

**YILDIZ TECHNICAL UNIVERSITY
DIRECTIVE ON APPLICATION, REGISTRATION AND ADMISSION OF
FOREIGN STUDENTS TO UNDERGRADUATE PROGRAMS**

SCOPE

Article 1

1. This directive is prepared to provide information to candidates who wish to apply to Yıldız Technical University Foreign Students Exam (YTUYOS) and who wish to study at Yıldız Technical University (YTU) as a foreign student. The aim of this directive is to explain the policies and the necessary procedures to be completed before the exam, to specify the rules students have to obey during the exam and to regulate the placement and registration procedures.
2. Upon the publication of this directive, Yıldız Technical University Senate and/or Higher Education Council (YÖK) reserve the right to make changes in the directive as may be deemed necessary.

YTU FOREIGN STUDENTS ACADEMIC CALENDAR

Article 2

Academic Calendar regarding the YTUYOS application, examination, placement and registration dates are determined by the University Senate.

YTU FOREIGN STUDENTS QUOTAS

Article 3

YTU Foreign Students quotas are determined by the University Senate.

YTU FOREIGN STUDENTS EXAM (YTUYOS)

Article 4

1. Yıldız Technical University Foreign Students Exam (YTUYOS) is organized and held by YIU Continuing Education, Research Center. (YILDIZ-SEM)
2. All correspondence between YILDIZ-SEM and candidates must be through e-mails and in Turkish and/or in English. YILDIZ SEM is not responsible for late replies or loss of information.
3. YILDIZ SEM does not deal with housing, scholarships, visa, residence permit, etc., and does not take the responsibility of supplying any documents for obtaining a passport or for departing home country to take the YTUYOS exam. YIU YILDIZ SEM does not mediate to supply any documents related to the listed circumstances.
4. Any contingency not specifically covered in this directive will not be dealt with by YIU YILDIZ SEM and decisions taken by YIU YILDIZ SEM are taken into action.

Article 5

1. Candidates pay the YTUYOS exam fee, which is determined by the YIU Administrative Committee. Exam fee is paid to the bank account, which is determined by YIU YILDIZ SEM.
2. YTUYOS Exam fee may not be credited to future examinations. Any candidate who pays the fee, but decides not to take the exam, or whose application is considered invalid, or who does not or cannot take the exam, or who is not allowed to sit the exam

or is expelled from the exam hall, or who fails the exam, or whose exam paper is invalid for any reason, or who pays for any procedure which does not require payment, cannot claim the right to a refund of the fees paid.

Article 6

YTUYOS results are applicable only for the students who want to study an undergraduate degree. It is not Foreign Students Office or YILDIZ SEM's responsibility to deal with students who want to transfer to YTU from another institution or who want to study a graduate degree at YTU.

Article 7

1. YTUYOS, SAT or other similar exam scores are valid for two years.

APPLICATION REQUIREMENTS FOR YTUYOS

Article 8

1. Rules governing YTUYOS applications are conducted by the Higher Education Council. (YÖK)
 - a. Applications are accepted on the condition that applicants are senior high school students or high school graduates and fulfill the following conditions. Applicants,
 - who hold a foreign nationality,
 - who are Turkish citizens by birth, but acquired permission to leave Turkish citizenship from the Ministry of the Interior and those who certify that they have a certificate of use of recognition of rights given to the minors registered on the declaration of alienage entitled by Turkish Citizenship Law, (Due to the provision in Article 7 of 5901 numbered Turkish Citizenship Law “ (1) A child born within marriage to a mother or father with Turkish citizenship either within or outside Turkey is a Turkish citizen.”, applicants for international student admissions should examine the Turkish Citizenship laws)
 - who are foreign nationals by birth and acquired Turkish nationality / applicants who have dual citizenship,
 - who hold Turkish citizenship and complete their secondary education in a foreign country other than Turkish Republic of Northern Cyprus (TRNC). (This rule includes the candidates who complete their secondary education at Turkish Schools in foreign countries other than Turkish Republic of Northern Cyprus (TRNC),
 - before 01/02/2013; with Turkish nationality who have continued their secondary school education abroad, the ones who have completed the last 3 years (high school) of their secondary school education abroad except Turkish Republic of Northern Cyprus (TRNC) (including the ones who have completed their secondary school education (high school) abroad in schools under the directorate of Turkish National Ministry of Education except Turkish Republic of Northern Cyprus (TRNC),
 - after 01/02/2013; who have started their education abroad except Turkish Republic of Northern Cyprus (TRNC) and completed secondary school (high school) (including the ones who have completed their secondary school education (high school) abroad in schools under the directorate of Turkish National Ministry of Education except Turkish Republic of Northern Cyprus (TRNC)
 - who have AL scores and who were enrolled in a high school in foreign countries between 2005 and 2010 and get or will get GCE AL scores **are accepted.**

- b. Applications of the following individuals are not accepted.** Applicants,
- who hold Turkish citizenship and who complete their secondary education in Turkey or in Turkish Republic of Northern Cyprus (TRNC)
 - who hold Turkish Republic of Northern Cyprus (TRNC) citizenship (This rule does not include the applicants who complete their secondary education and hold GCE AL score and who were enrolled in a high school abroad between 2005 and 2010 and have or will have GCE AL score.
 - who hold dual citizenship with a birthright Turkish citizenship as stated in article a section 2 . (except those who complete their secondary education in a country other than Turkish Republic of Northern Cyprus (TRNC) or applicants who completed their secondary education at a Turkish school in a foreign country other than the Turkish Republic of Northern Cyprus (TRNC).
 - who hold dual nationality one of which is Turkish Republic of Northern Cyprus (TRNC) citizenship. (Except those who complete their secondary education in Turkish Republic of Northern Cyprus (TRNC) and hold GCE AL score and those who were enrolled in a high school abroad between 2005 and 2010 and hold or will hold GCE AL score.
 - who hold Turkish citizenship or who hold dual citizenship with a birthright Turkish citizenship as stated in article a section 2 and who attended foreign high schools or the schools within the structure of Embassies in Turkey.

FILLING OUT THE YTUYOS APPLICATION FORM

Article 9

Applicants living in or outside Turkey should submit YTUYOS applications online through www.ydok.yildiz.edu.tr Other forms of applications are not accepted. Applicants who want to take the YTUYOS Exam are obliged to fill out the online YTUYOS Application Form through www.ydok.yildiz.edu.tr within the application period and attach the required documents into the application form. General rules regarding the YTUYOS Application form are as follows:

1. YTUYOS Application Form should be filled and submitted after reading this directive.
2. All the necessary fields have to be filled correctly in capital letters and if selecting an option is required, one of the options has to be selected otherwise the application form cannot be submitted.
3. Submitted information has to match with the information in your valid passport. Any false or forged information may be grounds for dismissal from the application process. If any information found to be false or forged within or after the registration, registration or admission ends with dismissal.

REQUIRED ONLINE DOCUMENTS TO BE ATTACHED TO ONLINE YTUYOS APPLICATION FORM

Article 10

The information below outlines the documents to be attached to YTUYOS Application Form.

1. **One passport size photo** (Applicant must be facing forward and looking straight at the camera without anything covering the face, and photos must be taken by a professional photo service within the last 6 months to reflect applicant's current

appearance and must be about 4X6 cm in size and jpeg format. Hand-held self portraits are not accepted. Applications are rejected if the applicants do not submit photos that meet the photo requirements.)

2. Copy of Applicant's Passport

(Applicant's current passport bio page, pages of the passport having applicant's photo and personal details should be scanned in jpeg format and submitted in one page.

3. Bank receipt

YTUYOS fee is determined by the YTU Administrative Board. Bank receipt showing the YTUYOS exam fee payment should be scanned in jpeg format and submitted in a single page.

- 4.** Applications which are not submitted during the application period, which does not match the requirements of this directive (applications with incomplete or incorrect information; unreadable, small size or forged documents) are denied. Applicants are informed about the denial and the reason of denial through e-mail and cannot receive a refund of the fees paid.

