THE PROCEDURE OF REGISTRATION TO THE POSTGRADUATE PROGRAMS FOR THE INTERNATIONAL STUDENTS

REGISTRATIONS	
Registration Dates	September 7-11, 2015
Dates of Add/drop Classes	September 14-21, 2015
Time	09.00-17.00
Venue	Eminonu Campus

STEPS OF THE REGISTRATION

- ✓ Take a queu number at the Helpdesk at the entrance
- ✓ Submit the registration documents to the Registrar's Office
- ✓ Make the payment to the Financial Department
- ✓ Submit the receipt of the payment to the Registrar's Office
- ✓ Receive the password to enter the Online Student Information System
- ✓ Select the courses with the advisor assigned by the related Graduate School
- ✓ After completing to select the courses, print the page of the courses you selected, sign it, make it signed by the advisor and submit it to the Registrar's Office and finalize your registration process.

Required Documents for registration to the Master Degree Programs

a) Original undergraduate Diploma and its notary certified translation in Turkish or English

b) Original undergraduate transcript and its notary certified translation in Turkish or English

c) For registration to the MA programs with thesis: A copy of the score reports of one of the valid ALES, GRE or GMAT Tests (Applicants who do not have a score report of ALES/GRE/GMAT can enroll by taking conditional acceptance. In this situation, they sign a written contract stating that they will fulfill their pre-enrollment liabilities within one year after submitting their Turkish language certificate).

d) Equivalency Certificate issued by The Council of Higher Education for diplomas received from foreign country higher education institutions (registered students on the basis of conditional acceptance are allowed one semester to submit this document).

e) For the registration to the MA programs in Turkish:
   - B2 or upper level of exam result is needed to be submitted (Minimum B2 TÖMER, UTS or other equivalent valid Turkish test results are accepted).
   - If students do not have any Turkish Language Certificate, they will have conditional acceptance and they are allowed one year to submit this document before starting to the courses. After one year if students cannot submit a valid Turkish Language Certificate, they will also get one more additional year to take a valid score report. When additional year ends, if they still cannot submit the Certificate, their registration is cancelled.
   - If students completed their high school/undergraduate in Turkish, they do not need to submit any Turkish test result.

f) For the registration to the programs in English:
   - A score report of YDS/UDS/KPDS Tests: 50 or equivalent of TOEFL IBT: 60, CAE: C, CPE:C and PEARSON PTE:50 score reports must be submitted
   - If student does not have any English test result, they can attend English Proficiency Test at Istanbul Commerce University and successful students start to the courses in the programs they are registered in.
   - If students are not successful in English test at the university and they do not have any English test result, they need to study at Intensive English Preparatory School at Istanbul Commerce University.

g) 2 colored passport size photos (should have been taken in the last six months).

h) Notary certified copy of the passport pages showing credentials.

Required Documents for registration to the Master Degree Programs

i) Original undergraduate diploma and its notary certified translation in Turkish or English

j) Original master degree diploma and its notary certified translation in Turkish or English

k) Original undergraduate transcript and its notary certified translation in Turkish or English

l) Original master degree transcript and its notary certified translation in Turkish or English

m) A copy of the score reports of one of the valid ALES (min. 55), GRE or GMAT Tests (Applicants who do not have a score report of ALES/GRE/GMAT can enroll by taking conditional acceptance. In this situation, they sign a written contract stating that they will fulfill their pre-enrollment liabilities within one year after submitting their Turkish language certificate).

n) Equivalency Certificate issued by The Council of Higher Education for diplomas received from foreign country higher education institutions (registered students on the basis of conditional acceptance are allowed one semester to submit this document).

o) A valid certificate/score report of Turkish language (Minimum B2 TÖMER, UTS or other equivalent valid Turkish test results).

- If students do not have any Turkish Language Certificate, they will have conditional acceptance and they are allowed one year to submit this document before starting to the courses. After one year if students cannot submit a valid Turkish Language Certificate, they will also get one more additional year to take a valid score report. When additional year ends, if they still cannot submit the Certificate, their registration is cancelled.
- If students completed their high school/undergraduate/master studies in Turkish, they do not need to submit any Turkish test result.

p) A valid score report of English Proficiency Tests (YDS/UDS/KPDS Tests: 50, TOEFL IBT: 60, CAE: C, CPE:C or PEARSON PTE:50)

q) 2 colored passport size photos (should have been taken in the last six months).

r) Notary certified copy of the passport pages showing credentials.

COURSE SELECTION PROCESS

Each student will be assigned an advisor to select the courses. The predetermined appointment time with the advisors will be announced on our website.

The payment of the tuition fee and course selection process must be completed between September 7, 2015 and September 11, 2015.

