



# INTERNATIONAL STUDENTS HANDBOOK

Office of Global Outreach and Partners

## Dear International Students

It is a great pleasure to welcome you at ADA University. We hope that you will have unforgettable academic and professional study and pleasure ahead.

Designed for both Azerbaijani and international students, our programs provide an opportunity to gain an in-depth understanding of today's challenges in the fields of international affairs, business administration, information technologies and law.

Aside from academic classes, you will have an unforgettable experience when you are exploring the culture and traditions of Azerbaijan, discovering interesting facts about history of the country, and visiting the outstanding sightseeing. Those field trips and socializing moments are what you will treasure the most upon leaving ADA University.

Furthermore, for socializing and integration processes with the new community at ADA University and Azerbaijan, ESN ADA Baku provides you with the buddy system and organizes enjoyable events to make you feel like home here.

Finally, this time at ADA University will bring you new friends, new networking opportunities, and new ideas for your future career. The diverse class of this school possesses much wisdom in itself, so try to make the best use of it.

Best wishes and welcome to ADA University!



Azerbaijan is a miraculous country with its abundant natural resources, centuries-old culture, history and ancient people, whose lifestyle presents a unique and harmonious combination of the traditions and ceremonies of different cultures and civilizations. Azerbaijan is one of the ancient sites of humankind. Its territory is rich with archeological monuments, which prove it to be one of the regions of first settlement. The first states or ethnic-political unions in Azerbaijan appeared around Lake Urmiya at the end of 4th and at the beginning of 3rd millennium BC. States such as Manna, the kingdom of Iskit (Skit, Skif), Atropatena and Albania appear here in the first millennium BC. This fertile, generous and friendly land was the home for many thinkers, philosophers, scientists, poets, architects, musicians and artists. When Islam spread in Azerbaijan in the middle of seventh century, the country became one of the centers of Islamic civilization. Azerbaijan enriched Islamic and world civilizations with such geniuses as poet Nizami Ganjavi; philosopher Bahmaniyar; astronomer Nasreddin Tusi and many others. The late 15th and early of 16th centuries were very crucial for Azerbaijan when the prominent statesman Shah Ismail Khatai united all the territories of Azerbaijan under his control. In the late 18th and early of 19<sup>th</sup> century the war between Iran and Russia led to division of Azerbaijan between these two empires.

Following the collapse of the Russian empire, the Azerbaijan Democratic Republic (ADR) was established on May 28, 1918. The ADR was the first Parliamentary Republic in the history of the people of Azerbaijan, and the first democratic, legal and secular state in the Islamic world. Azerbaijan was the first among Muslim states and some European countries to grant women equal political rights with men. The ADR succumbed to the military attack of Soviet Russia in April of 1920. After over 70 years of Soviet occupation Azerbaijan's independence was restored in 1991 with the adoption of the State Independence resolution. With the collapse of the Soviet Union in late 1991, Armenian armed forces began military actions against Azerbaijan with the purpose of occupying Nagorno-Karabakh (the Mountainous Karabakh). By early 1994, some 20% of Azerbaijani territory including Karabakh was occupied by Armenian military forces. On November 10, 2020, as a result of 44-days lasting war between Azerbaijani and Armenian military forces, Azerbaijan returned its occupied territories and restored its territorial integrity.

# BAKU



There are a number of interesting historical sites in Baku you may want to visit during your study in Azerbaijan.

Among the historical monuments of Baku, the most exciting one is the Old City - Icheri Sheher, surrounded by large fortress walls on three sides. It hosts the palace of the Shirvanshahs with a complex of various structures: a burial vault, palace, a mosque, Divan-khane, the Mausoleum of Seyd Yakhya Bakuvi (mausoleum of adervish) - a court scientist. The palace was built by Shirvanshah Khalilullah I (1417-1462) and his son Farrukh Yasar (1462-1501). An interesting monument of antiquity is the Juma Mosque with the inscription of Sultan Oldzhaytu (13th century).

# ADA University

ADA University was established under the decree dated January 13th, 2014, by the President of the Republic of Azerbaijan. The University is a state higher education institution engaged in the delivery of undergraduate and graduate degree programs in addition to the advancement of research.

