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ISTANBUL TİCARET
UNIVERSITY

STUDENT APPLICATION AND REGISTRATION GUIDE

2021 / 2022

www.ticaret.edu.tr

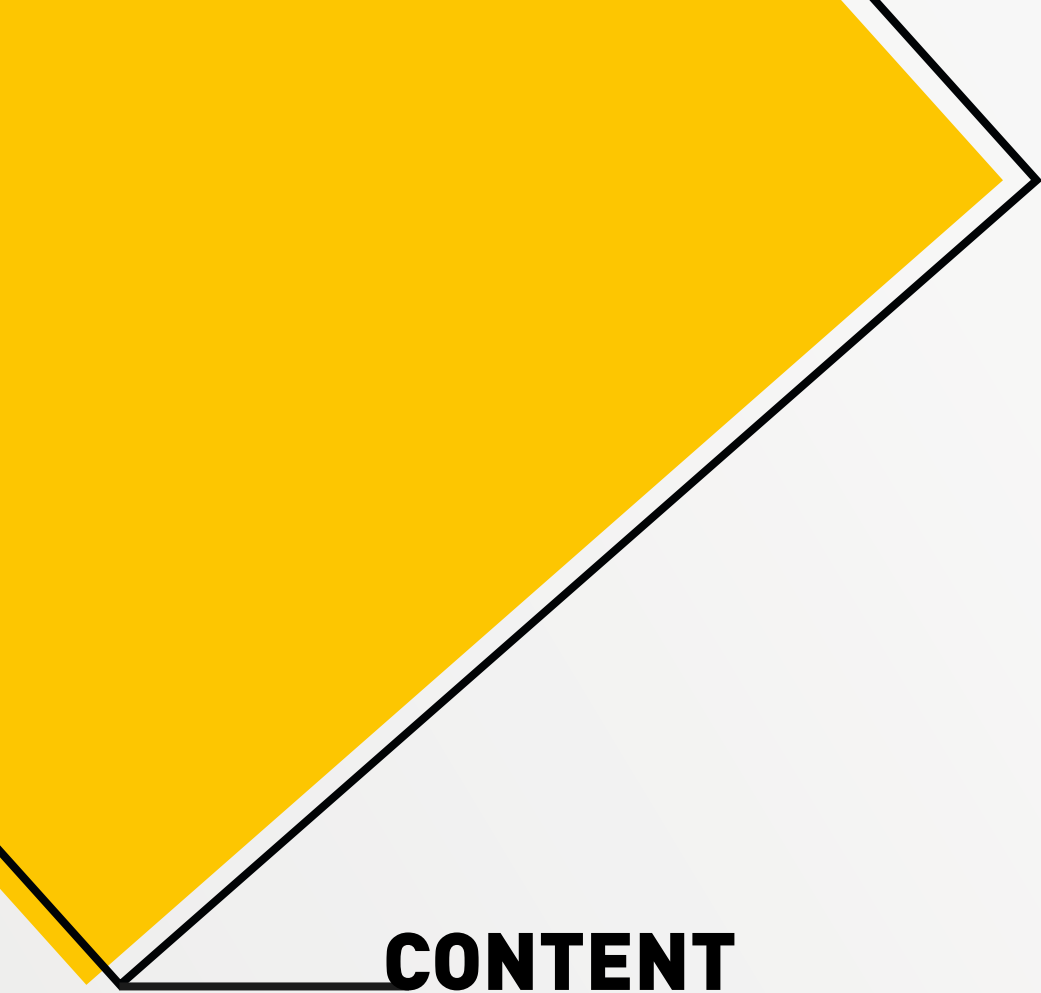
TİCARET

**İSTANBUL
ÜNİVERSİTESİ**



ÜNİVERSİTESİ

TİCARET
SİTESİ



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INTERNATIONAL OFFICE

How can I apply to Istanbul Ticaret University ?

Please follow the instructions to apply for Bachelor/Master/PhD Degrees in Istanbul Ticaret University.

Visit “Apply Now” section at <https://international.ticaret.edu.tr/apply/>

Fill out the form completely and upload all requested documents.

Please be aware that all information that you wrote on the application form will be used for all official processes of your university registration. Therefore, please double check.

You can follow your application status and download your offer letter at <https://international.ticaret.edu.tr/app-check/>

Please follow the instruction on your offer letter to receive your acceptance letter.

What is the Offer Letter ?

The Offer Letter states that you are conditionally accepted at Istanbul Ticaret University. Requirements stated in the letter will need to be met before your official acceptance can be finalized.

The acceptance letter will be issued after receiving the deposit payment (500\$).

Note: Your offer letter will be valid for ONE WEEK. The letter will be invalid in case the quota in your program is full.

