

IŞIK UNIVERSITY

GRADUATE INTERNATIONAL STUDENT ADMISSION AND ENROLLMENT DIRECTIVE

SECTION ONE

Purpose, Scope, Basis, and Definitions

Purpose

ARTICLE 1 – (1) The purpose of this Directive is to regulate the application, admission, and enrollment requirements of prospective international students to graduate programs at Işık University.

Scope

ARTICLE 2 – (1) This Directive covers the application, admission, and enrollment procedures of international students to graduate programs at Isik University.

Basis

ARTICLE 3 – (1) This Directive is based on Articles 14 and 65 of the Higher Education Law No. 2547, the decision of the General Assembly of Higher Education dated June 10, 2010, and the Graduate Education and Examination Regulations of Işık University.

Definitions

ARTICLE 3 – (1) The definitions of the terms used in the Directive are as follows:

- (a) ALES: The Academic Personnel and Graduate Education Entrance Examination,
- (b) Department: The relevant department,
- (c) Graduate School: The relevant graduate school,
- (d) Graduate School Executive Board: The executive board of the relevant graduate school,
- (e) GMAT: International Graduate Management Admission Test,
- (f) GRE: International Graduate Record Examinations,
- (g) Board of Trustees: Işık University Board of Trustees,
- (h) Department of Student Affairs: Işık University Student Affairs Department,
- (i) Rector: The Rector of Işık University,
- (j) Senate: The Senate of Işık University,
- (k) International Relations Unit: Işık University International Relations Unit,
- (l) University: Işık University,
- (m) University Board of Directors: Işık University Board of Directors,
- (n) YÖK: The Turkish Council of Higher Education.

SECTION TWO

General Principles Regarding Admission of International Students

Application requirements

ARTICLE 5 – (1) International students are required to apply to graduate programs offered by the Graduate School within the scope of this Directive.

(2) Meeting the application requirements does not entitle a candidate to be placed in a program; admission to a program depends on the relevant Department's evaluation.

Documents required for the pre-application

ARTICLE 6 – (1) Candidates applying to the programs announced by the Graduate School are required to submit the following documents:

- (a) Application form,
- (b) A photocopy of the identity information page of the ID card or passport,
- (c) Curriculum vitae,
- (d) Photocopy of undergraduate/graduate diplomas and their Turkish or English translations,
- (e) Certified transcript and its Turkish or English translation,
- (f) Two letters of reference,
- (g) Where specified in the application requirements, a document indicating language proficiency,
- (h) The results of the ALES, GRE, GMAT, or similar exams, if specified in the application requirements.

Application process

ARTICLE 7 – (1) The documents required for pre-application to graduate programs shall be submitted by the candidate to the Graduate School via e-mail, postal mail, or in person.

(2) The required documents must be delivered to the Institute within the announced period. The university is not responsible for any delays in the mail.

(3) The applications of candidates who do not meet the minimum application requirements or who do not submit the required information and documents for the application in full within the required period shall not be processed.

(4) Candidates may be asked to verify the information and documents they submitted as part of their initial application, or the University may investigate the accuracy of such information and documents. If it is determined that there is any irregularity in the information and documents, even if the candidate has been admitted to the program, the admission decision shall be canceled, and even if he/she has been enrolled at the University, his/her registration shall be deemed invalid.

(5) The Graduate School examines the pre-application files between the announced dates, has the deficiencies completed, if any, and refers the files to the relevant Department Head for evaluation.

(6) As a result of the preliminary evaluation of the application information and documents, if deemed necessary, candidates may be interviewed by the relevant department via the Internet or by being invited to campus.

(7) The admission of the candidates to the program is carried out upon the decision of the Graduate School Executive Board with the approval of the relevant Department.

(8) The Graduate School shall send acceptance letters to students who are eligible for enrollment and rejection letters to students who are not eligible for enrollment.

(9) The Graduate School shall notify the Department of Student Affairs and the International Relations Unit about the students who are entitled to enroll. The University collects a prepayment indicating the intention to enroll from the admitted students. The dates and the amount of the prepayment are notified to the students who are entitled to enroll by the Student Affairs Department. The pre-paid amount is deducted from the tuition fee after enrollment. The pre-payment fee shall not be refunded to the candidate who has made a pre-payment but has not completed the final enrollment process. However, if the student's visa application is rejected, the prepayment shall be refunded once he/she applies to the University with a document proving this.

(10) Students who are eligible for enrollment and fulfill the requirements must register by submitting the documents required for final registration to the Registrar's Office between the dates announced in the University academic calendar and on the Graduate School's web page.

(11) Those who fail to enroll between the announced dates among the candidates who have earned the right to be admitted are deemed to have forfeited their right to enroll.

(12) Candidates whose documents are identified to have misrepresentations and inaccurate alterations are dismissed from the University and the enrollment is cancelled, even if their enrollment procedure has been completed. In this case, the pre-payment fee shall not be refunded to the dismissed applicant.

Documents required for final enrollment

ARTICLE 8 – (1) The following documents are requested from the students who are entitled to enroll in the programs:

(a) The original copy of the undergraduate/graduate diploma (or temporary graduation certificate) and a certified Turkish or English translation if the document is not in Turkish or English,

(b) Document indicating that the university where the candidate's undergraduate/graduate program was completed is acknowledged by the Council of Higher Education,

(c) The original copy of the transcript and a certified Turkish or English translation if the document is not in Turkish or English,

(d) A copy of the study visa approved by the Graduate School,

(e) A copy of passport,

(f) Six passport size photographs (taken in the last six months),

(g) A bank receipt indicating that the tuition fee has been paid.

Scientific preparation program

ARTICLE 9 – (1) To overcome their academic deficiencies and adjust to the program they are admitted to, students who are entitled to enroll in the programs are admitted to the scientific preparation program within the framework of the conditions determined in the University Graduate Education and Examination Regulations with the approval of the Department.

Admission of students by transfer

ARTICLE 10 – (1) To be transferred to a graduate program of the Graduate School from another university in Turkey or abroad, the student must have completed at least one semester in his/her current program and meet the conditions specified in this Directive.

(2) The courses that a student who applies for transfer and whose application is accepted may transfer are determined in accordance with the conditions specified in the Işık University Graduate Education and Examination Regulations.

Visa and residency procedures

ARTICLE 11 – (1) Applicants from abroad are required to obtain an "Education Annotated Visa" from the Turkish Consulate in their home country (or the nearest one) with a letter of acceptance. Applicants are responsible for the processing of the study visa and any costs that may be incurred in connection with this process. The situations where a study visa is not required are announced on the Graduate School's website.

(2) Students are obligated to complete the legal process pertaining to their residence permits after completing their enrollment procedures at the University.

(3) The documents requested by the University pertaining to visa and residence permits are based on the circulars of the authorized public institutions regarding international students.

SECTION THREE

Miscellaneous and Final Provisions

Final provisions

ARTICLE 12 – (1) International students admitted to the programs of the Graduate School are subject to the provisions of the Işık University Graduate Education and Examination Regulations.

(2) In cases where there are no provisions in this regulation, the provisions of Law No. 2547 and other relevant legislation, as well as the decisions of the Council of Higher Education, the Senate, the Board of Directors of the University, and the Board of Directors of the Graduate School shall apply.

SECTION FOUR

Enforcement and Execution

Enforcement

ARTICLE 13 – (1) This Directive shall become effective on the date of its approval by the Senate.

Execution

ARTICLE 14 – (1) The provisions of this Directive shall be executed by the Rector.