PASSPORT DIRECTIVES

Article 11

Passport requirements are stated as follows:

a. If you are under the age of 18 and for this reason if you do not hold a passport, you can add a valid ID card which is valid in your country.

i.) If you are under 18 on the exam date, you should bring notarized Turkish translation of your parent's passport and your valid official ID card to the examination center.

ii) If you are 18 or over, you should bring your own passport and a valid official ID card to the examination center.

b. Check the validity and the date of expiry of your passport. Be sure to hold a valid passport for your application, YTUYOS examination and YTU admission. Submissions with expired passports are not accepted and are not taken under review.

c. Your passport bio page photo and the photo you add to your YTUYOS online application form are required to match your current appearance. To avoid any confusion, it is also suggested that you renew your passport with the photo you choose to add to your YTUYOS application.

d. Applicants who hold Turkish citizenship and who complete or will complete their secondary education in a foreign country can make an applications with their Turkish passports.

e. Turkish citizen applicants who completed their secondary education abroad and returned to Turkey can apply with the copy of their Turkish Republic ID card if they do not hold a Turkish passport.

f. Only the applicants who hold dual citizenship and who do not have foreign or Turkish passport can upload a copy of their Turkish Republic ID card.

CANDIDATE NUMBER DIRECTIVES

Article 12

1. After submitting the online YTUYOS application form, an encrypted 11-digit candidate number appears on the screen and it is also automatically sent to the email address submitted with the application. Candidate number also appears on your YTUYOS Examination Entrance Card.
2. After submitting the YTUYOS application form, applicants are obliged to mention the candidate number in their e-mails or calls to YILDIZSEM. Petitions or emails without candidate number are not replied.

YTUYOS EXAMINATION ENTRANCE CARD

Article 13

1. After reviewing the applications, online YTUYOS Examination Entrance Card in applicants' names are created for the accepted applications. YTUYOS Examination Entrance Card is required for your entrance to the examination hall. This A5 sized document includes an encrypted YTU hologram, an encrypted serial number and a CMYK color coded YTU logo. YTUYOS Examination Entrance Card can be printed out by entering your candidate number after the exam applications are closed through a link which is published on www.ydok.yildiz.edu.tr
2. Under no circumstances applicants take the YTUYOS Exam without having YTUYOS Examination Entrance Card, which is printed in color through the website www.ydok.yildiz.edu.tr Candidate number, name and surname of the applicant, exam center, date of examination, hall and desk number and exam time are available on Examination Entrance Card.

ABOUT YTUYOS

Article 14

1. Candidates are obliged to have YTUYOS Examination Entrance Card, a valid passport or a Turkish Republic ID card during the exam.
2. Under no circumstances candidates can take the YTUYOS in any hall which is not mentioned in YTUYOS Examination Entrance Card. In certain circumstances, invigilators can make a decision about certain situations about the exam halls.
3. YTUYOS Exam is a one session exam, both in English and Turkish and the questions consist of Mathematics (algebra and geometry) and IQ questions (reasoning). Mathematics and IQ questions are multiple choice questions which aim at measuring the mathematical reasoning, problem solving capacities and skills of the applicants. Mathematics and IQ Questions are given to the candidates in a single booklet.
4. YTUYOS questions are multiple choice questions. Five different choices are given for each question and only one of them is the correct answer. What is expected from the candidate is to find the correct answer for each question and to mark the correct answer out of A,B,C,D,E, whichever the candidate finds correct on the Answer Sheet. In order for the scanner to accurately record responses, only one circle must be darkened for each question. It is imperative that changed responses and stray marks be

completely erased. Crossing out a response and darkening another or darkening more than one response for a question will cause the scanner to fail to read the answer sheets and the response will be recorded as wrong.