The University is the legal heir of the Azerbaijan Diplomatic Academy (ADA) and Information Technologies University. They were merged in January 2014 to establish ADA University.

Founded on March 6, 2006, the Azerbaijan Diplomatic Academy began offering an Advanced Foreign Service Program to diplomats of the Ministry of Foreign Affairs and civil servants in the government, as of January 2007. The Academy launched its first master's degree in September 2009, followed by bachelor's degrees in September 2011.



## Core Values

- Academic excellence
- Accountability and shared governance
- Honor, integrity and transparency
- Diversity, collaboration and communication
- Social responsibility

## Students

- 2560 students
- 87% undergraduate
- 13% graduate
- 48% men
- 52% women

## Mission

Our mission is to cultivate highly intellectual solution providers who are closely collaborating, efficiently communicating members of the global community, possessing ethics and a sense of citizenship.

## Diversity

With students, faculty, and staff from 46 countries around the world, diversity illustrates one of our core values. International representation creates a stimulating environment and learning happens everywhere around us.

## Schools

- School of Public and International Affairs
- School of Business
- School of Education
- School of IT and Engineering
- School of Law

## Alumni

- 1952 alumni in 48 countries
- 4442 alumni of ADA Executive Education



# TRANSPORTATION

It gets overcrowded during the rush hours and using the subway is the most effective way to arrive everywhere on time. The travel cards can be purchased from all Underground Stations for 2 AZN per card. They are permanent and can be charged with any number of trips (30 qapik) (coins) per trip and recharged at any time.



Buses go everywhere in the city and the one ride costs 30 qapik (coins) per trip (AZN 1=100 qapik (coins)). Destinations are usually posted on the front and the right side of the bus, or on the information screens of bus stations. Travel cards for subway can be used for buses as well. Additionally, some buses take cash for each trip. Buses can also take you to the regions (appr. AZN 8-12 depending on the distance), from the Bus Terminal in Bilajari.

Taxis can be ordered from several taxi services, or just flagged down on the street. There is no strictly regulated pricing system, but the approximate cost is some AZN 6 for any trip within the Centre of Baku. There are no meters in most of taxis, and it is recommended to negotiate the cost in advance. Only new taxis have meters (London Cabs). Prices for the planned directions could be also checked from the taxi services, such as applications or taxi provider numbers before ordering. Uber and Bolt are the most preferable taxi companies.

# CURRENCY & PHONE SERVICES

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The Azerbaijan currency is the MANAT (AZN) with the following exchange rates as of 18 July, 2022.

1 USD = 1.69996 AZN

1 EUR = 1.71429 AZN

Source: Central Bank of the Republic of Azerbaijan

[www.cbar.az](http://www.cbar.az)

## Telephone Services

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The country code for Azerbaijan is **+994**. The area code for Baku is **12**. Calls made within this area code are free of charge. Furthermore, telephone booths (public pay phones) are available for local calls all around the city, especially near the underground stations. To use them, you should purchase a card from the Telephone Exchange or from nearby shops and kiosks.

Cellular phones may be purchased and used locally. There are three mobile phone operators currently in Azerbaijan: Azercell (050 & 051), Bakcell (055) and Nar Mobile (070). GSM coverage includes the entire area of Azerbaijan. Due to high roaming charges, the best option for foreign visitors is to buy a SIM-card from one of the cellular phone operators. SIM-card normally also includes a local phone number. When purchasing a SIM-card, you will be required to show your ID since all the mobile numbers have to be registered. Top-up vouchers are also easily available.

Incoming calls are free of charge.

To call a landline from a cellular phone, dial first '012' and proceed with a phone number. The call is payable.

To call cellular numbers:

- Azercell: 050; 051 + seven-digit number.
- Bakcell: 055 + seven-digit number.
- Nar Mobile: 070 + seven-digit number.

To call a mobile phone from landline is payable.

# Food/Shopping

- Products can be purchased from supermarkets but buying them in bazaars/open markets will be cheaper.
- Prices for household goods are different in different markets.
- The water is usually safe in Baku and in the major towns, but it is not recommended to drink water from the tap.
- Main supermarkets in Baku: Bazarstore, Bravo, Araz (some of them work for 7/24).
- Mall shops in Baku: 28 Mall, Ganjlik Mall where you can find supermarkets, clothing, shoes stores, traditional and fast-food restaurants, coffee shops and etc.
- You can purchase cheaper clothes in the bazaars or the shopping centers in the areas that are located further from the downtown.