1. Students are required to receive password, enter the Nokta Student Information System and click on “Course Selection” (Ders Seçimi) under the Menu of “Education Information” (Öğrenim Bilgileri)

a) Students can check the available quote of the each course, that is compatible with the curriculum of the program
b) Students are required to select the courses in accordance with the curriculum procedures
c) Assigned advisor approve the selected courses on the online system.
d) Students finally print the approved list of the selected courses by clicking on “Personal Report” (Ferdi Rapor) under the Menu of “Education Information” (Öğrenim Bilgileri)

2. The printed and signed list of the selected courses is submitted to the Registrar’s Office in Eminonu Campus.

IMPORTANT NOTICE

1. During the process of application and admission, registration of the students who submitted fraudulent or falsified information is cancelled.
2. Students who cannot submit a score report of ALES/GRE/GMAT during the registrations can enroll by taking conditional acceptance. In this situation, they sign a written contract stating that they will fulfill their pre-enrollment liabilities within one year after submitting their Turkish language certificate. Submitting a score report of these tests is sufficient for registration without seeking of a minimum score.
3. Registered students on the basis of conditional acceptance are allowed one semester to submit Diploma Equivalency Certificate. Students sign a commitment letter stating that if they cannot submit the related certificate till the end of the first semester following the registration, their registration is cancelled.
4. If students do not have any Turkish Language Certificate, they will have conditional acceptance and they are allowed one year to submit this document before starting to the courses. After one year if students cannot submit a valid Turkish Language Certificate, they will also get one more additional year to take a valid score report.

When additional year ends, if they still cannot submit the Certificate, their registration is cancelled.

5. If students completed their high school/undergraduate/master studies in Turkish, they do not need to submit any Turkish test result.
6. If student does not have any English test result, they can attend English Proficiency Test at Istanbul Commerce University and successful students start to the courses in the programs they are registered in.
7. If students are not successful in English test at the university and they do not have any English test result, they need to study at Intensive English Preparatory School at Istanbul Commerce University.
8. The semester which the student does not renew his/her registration in, is counted as a semester of the standard duration of education, laid down by the law numbered 2547.
9. Students are allowed to take max. 2 courses from the graduate school they register in or another graduate school on the basis of the advisor's approval.
10. The add/drop period is carried out on September 14-21, 2015. The final list of the courses selected must be submitted to the Registrar's Office after the approval of the advisor.
11. The courses taken during the undergraduate education are not considered within the compulsory course load.
12. Master Degree Programs with thesis consist of at least 8 courses (no fewer than 90 ECTS) + Seminar + Thesis. Seminar is non-credit and taken into evaluation as "successful" (P) and "failed" (U).
13. Students are required to register for the thesis study every semester, as of the beginning of the third semester.
14. The normal duration of the programs with thesis is six semesters (except the English Preparatory School and Scientific Preparation). However, students can graduate after completion of the third year on condition that they successfully complete the course load within the first year and work on the thesis for at least a semester.
15. Master Degree Programs without thesis consists of at least ten (10) courses (no fewer than 90 ECTS) + the term project. Term project is non-credit and taken into evaluation

as “successful” (P) and “failed” (U). The course load for the students who registered in 2012-2013 Academic Year and before is eleven (11) courses + term project.

16. The normal duration of the programs without thesis is six semesters (except the English Preparatory School and Scientific Preparation). However, students can graduate after completion of the third year on condition that they successfully complete the course load within the first year and work on the term project for at least a semester.
17. PhD programs consist of at least eight (8) courses (no fewer than 180 ECTS which equals to 21 credits) + PhD Proficiency Exam + Thesis Proposal + Dissertation. Seminar is a credit course (3 credits) in PhD curriculum and taken into consideration accordingly.
18. The courses taken during the undergraduate and postgraduate education are not considered within the compulsory course load.
19. The normal duration of the PhD programs is twelve (12) semesters. However, students can graduate within a period fewer than eight (8) semesters on condition that they successfully fulfill their obligations and register for dissertation for at least three (3) semesters.
20. The maximum duration for the completion of courses is four (4) years in PhD programs.
21. The students are required to attend the courses of the faculty members whose courses were registered at the beginning. Students are responsible for all the problems related to this matter.
22. 70% attendance is compulsory to have the exams.
23. Only one course can be taken for each day.

NOTE: Copy of the residence permit must be submitted to the Registrar’s Office and to International Office each time the students renew it.

TUITION FEE

- Master Degree Programs with thesis: 19.440 TL (VAT included) (4 semesters)
- Master Degree Programs without thesis: 19.440 TL (VAT included) (4 semesters)
- PhD Programs : 27.000 TL (VAT included) (4 semesters)

Scientific Preparation is subject to additional payment:

- Master Degree Programs with thesis: 1.620 TL (VAT included)
- Master Degree Programs without thesis: 1.620 TL (VAT included)
- PhD Programs : 1.125 TL (VAT included)

Bank Account Information:

Account Holder: Istanbul Ticaret Universitesi

Account Number: 00158007286203703

IBAN: TR 3400 0150 0158 0072 8620 3703

Branch No: 110

Statement: Student TR Number/ Passport Number and Name-Surname

PAYMENT OPTIONS

1. Cash in advance payment with a 3% reduction of the total amount.
2. Payment through credit card:
    - Total amount
    - Payment as installment (max. 9) with the credit cards of the contracted banks