

Under section 14.8 of the Education Law and Regulations approved by the Presidential decree of 23 February 2010, No.225, higher and secondary specialized education institutions of the country should be joint to the state electronic information system of "Student-Graduate". Therefore, the mentioned institutions should enter information about students, academic achievements, changing specialty, and transfer from other institutions (including foreign countries), expelled students, and other details reflected in the Regulations to the system.

At the same time, we are informing you that according to the article 348.4 of the Code of Administrative Offences of the Azerbaijan Republic, higher and secondary specialized education institutions, which have not joined to the system or not entered full and correct information on time will be fined (officials from 200 manats to 300, legal persons from 2500 manats to 3000).

In order to strengthen the control over the realization of students' transfer studying at higher and secondary specialized education institutions and add information to the electronic information system on the centralized order, we are informing that transfer of students from other universities into non-state and state higher and secondary specialized education institutions subordinated to the Ministry of Education, or from one specialty to another within the university, also renewal of students expelled from universities of foreign countries will be implemented with consent of Ministry of Education, at education institutions of other ministries, committees, establishments and organizations with consent of mentioned departments.

According to given information, after transfers will be completed within terms defined by the current legislation, you should submit information on transfers (in order to add it to the electronic information system) implemented at the education institution headed by you to the Ministry of Education (conform to the given form) within one week.

Yours faithfully,

Minister Misir Mardanov

No.46-03-4808/17

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**Information about transferred and renewed students
(including from universities of foreign countries)**

No	Student name and surname	Name of the university, where he has studied before	Name of specialty that he transferred or renewed	Specialty	Date and number of decree on transfer	Consent letter of establishment that education institution
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