## HEALTH CARE

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- Both public and private medical facilities exist in health system of Azerbaijan. Public polyclinics offer outpatient services, while hospitals and specialized clinics offer both outpatient and inpatient services.
- Professional primary and secondary health care is available throughout Azerbaijan at private clinics and hospitals, which have modern equipment.
- Private health insurance is voluntary in Azerbaijan. Insurance companies offer health insurance packages for the companies and individuals. They offer different packages, including emergency medical insurance. A health insurance package is usually valid for one year and covers both outpatient and inpatient services.
- ADA Health Center provides medical service at ADA University. The center provides the medical services for students, faculty and staff and it is mainly designed to provide first aid services in case of illness and injuries including medications, injections, blood pressure measuring, temperature measuring, electrocardiogram etc.
- Furthermore, we usually recommend the international students to benefit from the services of “Medi Club” Hospital in Baku in case of need for any medical assistance.



Below you can find detailed information about the hospital:

- **Name:** "Medi Club" Hospital
- **Address:** Uzeyir Hajibayli str. 119
- **Contact numbers:** (+994 12) 497 09 11

(+994 12) 497 09 12

(+994 12) 497 09 13

# Visa, Registration, Temporary Residence Permit

## • Visa

Travel to Azerbaijan requires an entry visa unless there is an agreement on visa free travel with the country of citizenship. Citizens of countries, which have visa - free regime agreement and citizens who have issued visa, only need to go through passport control once they arrive at one of the international airports of Azerbaijan.

ADA University urges its international students to apply for an e-visa. **Important note: as a purpose of the trip indicate – Education.**

Information about visa procedures for specific countries can be obtained from the respective embassies.

**IMPORTANT:** According to the new regulations (due to the current pandemic situation) issued by the government, all foreign students (except some countries) need an invitation letter called "no objection letter" issued by Cabinet of Ministers to be able to enter Azerbaijan. International office gathers the necessary documents from the students who are planning their arrival to Azerbaijan and send the documents to the responsible authorities to issue the letters. The length of time to issue no objection letters might take 2-3 weeks. By getting no objection letter, students will be able to apply for visa upon arrival at the airport. Students will need to pay 30 USD for visa fee at the Heydar Aliyev International Airport.

## • Arrival

**From Airport to Univerium (accommodation):** If you decide to stay at Univerium, the easiest way to travel from airport is **by taxi or by bus**.

**By taxi:** Taxis are always available, and there is crowd of taxi drivers at the exit of terminal. The fare from airport to ADA apartments should be 15-20 AZN, but not more than that. You must discuss and agree on price with taxi driver before taking taxi. **In Azerbaijani language 15 AZN is pronounced as - *ON BESH MANAT, or 20 AZN- IYIRMI MANAT.***

There are also London cubs and they have meters, so you may take them as well. Just for any case, check with them whether the meter is working.

**THE BEST OPTION** we can suggest is to use **UBER or Bolt**. You will need to upload application to your phone first. **Wi-Fi in our airport is free**, so you will easily order taxi upon your arrival. You can pay them by cash (so exchange money in airport) or by card (check your application for this option).

You may also use taxi services **\*189** or others, which you may check on information desk in airport: <http://189taxi.az/en#home>