5. Every student is required to obey the exam rules. Any candidate who violates the exam rules is noted down on the Exam Hall Report and their exams deemed invalid as their answer sheet is not rated and candidates cannot receive an Exam Report.
6. Candidates are responsible for the authenticity and validity of the information submitted in the YTUYOS Application Form. Submitting false or forged information, cheating during the exam, having someone else to take the exam in your place, violating the exam rules or similar actions against the exam rules cause applications to render the exam results invalid and the answer sheets to be taken out of the evaluation process. Legal process against those candidates in question begins within the limits of the law if any action against the rules occurs.
7. YTUYOS consists of 80 questions which include 45 algebra, 5 geometry and 30 IQ questions. The questions are about figures, lines, point numbers, completing and turning of the figures, number sequences, number patterns, finding missing figures, problem solving, finding the different figure, combining the figures, etc. 10% of the questions are published randomly after the exam date. Candidates who hold a candidate number can view all the questions online on www.ydok.yildiz.edu.tr after the exam date. YTUYOS is a one session exam and the exam duration is 120 minutes.

RATING OF YTUYOS

Article 15

Correct and wrong answers of the applicants given for Math Section and IQ Section shall be counted separately. Standard score is calculated according to,
Standard Score= (Number of correct answers - Number of wrong answers/4) x (100/80).

RETURN OF YTUYOS RESULTS

Article 16

YTUYOS score reports are delivered electronically and are accessible from any computer through www.ydok.yildiz.edu.tr. A link will be available on the date specified on YTUYOS academic calendar. Candidates can reach the exam results by typing their YTUYOS candidate number into the related field. YTUYOS Score Reports are published in printable format.

LODGING AN APPEAL AGAINST YTUYOS QUESTIONS AND/OR RESULTS

Article 17

Candidates can lodge an appeal against YTUYOS Questions and/or results within three days after the questions and correct answers are announced and after the exam reports are published. Candidates can lodge an appeal against the questions or the results by filling, printing and signing the YTUYD General Petition Form (YTÜYD Genel Amaçlı Dilekçe) which is published online on www.ydok.yildiz.edu.tr. It is required to submit the petition to YTU YILDIZ SEM contact address along with the bank receipt attached to the petition. The fee for submitting the petitions about the YTUYOS questions or results are determined by the University Administrative Board. Petitions without bank receipts are not taken under review.

Contact Adress:

Yıldız Sürekli Eğitim Araştırma ve Geliştirme Merkezi (YıldızSEM)

Yıldız Teknik Üniversitesi

Yıldız Kampüsü

N-Blok 34349 Yıldız, Beşiktaş, İstanbul, Türkiye

Phone number: (+90) 212 383 5547

Fax: (+90) 212 383 5548

E-mail: ydok@yildiz.edu.tr

Web address: www.ydok.yildiz.edu.tr

LOWEST SCORES REQUIRED FOR SUBMITTING AN APPLICATION TO YTU

Article 18

(1) National and International lowest test scores, required for foreign students' submitting an application to Yıldız Technical University are determined by the University Senate.

DEPARTMENT APPLICATIONS

Article 19

1. Candidates who get required minimum scores from national and international exams recognized by Yıldız Technical University are eligible to submit online department application form. If a candidate holds more than one exam score, he/she is free to submit any score preferred. .Department application form is submitted online on www.ydok.yildiz.edu.tr between the dates mentioned in the academic calendar.
2. Once the department application form is submitted, it cannot be modified. The maximum number of the departments that a candidate can submit is eight. Candidates' department application forms are evaluated according to the exam scores and the department preferences. Department application form cannot be submitted without choosing at least one department.
3. Candidates taking YTUYOS exam apply only with their YTUYOS candidate number.
4. Candidates without YTUYOS score are obliged to fill the "YTUYD Tercih Başvuru Formu" (YTUYD Department Application Form). Candidates in subject receive their candidate numbers to their e-mail accounts, which are submitted in the "YTUYD Tercih Başvuru Formu" (YTUYD Department Application Form).
5. Candidates without YTUYOS candidate number are obliged to add the following documents online in .jpg format.
 - a. **Exam Report:** Exam reports which are not in Turkish or in English should have a notarized translation and should be in one page and in .jpg format.
 - b. **Passport:** Passport bio page should be in one page and in .jpg format.
6. Applications which are not submitted within the dates mentioned in the calendar are not accepted. Any false or forged information may be grounds for dismissal from the application process. If any information found to be false or forged within or after the registration, registration ends with dismissal.

