

DOCUMENTS REQUIRED FOR NEW REGISTRATION

- Diploma (original), (Turkish translation of the diplomas of the applicants graduated from foreign universities certified by official authorities - foreign representatives)
- Certificate of equivalence obtained from the Higher Education Council for diplomas received from abroad
- Transcript (Original)
- For the programs whose language of instruction is English, the Foreign Language Proficiency Exam Result of the document issued by TOEFL, YDS, YÖKDİL or İstanbul Commerce University Preparatory School
- For the programs whose language of instruction is Turkish, TÖMER (Turkish Course Diploma Exam) results document
- ALES, GRE or GMAT exam results (for doctorate and master's programs with thesis)
- Passport and certified copy of Turkish translation by official authorities
- Residence Address (Certificate)
- Photograph (2 pieces)
- Acceptance Letter
- Commitment Letter
- Bank receipt of tuition fee

**2019-2020 ACADEMIC YEAR SPRING SEMESTER
MASTERS/PhD**

**NEW REGISTRATION PROCEDURES FOR INTERNATIONAL
STUDENTS**

Registration Dates	06 January-07 February 2020
Course Selection Dates	03-07 February 2020
Add / Drop Courses	10 - 21 February 2020
Graduate Registration Hours	09: 00-17: 00
Graduate Registration Campus	Sütlüce Campus / Registrar's Office

ORDER FOR NEW REGISTRATION:

- The forms to be filled in with the required documents in the final registration are submitted to the Student Affairs Office of the Registration Office. However, the candidate with a documentable excuse may register by means of his / her legal representative or his / her representative.
- Final registration is not done by missing documents and mail. Candidates who do not register for the specified dates cannot claim any rights.
- Students who submit their documents will make their payment transactions through Financial Department/Bank.
- No registration is made for those who do not pay the tuition fee within the period determined by the Rectorate
- Students who completed the payment process and make the final registration, are required to make their course selections on Student Information System (ÖBS) on 03-07 February 2020.

2019-2020 ACADEMIC YEAR SPRING SEMESTER MASTERS/PhD NEW REGISTRATION

- ➔ **For Course Taking Procedures please see the link; <http://obs.ticaret.edu.tr/redirect/>**
- ➔ **The student who pays the tuition fee,** after making online course selection via Student Information System (ÖBS), transmits it to the course advisor. After the course selection process is controlled by the course supervisor, it is approved through the system.
- ➔ ***Students who cannot complete the payment process will not be able to forward their chosen courses to the course advisor for approval. Courses that are not approved by the course advisor are not considered selected. The remaining courses in the basket must be forwarded to the advisor***
- ➔ ***Students who cannot complete payment process will not be able to forward their chosen courses to the course advisor for approval and the courses will stay in the basket. The courses have not been delivered to the course advisor will not be considered as selected. The remaining courses in the basket must be forwarded to the course advisor.***
- ➔ The student who has not completed the course selection process (course selection and advisor approval) does not appear on the attendance lists. Even if the student continues his / her course by writing his/her name on the attendance list by hand this does not show that s/he has taken the course. There is no validity.
- ➔ The student should continue the course in the class of the instructor in which he/she has taken the course. Otherwise, the responsibility belongs to the student.
- ➔ Those who do not renew their registration within the specified periods cannot take the courses and exams of that semester and cannot benefit from their student rights.
- ➔ The student is required to check whether the course has been approved/approved by the advisor until the end of the add/drop week.

PAYMENT PROCEDURE

Bachelor Degree Programs: 4.000 USD per year (VAT included) (2 instalments)

Master Degree Programs with thesis: 3.400 USD (VAT included) (whole program [max. 6 semester])*

Master Degree Programs without thesis: 3.000 USD (VAT included) (whole program [max. 3 semester])*

PhD Programs: 4.700 USD (VAT included) (whole program [max. 10 semester])*

English Preparatory School:4.000 USD (VAT included) (1 year) [no instalments]

- The Tuition Fees for graduate programs can payed in 2 instalments. Half of the tuition fee must be payed during the registration and the rest of the fee the following semester.

Bank Account Information

Account name : Istanbul Commerce University

Bank name : Vakıfbank/ Mercan Branch

IBAN NO : TR87 0001 5001 5804 8000 4691 34

Swift Code : TVBATR2AXX

Explanation : International student tuition fee. Name, surname and passport number of the student has to be notified.

NEED TO KNOW:

- Undergraduate / Graduate Diploma Equivalence / Recognition Certificate should be delivered at the end of the first semester. Otherwise your record will be deleted.
- A valid ALES test result or a equivalent test result document (GRE, GMAT) must be submitted to the Registrar's Office within one year after the start of classes. (for masters with thesis and doctorate programs)
- During your registration, you have to submit an English foreign language certificate, students who do not submit the language certificate, can attend the Istanbul Commerce University's English Proficiency Exam. In case of failing this exam you should attend intensive English Preparatory School. Otherwise your record will be deleted.
- Students who want to take English Proficiency Exam have to register English Preparatory School to take the exam.
- When the Residence Permit and Foreign Citizenship Number is obtained or the existing residence is extended, a copy of it should be delivered to the Registrar's Office and the International Office.
- For the Turkish taught programs, Turkish Language Certificate (TÖMER) at least (B2) level is needed.
- Applicants who want to apply without a language certificate, must be enrolled to Istanbul Commerce University's English Preparatory School or must provide an English Language Certificate until doctorate proficiency exam.
- To attend exams, students must attend 70% of theoretical courses, and 80% of practices. Attendance is monitored and supervised by lecturer of the course. Every lecturer gives the students the absent grade (IA) from the Student Automation System who did not meet attendance at the end of the semester.
- In case of repetition of lectures and practices that have not been attended, attendance is required.

❖ NOTIFICATION

- ❑ Announcements about education, exams and similar subjects are deemed to be made on behalf of the student. Other individual transactions about the student are notified by sending them to the postal and e-mail address, which is declared by the student in writing at the first registration or later changed by written notification.
- ❑ In case of changing identity information such as address (including e-mail) and telephone that the students report during their registration to the University, they are responsible for updating this information in the University automation system and they do not have the right to claim that they are not notified, if they are notified to their existing addresses.

❖ NOTE:

- ❑ Except masters programs without thesis, more than one graduate program cannot be registered and continued.

ISTANBUL COMMERCE UNIVERSITY
WE WISH YOU SUCCESS.