

GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES
2017-2018 FALL SEMESTER
REGISTRATION GUIDELINE FOR THE REQUIREMENTS AND APPLICATION TO THE
GRADUATE DEGREE PROGRAMS

Dear applicants;

Your application to the graduate programs of the Graduate School of Engineering and Natural Sciences for 2017-2018 Fall semester will be done regarding the rules and regulations in this guideline.

In order to complete application and registration process without any mistake, applicants should follow guidelines that are announced.

We would like to congratulate you for your choosing İstanbul Medipol University for your graduate education, and we wish you success in your future career.

İSTANBUL MEDİPOL UNIVERSITY
GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES ADMINISTRATION

GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

ONLINE APPLICATION PROCESS

Applications to the available programs that are announced for 2017-2018 fall semester will be done by online application system.

Prior to the online application, please investigate carefully the listed web pages for program quota availability, application requirements and evaluation criteria.

- Online application guideline. [LINK](#)
- Application deadlines. [LINK](#)
- Program quotas. [LINK](#)
- Letter of application for PhD programs. [LINK](#)
- Letter of application for Master programs. [LINK](#)
- Tuition, fees, and discounts. [LINK](#)

REQUIREMENTS FOR APPLICATION

A) Degree Requirement:

- Candidates should hold a bachelor degree for applications to the MS programs. A minimum GPA of 3.00 out of 4.00 or being in the first three highest-ranking student at the time of graduation is necessary for PhD applications with bachelor degree.
- Either holding a degree of MS with thesis or being registered to an MS program without thesis before 06.02.2013 and will have the degree by the time of matriculation is necessary for PhD application.

B) ALES (Academic Personnel and Graduate Education Exam) Requirement:

- A minimum 55 graduate admission test score (ALES) is required for the application of any program. Applicants whom applied for PhD without masters should have a score of 80 from ALES.
- There is no requirement of graduate admission test score for MS without thesis.
- International students are not asked for ALES score.
- ALES exam results are valid for 3 years.

C) Language Requirements:

- Although it is not compulsory for applicants of MS with or without thesis programs to submit an English test score, candidates should have a score of 60 out of 100 from proficiency exam provided by IMU (Departments have the authority to define proficiency exam limits).
- It is compulsory for PhD programs to have an English test result. National applicants should have an English test score from YDS or equivalent exam, for YDS test score should be minimum 55. International applicants should provide a valid TOEFL exam result.

D) Transfer Application Requirements:

Transfer application is **not going to be done online**; applications should be done directly to the administration office of school of engineering and natural sciences.

Required Documents for Transfer Quotas Application:

- a) A document issued by the home institution of the prospective student, certifying a description about the past disciplinary record and current status of the students,
- b) An official copy of transcript,
- c) ALES or equivalent exam result print,
- d) TOEFL-IBT, YDS, YