REQUIRED DOCUMENTS FOR THE FINAL REGISTRATION PERTAINING POSTGRADUATE PROGRAMS

Required Documents for the Final Registration Pertaining Master's Programs:

1) Copy of the Turkish or English translation of the Bachelor's diploma or copy of the Bachelor's diploma, either notarized or verified by Turkish Embassies abroad
2) Turkish or English translation of the Bachelor's transcript or copy of the breakdown of courses taken and grades received, either notarized or verified by Turkish Embassies abroad
3) For Master's Programs with thesis, copy of the exam result notarized or verified by Turkish Embassies abroad pertaining one of the exams (ALES, GRE or GMAT) in relevant score type
4) Copy of the equivalence certificate accepted by the Council of Higher Education for Bachelor's diplomas received from institutions of higher education in foreign countries, either notarized or verified by Turkish Embassies abroad
5) For Master's Programs with Turkish as the medium of instruction, copy of the document that proves knowledge of Turkish language, either notarized or verified by Turkish Embassies abroad

(*Exam result document with a level of B2 or above pertaining Turkish language exams like TÖMER, UTS or others whose equivalence is approved)*

6) For application to the programs with English as the medium of instruction, original document of exam result, English or Turkish copy thereof, either notarized or verified by Turkish Embassies abroad. A score of at least 50 from YDS/ÜDS/KPDS or TOEFL-IBT: 60, CAE: C, CPE: C, PEARSON PTE: 50 provided that the exams have validity. 2 passport-sized photographs (taken within the last 6 months)
7) English or Turkish copy of the passport ID pages, either notarized or verified by Turkish Embassies abroad
8) Notarized copy of the student visa to be obtained from Foreign Delegations or original or notarized copy of the ID and residence tenure pages of the residence permit.

Required Documents for the Final Registration Pertaining Ph.D Programs:

1) Copy of the Turkish or English translation of the Bachelor's diploma as well as the Master's (with Thesis) diploma, either notarized or verified by Turkish Embassies abroad
2) Turkish or English translation of the Bachelor's and Master's transcript or copy of the breakdown of courses taken and grades received, either notarized or verified by Turkish Embassies abroad
3) Exam result document (with a minimum score of 55 from ALES exam in the relevant score type of the program the student applies for or an equivalent score from GRE and GMAT exams), either notarized or verified by Turkish Embassies abroad
4) Copy of the equivalence certificate accepted by the Council of Higher Education for Bachelor's and Master's diplomas received from institutions of higher education in foreign countries, either notarized or verified by Turkish Embassies abroad
5) For the application for Ph.D. Programs with Turkish as the medium of instruction, copy of the document that proves knowledge of Turkish language, either notarized or verified by Turkish Embassies abroad.

(*Exam result document with a level of B2 or above pertaining Turkish language exams like TÖMER, UTS or others whose equivalence is approved)*

6) For application to the Ph.D. programs, original document of exam result, English or Turkish copy thereof, either notarized or verified by Turkish Embassies abroad. A score of at least 60 from YDS/ÜDS/KPDS or TOEFL-IBT: 72, CAE: C, CPE: C, PEARSON PTE: 55 provided that the exams have validity. 2 passport-sized photographs (taken within the last 6 months)
7) 2 passport-sized photographs (taken within the last 6 months)
8) English or Turkish copy of the passport ID pages, either notarized or verified by Turkish Embassies abroad
9) Notarized copy of the student visa to be obtained from Foreign Delegations or original or notarized copy of the ID and residence tenure pages of the residence permit.

Final Registration Procedures

- Firstly, a number for the queue is obtained from the information desk.
- All the documents expected for the final registration are submitted to Student Affairs Office.
- The tuition is paid to the Accounting Department.
- The receipt for the payment is brought to Students Affairs Office and thus your registration is fulfilled.

Procedures for Selecting the Courses

The procedures for selecting courses will take place between February 2nd and February 13th 2015

1. Students will Enter the Automation System (Nokta Otomasyon) with their passwords and they will click the "**Course Selection**" icon under the **"Information on Education**" menu.

a) Student will be able to see the courses whose quote are sufficient and which are compatible with the **"Curriculum**".
b) The student chooses the seen courses within the framework of the Curriculum rules.
c) The student follows the confirmation of the situation from the icon of "**Personal Report"** under the menu of **"Information on Education".**

2 print-outs are taken from the course selection petitions and signed by the student **after the confirmation of the advisor,**

2. The course selection (taking) petitions are submitted to the Student Affairs Office which is a part of Head of the Chamber of Students Affairs Office in Eminönü Campus, to be confirmed by the course advisor.

THINGS TO KNOW

1)The registration of the students, who have given any missing, wrong or amended documents during the application, placement and registration processes will be cancelled even if their full registration was realized.

2) Taking part in ALES, GRE, or GMAT(regardless of his/her grade) exams is a sufficient prerequisite for the prior- registration process. The student who does not have a document for entrance can also apply for the registration. However, once the student gets the right to be fully registered, the student signs a document committing that he/ she will submit the ALES, GRA or GMAT exam results and the document for proficiency in Turkish **at least within a year.**

3) The students who cannot bring an equivalent graduate or postgraduate diploma or degree during the prior-application process sign a written commitment stating that they will lose their right to be a student at the university if they cannot submit this document to the program that they registered **until the end of the first semester**.

4)The students who couldn't submit the document for proficiency in Turkish will be granted to have fulfilled the Turkish proficiency stipulation on the condition that they succeed in the Turkish proficiency exam given by the university.

5) The students who do not have the document showing their proficiency in the Turkish language or who have not passed the Turkish proficiency test given by the university sign a document committing that they will submit the relevant document at least within a year. **The students will their right to be a student at this university if they fail to bring the document showing their proficiency level in the Turkish language.**

6) The candidates who have completed their graduate studies in Turkish are not required to bring this document.

7) For the English programs, the students who pass the English proficiency exam prepared by the English Prep School are considered to have fulfilled this condition. The students who fail apply for the Intense English program conducted by the University.