foreign students in adapting to the University and the country.

5. Organizing orientation days for newly admitted foreign students and familiarizing them with university services.
6. Establishing and supporting activities of the foreign student club and alumni association.
7. Developing a centralized information database for foreign students.
8. Providing social, pedagogical, and psychological support to foreign students.
9. Ensuring compliance with procedures related to passports, visas, and migration registration for foreign students.
10. Conducting educational programs for foreign students on topics such as Azerbaijan's history, culture, territorial integrity, the Armenia-Azerbaijan Nagorno-Karabakh conflict (1988–2020), and the Victory history.
11. Collaborating with University departments, student organizations, and external institutions to resolve issues arising in the education of foreign students.
12. Organizing leisure activities for foreign students.
13. Reporting the requests, suggestions, and complaints of foreign students to BSU's administrative structures and working to resolve these issues.