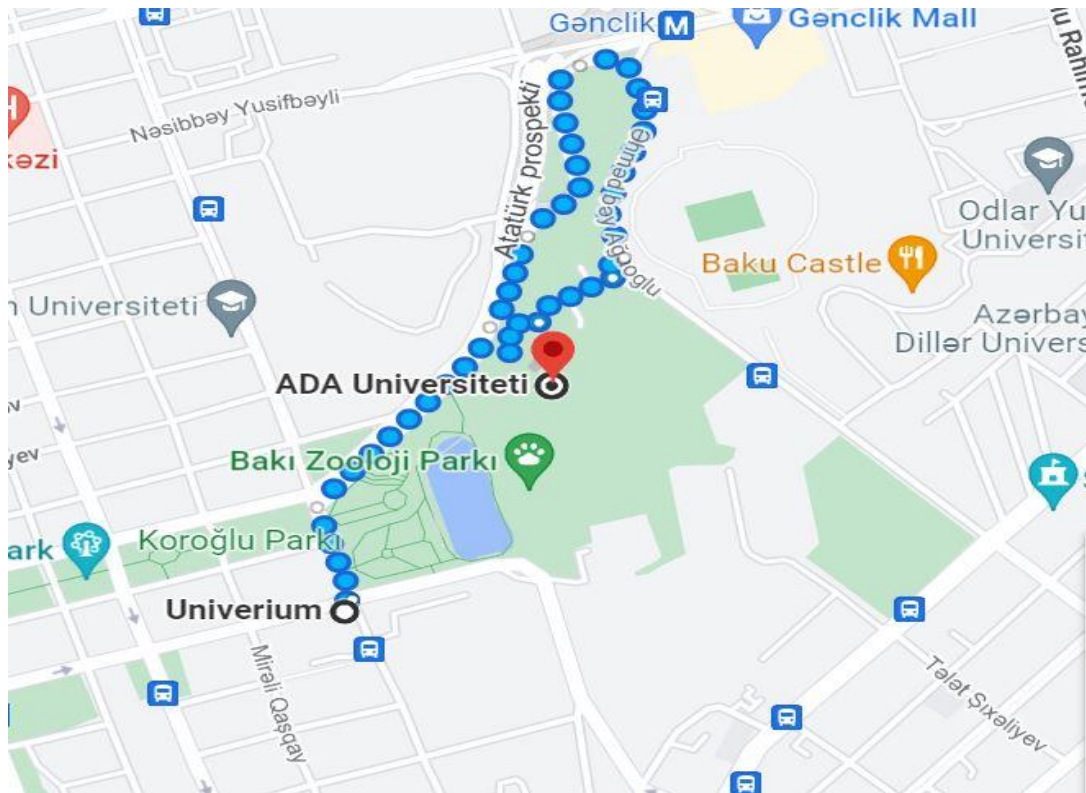
**If you stay at Univerium** (and received the confirmation from Ms. Gunel Allazova, Administrator for Immigration, Travel and Housing), **the address is:** Bakıxanov küçəsi 37, next to Second Cup coffee shop.