Required Documents for Application

Bachelor;

- High School Diploma
- High School Transcript
- Passport
- Identical Photo
- English or Turkish Language Certificate (if available)
- Blue card (if applicable)

Master;

- Bachelor Diploma
- Bachelor Transcript
- Passport
- Identical Photo
- English or Turkish Language Certificate (if available)
- Blue card (if applicable)

PhD;

- Bachelor Diploma
- Bachelor Transcript
- Master Diploma
- Master Transcript
- Passport
- Identical Photo
- English or Turkish Language Certificate (if available)
- Blue card (if applicable)

Does Istanbul Ticaret University have both fall & spring semester intakes?

- Bachelor's degree applications are only accepted in the fall semester.
- Graduate degree applications are accepted in both fall & spring semester intakes.

What is the deposit payment for? Is it non-refundable?

After the approval of your application, and the offer letter being sent, a non-refundable deposit of \$ 500 should be paid to receive an acceptance letter. The deposit can only be refunded if you prove that your visa application has been rejected with the documents you receive from the Embassy / Consulate of the Republic of Turkey .

The deposit is considered as a guarantee of the applicant's intent to study at Istanbul Ticaret University. This deposit amount will be deducted from the first installment of the tuition fee for the registration.

How can I pay my tuition fee?

You can choose one of the payment methods below:

- 1) Pay by credit card at <https://ticaret.netahsilat.com>

2) Wire transfer to bank account of the Istanbul Ticaret University mentioned below

USD ACCOUNT:

Account Name: T.C. İstanbul Ticaret Üniversitesi

Bank Name: Vakıfbank

Branch: Mercan

Account Number (USD): 00158048000469134

IBAN (USD): TR87 0001 5001 5804 8000 4691 34

SWIFT Code: TVBATR2AXX

NOTE: Name, surname and passport number of the student has to be notified on international student tuition fee receipt and please keep the receipt of your payment in order to confirm your payment while registration process.

How much is tuition fee?

International Graduate Students Tuition Fee

Postgraduate Education	Education service term information and fee collection procedure	Student fees for 2020-2021 and after (including VAT)
Master's degree (without a thesis) - Turkish	It covers 2 terms of education service and ½ amount is collected in the 1st term and ½ amount is collected in the 2nd term.	3.000 USD
Master's degree (without a thesis) - English	It covers 2 terms of education service and ½ amount is collected in the 1st term and ½ amount is collected in the 2nd term.	4.500 USD
Master's degree - (with a thesis) in Turkish	It covers 4 terms of education service and ¼ is collected in the 1st term, ¼ in the 2nd term, ¼ in the 3rd term and ¼ in the 4th term.	3.400 USD
Master's degree - (with a thesis) English	It covers 4 terms of education service and ¼ is collected in the 1st term, ¼ in the 2nd term, and ¼ in the 4th term.	5.000 USD
PhD - Turkish	It covers 8 terms of education service and ¼ is collected in the 1st term, ¼ in the 2nd term, ¼ in the 3rd term and ¼ in the 4th term.	4.700 USD
PhD - English	It covers 8 terms of education service and ¼ is collected in the 1st term, ¼ in the 2nd term, ¼ in the 3rd term and ¼ in the 4th term.	6.000 USD
English Preparatory Class	It is an annual tuition fee, all of which are collected at the time of registration. (In case of a periodic payment request, ½ is collected in the 1st term and ½ is collected in the 2nd term.)	5.000 USD

International Undergraduate Students Tuition Fee

Undergraduate Education	Education service term information and fee collection procedure	Student fees for 2020-2021 and after (including VAT)
Bachelor's degree - Turkish	It is an annual tuition fee, all of which are collected at the time of registration. (In case of a periodic payment request, ½ is collected in the 1st term and ½ is collected in the 2nd term.)	4.000 USD
License – English	It is an annual tuition fee, all of which are collected at the time of registration. (In case of a periodic payment request, ½ is collected in the 1st term and ½ is collected in the 2nd term.)	5.000 USD
English Preparatory Class	It is an annual tuition fee, all of which are collected at the time of registration. (In case of a periodic payment request, ½ is collected in the 1st term and ½ is collected in the 2nd term.)	5.000 USD

Does Istanbul Ticaret University offer any scholarship?

The scholarship exams for Bachelor Degree are planned to be announced before the beginning of Fall Semester.

The scholarship interviews for Graduate Degree programs are planned to be announced before the beginning of each semester (both Fall and Spring Semesters).

For details of the requirements and dates please follow our website <https://international.ticaret.edu.tr/> and social media accounts;

instagram: ticaretinternational

REGISTRATION

Required Documents for Registration

Bachelor;

- Your High School Diploma translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your High School Transcript (showing courses you have taken each term you studied) translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your Passport copy translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Two Photos.
- Acceptable Proficiency Score in Program Language(if any)
- Official Acceptance letter (can be obtained from International Office with a copy of it during registration)
- Receipt of the first semester tuition fee payment
- Deposit payment receipt

If you didn't graduate from a high school in Turkey you need to submit your equivalency certificate (Denklik belgesi) provided by the Ministry of National Education in Turkey to complete your registration process. Please check the link given below to the required documents of the equivalency certificate application. Please do not forget to complete the processes needed to be completed in your home country.