PLACEMENT PROCESS

Article 20

1. Candidates are obliged to submit the online Department Application Form (Tercih Bařvuru Formu) within the dates mentioned in the academic calendar. Candidates who do not submit the form cannot be involved in the placement process.
2. In accordance with the quotas determined by the University Senate and candidates' department preferences, placement results are announced online on www.ydok.yildiz.edu.tr, after all the applications with YTUYOS scores and other exam scores are evaluated. Candidates can print out the Exam Report and the Placement Report online by typing their candidate number in the related field.
3. Should there be any quotas available after the first placements, there would be second placement within the dates mentioned on www.ydok.yildiz.edu.tr or in the academic calendar.

Article 21

1. Candidates are responsible for the authenticity and validity of the information submitted in the YTUYOS Application Form and the Department Application Form. Submitting false or forged information, cheating during the exam, having someone else to take the exam in your place, violating the exam rules or similar actions against the exam rules cause applications to render the exam results invalid and the answer sheets to be taken out of the evaluation process. Legal process against those candidates in question begins within the limits of the law if any action against the rules occurs.
2. Students, who get Turkish citizenship after registering to YTU as a foreign student, are still obliged to pay the yearly tuition fee.

REQUIRED DOCUMENTS FOR REGISTRATION

Article 22

Admitted students should prepare and submit the following documents to the officer on the appointed registration date, which is announced on www.ydok.yildiz.edu.tr. If the candidate cannot be present in person in the Registrar Office on the registration date because of health, education, family issues, he/she can appoint another person to complete his/ her registration. (Submission of a notarized approval is required.) Candidates who do not come to the Registrar Office to submit the registration forms lose the right of registration. Registrations cannot be accepted and completed unless all the required documents for the registration are submitted.

1. **YTU Foreign Student Registration Form** which is available on <http://www.ydok.yildiz.edu.tr> should be filled electronically in capital letters and submitted online and printed. A passport size photo should be glued on the YTU Foreign Student Registration Form and the form should be signed.
2. **High School Diploma** Original High School diploma is required. Temporary graduation certificates are not accepted.
3. **Exam Report (Original)** It is required to have a valid, signed and sealed exam report. (This is not required for the YTUYOS exam report) Exams such as YTUYOS or SAT are valid for 2 years. On condition that only online printout is available, the link and the whole page should be printed out of the related page.

4. Turkish Proficiency Certificate

Turkish language proficiency certificate taken from TOMER or Yunus Emre Institute and a copy of the document must be delivered to the Foreign Students Office. It is required to meet the following terms:

- i- Turkish Proficiency Certificate is required for all programs. (100% Turkish, 100% English or 30% English programs) and the minimum required level is C1.
- ii- Students, who meet the C1 Language proficiency, start studying at their departments. Students who does not meet the language proficiency requirements can register to the related departments if they submit the necessary document at the latest the following year's registration period. Then they can enroll and start studying at their departments. Registration rights are reserved for one year but above mentioned students cannot take Student Certificates or Student Pass for public transportation. They are registered as Turkish Preparatory Students on USIS. If students cannot meet the minimum C1 language level requirement at the end of the first year, students are allowed to study the Turkish Preparatory Course one more year. If the students cannot meet the C1 language level requirement at the end of the second year, students are dismissed from the university. If students meet the language requirement at the end of the first semester, students can complete their registration to the related department. Students who studied at Turkish secondary schools or high schools and receive a formal education in Turkish in Turkey or abroad for at least one year are not required to submit a Turkish Language Proficiency Certificate.
- iii- C1 Turkish Proficiency is also required for 100% English programs. C1 TOMER Certificate is not required to register to courses at 100% English departments but it is required to deliver TOMER Certificate before graduation. Foreign students cannot receive their diplomas if required TOMER Certificate is not delivered before the graduation date.