**By bus:** Here are the steps:

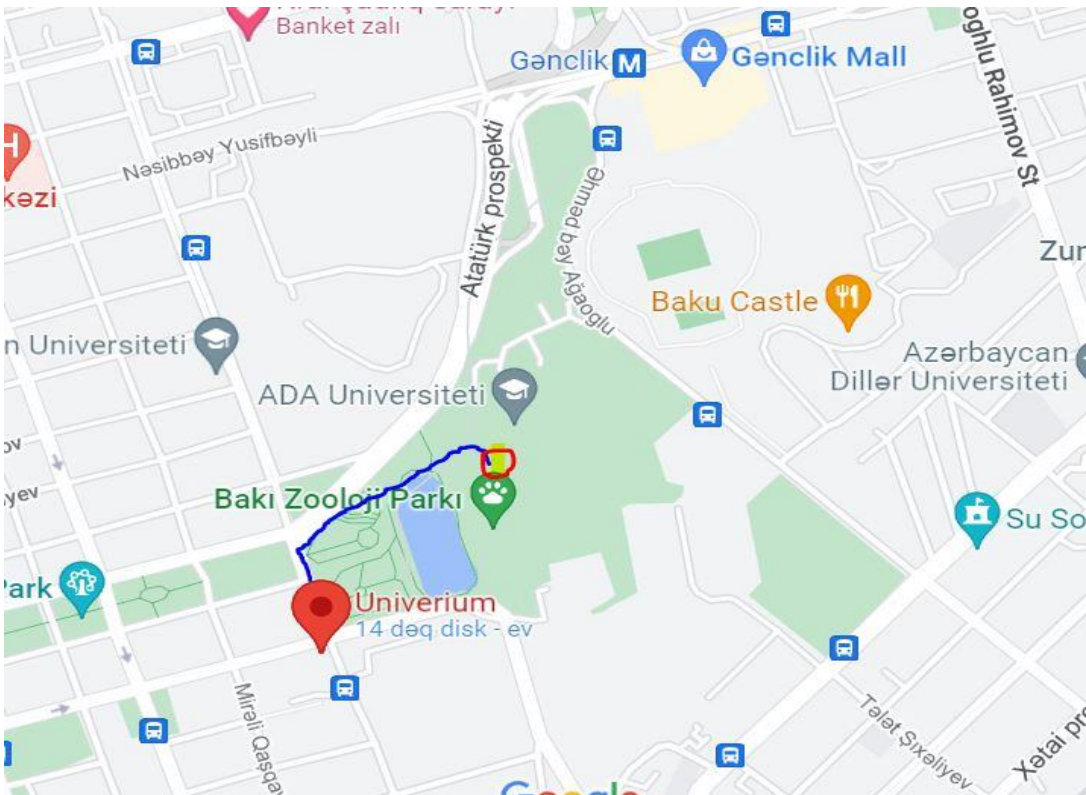
1. Exchange money in exchange point in airport building
2. Get BakiKart (plastic card) from loading machine (TVM) on your right or left after the exit of the building. <http://www.bakikart.az/en/6#66>. The card costs 2AZN, but then you have to put money and increase the balance to use it in Baku buses and metro. One way ride will cost 0.30 AZN. However, the price from airport is 1.30AZN. So, we would suggest after buying the card to upload about 5 AZN for future usage.
3. Take **Airport Express** at the bus station in front of entrance to the airport building. You can check the website for the bus schedule <https://www.aeroexpress.az/en>
4. Airport Express bus leaves from airport in every 30 minutes starting at 6.00 in the morning till 21.00 in the evening and in every 1 hour from 21.00 in the evening till 6:00 in the morning.
5. The bus will shortly stop near 28 May metro station. You can then take metro to Ganjlik metro station (which next station after 28 May), and you will get off in the Ganjlik area. You can walk from Ganjlik to Univerium and you will pass ADA University on your way. However, if you have heavy luggage it will be a bit long and hard for you to walk. Maybe you can take taxi from there, or to take taxi from 28 May station, which is also not far from Univerium
6. **IMPORTANT: Metro is closed from 00:00 (24:00) till 6:00.** <http://www.metro.gov.az/en>

**Univerium to ADA University:** By using the Wi-Fi in Univerium you can search for the route from the dormitory to ADA university, you can also check with the security of the building how to get from there to ADA University, it is max. 10 minutes of walk. We are very close, so it will be easy for you to find our campus. Take your passport and vaccine certificate with you when you come to ADA University. You will need it for security pass at the university entrance.

**Picture 1. ADA University Main Entrance Gate\***



**Picture 2. ADA University Back Entrance Gate**



\*Please use Main Entrance Gate when you come to the university for the first time.

- [Registration](#)

**Within first 10 days of arriving in Azerbaijan all foreigners are required to register with the State Migration Services.** The foreign students who are staying at Univerium dormitory will be registered by the dormitory responsible introducing the necessary documents. In the case of the students who are staying in the private accommodation must negotiate registration process with their landlord owners. If you fail to register on time, you will need to pay penalty up to 400 AZN.

- [Temporary Residency Permit](#)

Upon arrival in Azerbaijan, students will have the standard 30 days visa. Then, after submission of the required registration form, our international students will be assisted in the process of receiving temporary resident status from the State Migration Service.

Ms. Gunel Allazova is Immigration, Travel, and Housing Administrator at ADA University ([qrmammadova@ada.edu.az](mailto:qrmammadova@ada.edu.az)) and contact person for visa, immigration and housing arrangements. All international students will receive the information about the requirements in details and assistance with the registration and application process for TRP and housing issue.

## Expected Expenses during study at ADA University

These are estimated costs; the real expenses could be less or more.