Turkish: <https://edenklik.meb.gov.tr/?culture=tr-TR>

English: <https://edenklik.meb.gov.tr/?culture=en-US>

Arabic: <https://edenklik.meb.gov.tr/?culture=ar-SA>

Master;

- Your Bachelor Degree Diploma translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your Bachelor Degree Transcript (showing courses you have taken each term you studied) translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your Passport copy translated into Turkish and notarized by the authorities of the Republic of Turkey.

- Two Photos.
- Acceptable Proficiency Score in Program Language(if any)
- Official Acceptance letter (can be obtained from International Office with a copy of it during registration)
- Receipt of the first semester tuition fee payment
- Deposit payment receipt

PhD;

- Your Bachelor and Master's Degree Diploma translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your Bachelor and Master's Degree Transcript (showing courses you have taken each term you studied) translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Your Master's Degree **MUST BE WITH THESIS** if you have graduated after February, 6, 2013
- Your Passport copy translated into Turkish and notarized by the authorities of the Republic of Turkey.
- Two Photos.
- Acceptable Proficiency Score in Program Language(if any)
- Official Acceptance letter (can be obtained from International Office with a copy of it during registration)
- Receipt of the first semester tuition fee payment
- Deposit payment receipt

What are the language certificates accepted by Istanbul Ticaret University?

For Undergraduate Students

For Turkish and %30 English programs

- B2 TOMER Certificate

For English program (30% / 100%)

- TOEFL-IBT: 72 (valid for two years)
- YDS: 60 (valid for three years)
- FCE: C (lifelong valid)
- PTE Academic: 55 (valid for two years)

For Graduate Students

For Turkish and %30 English program

- B2 TOMER Certificate

For English program (30% / 100%)

- TOEFL-IBT: 72 (valid for two years)
- YDS: 60 (valid for three years)
- FCE: C (lifelong valid)
- PTE Academic: 55 (valid for two years)

For Turkish Master and Phd Programs

- B2 TOMER Certificate

For English Master Degree Programs

- TOEFL-IBT: 72 (valid for two years)
- YDS: 60 (valid for three years)
- FCE: C (lifelong valid)
- PTE Academic: 55 (valid for two years)

For English Phd Programs

- FCE: C (lifelong valid)
- TOEFL-IBT: 72 (valid for two years)
- YDS: 60 (valid for three years)
- PEARSON PTE: 55

Can someone else register for me?

If the student cannot be present in person for registration, someone else may complete the enrollment procedures on behalf of him/her if he/she is provided with an official warrant notarized by the authorities of the Republic of Turkey.

How can I do the registration process, add and drop courses?

You can easily reach the written guide and video guide by using QR codes below.



(video guide)



(written guide)

How To Get Your Student Certificate or Transcript?

You will need to obtain a Student Certificate (Öğrenci Belgesi) for various administrative work, such as for the residence permit and student transportation card. You can obtain your student certificate by accessing and applying through the SIS(Student Information System) system.

STUDENT CERTIFICATE

Student certificate is a document prepared to be given to any institution and shows the student status of the students registered in our university. Students can request this document up to 5 times in a semester using the SIS program.

TRANSCRIPT

Transcript is the grade status document that shows the final success status, semester and overall grade point averages of all the courses that the student received after completing his/her registration at the university. Students can request this document up to 5 times in a semester by using the SIS program.

You can create your student certificate and transcript requests through the SIS program as follows;

1. Log in to the SIS program with your Username and Password.
2. From the "Grades" tab, click on the "Document Requests" section.

3. In the “Document Type and Description” section, write the type of document you request, your document language preference (Turkish or English) and, if any, the note you want to be indicated on it. For example: Student Certificate – Turkish – No Disciplinary Record.
4. In the “ Number of Copies” section, specify how many documents you want.
5. Click the “Continue” button.
6. Please do not forget to click on the “Submit” button at the end of the process to complete your application.
7. When creating a document request, you must clearly indicate which document you want in which language in the “Document Type and Description” section. Otherwise, your document request will not be considered.
8. In order for you to receive the documents you have requested, please also indicate your active e-mail address.
9. Our active students can also obtain their student certificate and transcript requests via “e-devlet” application.

NOTE: The documents you have requested to be sent to your email address will be sent to your e-mail address within 3 working days.

Use the QR Code below for requesting documents.



For detailed information, we recommend that you visit the <https://international.ticaret.edu.tr/> and <https://international.ticaret.edu.tr/faq/> web page.

İSTANBUL TİCARET ÜNİVERSİTESİ

Sütlüce: Örnektepe Mah.
İmrahor Cad. No: 88/2,
Beyoğlu 34445 / İstanbul

Küçükyalı: Küçükyalı E5 Kavşağı
İnönü Cad. No: 4,
Küçükyalı 34840 / İstanbul

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