5. A copy of passport or Turkish ID The related document is checked and the original document is given back to the student. It is required to follow the related terms:

- i- If you have a passport in your name, bring it with you.
- ii- If you are younger than 18 years old and for this reason if you do not have a passport bring your parents notarized translated passport and a valid ID card of your country and its translation.
- iii- Check expiry date of your passport. Expired passports are not accepted for registration.
- iv- Turkish citizens who only hold Turkish passports and who complete their education abroad can submit their Turkish passport. Turkish students can register with their Turkish ID card if they do not hold a passport.
- v- All personal data written on the registration documents must match with the information written on your passport. If a student have changed his/her name, a name equivalency certificate (İsim Denklik Belgesi) and a copy of it should be brought to Registrar Office.

6. Copy of Residence Permit and YU Number

Candidates who do not reside in Turkey are required to bring residence permits taken from Directorate General of Migration Management (İl Göç İdaresi Genel Müdürlüğü). If you do not have a residence permit card, you may make a residence permit application through www.goc.gov.tr. Students who already have residence permit can bring their cards and a copy to Foreign Students Office. Students must bring the residence permit card and the YU Number to the Foreign Students Office before the first Fall Semester ends. Students, who reside in Turkey can take their residence document from the headman (muhtar) of their neighborhood.

7. 6 passport size photo

Students must be facing forward and looking straight at the camera without anything covering the face, and photos must be taken by a professional photo service within the last 6 months to reflect the current appearance and must be about 4X6 cm in size and jpeg format. Hand-held self portraits are not acceptable. Applications which do not meet the requirements are rejected.

8. Tuition Fee Bank Receipt

Tuition fees are determined by the University Administration in **Turkish Liras** and the due amount for only FALL semester should be paid. Students are required to pay the first semester tuition fee to

Ziraat Bankası Levent İstanbul Girişimci Şubesi

IBAN : TR950001002250447846845473

Write your name, your surname 'YTUYOS Katkı Payı' on your bank receipt remarks section.

9. Certificate of Identity Register Copy Candidates who hold dual nationality one of which is Turkish citizenship should get a Certificate of Identity Register from Civil Registry Office and bring a copy for registration to Yıldız Technical University.

10. Foreign Student Status Certificate Candidates whose birth place is other than Turkey in their ID Cards or passport and who hold a diploma taken from a country other than Turkey do not need to submit this form.

11. Social Security Documentation (If any)

If you have social security acquired through family members or spouse, you should submit the Social Security documentation. If the student does not hold a social security in Turkey, it is student's responsibility to have a social security. For more information, visit www.sgk.gov.tr and follow the necessary steps to get a social security.

Article 23- TURKIYE SCHOLARSHIP STUDENTS

Türkiye Scholarship is a state funded higher education scholarship program for foreign students. Students who are granted a scholarship by Türkiye Scholarship to study at Yıldız Technical University are obliged to bring the following documents to complete their registration to Yıldız Technical University. Your registration cannot be completed if you do not submit all the following documents:

- 1. YTU Foreign Student Registration Form** which is available on <http://www.ydok.yildiz.edu.tr> should be filled in capital letters and printed. A passport size photo should be glued on the YTU Foreign Student Registration Form.
- 2. High School Diploma** Original High School diploma is required.
- 3. Equivalency Certificate of Diploma or Temporary Graduation Certificate** accredited by Turkish Ministry of Education or Foreign Education Consultancy

4. **Transcript or Grade Report:** Originals and notarized translated copies of an official document which shows the list of the courses and grades taken during high school is required.

5. **Turkish Proficiency Certificate**

Minimum required language proficiency level is C1 for Turkiye Scholarship Students. The original language proficiency certificate taken from TOMER or Yunus Emre Institute and a copy of the document must be delivered to the YTU Foreign Students Office. The original document is given back to the student. It is required to follow the related terms:

- i- Turkish Proficiency Certificate is required for registration to all programs. (100% Turkish, 100% English or 30% English programs)
- ii- Students who meet the C1 Language proficiency start studying at the enrolled departments. Students who does not meet the language proficiency requirements can register to the related departments if they submit the necessary document at the latest the following year's registration period and enroll and start studying at their departments. Registration rights are reserved for one year and Turkiye Scholarship students can take Student Certificates or Student Pass for public transportation. They are registered as Turkish Preparatory Students on USIS. If a student cannot pass the Turkish Proficiency Test with C1, he/she is given one more year for meeting the Turkish proficiency requirement. If a student meet the requirement after the fall semester, he/she has the right to register to spring semester courses.
- iii- Students who studied at Turkish secondary schools or high schools and receive a formal education in Turkish in Turkey or abroad for at least one year are not required to submit a Turkish Language Proficiency Certificate.