Tuition	Varies by program and is subject to change each academic year. (Please check ADA website for exact tuition)
Student Fee	<b>750 AZN</b> per year (subject to change each academic year and applied for full-time students only)
Temporary resident permit fee	<b>132 or 152 AZN</b> (41 or 61 AZN - fee, 91 AZN - medicals) per year *Renewal of temporary resident permit costs the same amount and it is due to be renewed every year upon graduation
Textbooks	<b>300-400 AZN</b>
Housing	<b>240-250 AZN</b> (if Univerium dormitory)
Recognition of your diploma and transcripts to be done in Baku	<b>Up to 200 AZN</b> (depending on # of pages)
University Cap & Gown (for graduation ceremony)	<b>30 AZN</b> to rent
Translation/legalization/apostille of ADA University to be done in Baku	<b>Up to 70 AZN</b> (mailing is not included, as the cost of mailing is separate, and it depends from the destination country)
Utilities (per apartment)	<b>Estimated 50 AZN</b> - depending on usage (monthly) Note: when bills are shared between roommates it is cheaper
Internet (per apartment)	<b>20 AZN</b> per month
Cable TV (per apartment)	<b>10 AZN</b> per month
Public Transportation & Taxi	Estimated <b>15-20 AZN</b> and more per month (depending on usage and destinations)
Medical care*	Averages between <b>50-80 AZN</b> for a one doctor consultation depending on clinics
Medical Insurance (optional)	<b>200 AZN</b> per year
Parking	<b>750 AZN</b> per year
Meals	Students are encouraged to cook at home as it will be cheaper. It is difficult to say how much food will cost. This will mostly depend on students' preferences. The students who are staying in the Univerium dormitory can get the meal package which costs <b>150-200 AZN</b> .

# Checklist for International Students

## Step 1: Get familiar with the ADA University student life

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- Log in to your ADA e-mail account
- Log in to your MyADA account provided on the registration day
- Check out MyBanner and Blackboard. Play around and get familiar with the portals
- Check the Academic Catalogue in Policies section in [ada.edu.az](http://ada.edu.az)
- Check the first day of the studies in the Academic Calendar in Academic section at [ada.edu.az](http://ada.edu.az)

## Step 2: Wait for the news from ADA

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- **REGULARLY** check your ADA e-mail to be aware of the news from ADA team about important dates and other information

## Step 3: Preps. Highly recommended that you buy the following:

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- Laptop (make sure your operating system is not Windows 7)
- Stationary
- A USB flash drive

## Step 4: Try to get acquainted with:

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- Your Dean
- IT
- Course structure (courses, grading, requirements)
- Student Services
- Office of Global Outreach and Partners
- Office of Immigration, Travel and Housing
- Career Management Center
- Your Academic Advisor
- Library
- Bursar and Financial Aid

## At the end of the orientation day make sure you:

- Were active in the teambuilding games
  - Made some good friends
  - Got familiar with the campus
  - Know what courses you are going to take and understand the requirements
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## Useful tips:

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- Get to know the Student Services, Student Records, Global Outreach and Partners teams. They are going to help you a lot!
- Be polite. Everyone is trying to help you
- Mark your Dean and Student Records departments as important in your e-mail account. You would not want to miss news from them!
- Learn your professors and teachers' names carefully and be friends with them. Find your mentor among them
- Determine your priorities! Spend your time wisely
- Do not forget to find time for your friends and make amazing memories to remember in the future
- Do not be afraid to ask for help! You can approach Administration and Student Services whenever you need
- Have fun in ADA. It is going to be your best time!

## *Contact information*

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<b>Milana Mir Feyzullazada</b> Manager Tel: +994 12 437 32 35 (ext. 323) Email: <a href="mailto:mmirfeyzullazada@ada.edu.az">mmirfeyzullazada@ada.edu.az</a>	<b>Konul Ahmadzada</b> Specialist (Outgoings) Tel: +994 12 437 32 35 (ext. 330) Email: <a href="mailto:kahmadzada@ada.edu.az">kahmadzada@ada.edu.az</a>	<b>Gunel Mirzazada</b> Specialist (Incomings) Tel: +994 12 437 32 35 (ext. 342) Email: <a href="mailto:gmirzazada@ada.edu.az">gmirzazada@ada.edu.az</a>
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## Useful Links

- University's website - <https://www.ada.edu.az/en>
- International experience - <https://www.ada.edu.az/en/admissions/international>
- Academic calendar - <https://www.ada.edu.az/en/academic-calendar>
- Academic catalogue - [https://www.ada.edu.az/frq-content/plugins/policies\\_x1/entry/20220704132757\\_85764100.pdf](https://www.ada.edu.az/frq-content/plugins/policies_x1/entry/20220704132757_85764100.pdf)

***Enjoy your student life at ADA University!***

