Content:

1. SUBJECT MATTER AND SCOPE
2. RELATIONS TO OTHER DOCUMENTS
3. WORK PROCEDURE
4. RESPONSIBILITY AND AUTHORISATION
5. ATTACHMENTS
1. **SUBJECT MATTER AND SCOPE**
   All students that have passed the entrance exam at the International Burch University and thereby are admitted to the University must enroll in the department that they have applied for.
   The department of choice at the International Burch University will feature the curriculum, programs and activities to best prepare the student for his/hers ideal future.

2. **RELATIONS TO OTHER DOCUMENTS**
   - Rules of Study – First cycle study
   - Student Contract
   - Certificate of Obtained Documents
   - Student Registration Book
   - Student Record Card

3. **WORK PROCEDURE**
   a) After the entrance examination period is completed, the Student Affairs Office forms a list of all students that are admitted to the University. The students are classified by the Faculties and Departments.
   b) The responsibility of the Student Affairs Office is to provide a sufficient number of application forms which the students are obliged to fill up. The Student Affairs Officer will provide all required assistance in order to help the students to correctly complete their application form.
   c) Beside the application form the newly admitted students must submit the following documents:
      - *for Bosnian students:*
Original High School Diploma
Original High School Transcripts
Birth Certificate (within 6 month taken)
Citizenship Certificate (within 6 month taken)
Health Report
5X Photos (passport size)

-for Turkish students:
Original High School Diploma
Original High School Transcripts
Birth Certificate (within 6 month taken)
Citizenship Certificate (within 6 month taken)
Health Report
Criminal Record
Passport valid for at least 15 month
5X Photos (passport size)
OSYM Certificate

-for International students:
Original High School Diploma
Original High School Transcripts
Birth Certificate (issued within the last 6 months)
Citizenship Certificate (issued within the last 6 months)
Health Report
Criminal Record
Passport valid for at least 15 months
5X Photos (passport size)
d) Students must submit proof that he/she has completed his/hers duties concerning tuition fee according to the International Burch University Student Contract. This does not apply to the students that have received full scholarship, they are exempted from paying the tuition.

e) If some of the listed documents are missing the student will not be eligible to register to the department that he/she has applied for.

f) In accordance with the established lists of students, the Student Affairs Office forms new student files for each student that contains all obtained documents. At the same time all students are given their personal Student Number.

g) Certificates of obtained documents are printed serving as proof that the University now has ownership and responsibility of the documents. The certificate is signed by the student, the Student Affairs and sealed with the International Burch University stamp.

h) According to the Rules and Regulations of First Cycle study, the Student Affairs Office prepares Student Contracts for each individual students. The contract stipulates all the rights and duties of the University, on one side, and the student on the other. The contract is printed in 4 copies and signed by the student and the relevant person on the behalf of the University. One copy of the contract is given to the student, one is kept in the students file, one is archived in the Student Affairs Office in a register serving specifically for that purpose and the last copy is submitted to the Financial Office.

i) Once the contract has been signed, the Student Affairs Office starts with entering the required data about the student in the Student Register Book and Record Cards. They are also making sure to provide, prepare and fill up Indexes for each student.

j) After completing all of these necessary steps the student is considered a full-time member of the University.
4. RESPONSIBILITY AND AUTHORITY

Student Affairs Officer, General Secretary

5. ATTACHMENTS

   a) Application Form
   b) Admission requirements
   c) List of Admitted Students that got Scholarship
   d) List of Admitted Students