6. **Copy of Passport:** Bring the original document and a copy of it with you.

- i- If you have a passport in your name, bring it with you.
- ii- If you are younger than 18 years old and for this reason if you do not have a passport bring your parents notarized translated passport and a valid ID card of your country and its translation.
- iii- Check expiry date of your passport. Expired passports are not accepted for registration.
- iv- All personal data written on the registration documents must match with the information written on your passport. If a student have changed his/her name, a name equivalency certificate and a copy of it should be brought to the Foreign Students Office.

7. **Transcript or Grade Report:** Originals and notarized translated copies of an official document which shows the list of the courses and grades taken during high school is required.

8. **Copy of Residence Permit and YU Number** Students who do not reside in Turkey are required to bring residence permits taken from Directorate General of Migration Management (İl Göç İdaresi Genel Müdürlüğü). If you do not have a residence permit card, you may make a residence permit application through www.goc.gov.tr. Students who already have residence permit can bring their cards and a copy to Foreign Students Office for registration. Students must bring the residence permit card and the YU Number to the Foreign Students Office before the first Fall Semester ends.

9. **Certificate of Residence (If any)** Students holding a residence permit are required to bring a Certificate of Residence issued by the head of the neighborhood. (muhtar). Students holding a certificate of residence are not required to have a student visa.

10. **6 passport size photo** Students must be facing forward and looking straight at the camera without anything covering the face, and photos must be taken by a professional photo service within the last 6 months to reflect your current

appearance and must be about 4X6 cm in size and jpeg format. Hand-held self portraits are not acceptable. Applications are rejected if the applicants do not submit photos that meet the photo requirements.)

11. Student Visa (Copy of the visa page and passport's bio page.) You must have a valid student visa issued by any Turkish Embassy or Consulate. Student visa is required to be obtained before the registration date.

12. Copy of Scholarship Contract: Signed copy of scholarship contract is required.

13. Invitation Letter: Printout of the invitation letter received from turkiyeburslari.gov.tr”

FOREIGN LANGUAGE PROFICIENCY

Article 24

1. Students who submit the required documents and complete their registration can start studying at their departments if they meet the Turkish Language Proficiency requirement and if medium of instruction is 100% in Turkish. If the medium of instruction is combined (minimum 30% in English or 100% in English), it is required to submit an English proficiency exam score recognized by Yıldız Technical University or pass the English Language Proficiency Test (IYS), held by the YTU School of Foreign Languages. For more information visit (<http://www.ybd.yildiz.edu.tr>)

AFTER THE REGISTRATION

Article 25

1. It is required to get your password and your Student Card from the Foreign Students Office between the dates specified after the registration. Your password enables you to log in to YTU Student Automation System (USIS) and your student e-mail account.

To keep your account secure, make sure that no one else uses your password and keep the password envelope during your studentship in a secure place. Student Card is a smart card and it is used for entering the campus, for getting food from the university dining hall and for using in the library for borrowing books.

(2) Registered students can cancel their registration by filling and signing the YTUYD Registration Cancellation Petition (Kayıt İptal Dilekçesi) before the related academic year starts. Among the documents submitted for registration to Yıldız Technical University, only the High School diploma is returned. If a student decides to cancel his/her registration after the academic year starts, it is required to consult the related department the student enrolled.

(3) After the academic year starts, all the documents submitted for registration are handed over to Students Affairs Office in one month. Registered students must contact the related faculty, department and/or the Students Affairs Office for anything related to their studentship. After the registration, Foreign Students Office does not deal with student affairs.

VALIDITY

Article 26

The directive hereby shall enter into force as of the date on which it is published.

IMPLEMENTATION

Article 27

This directive is implemented by the President of Yıldız Technical University.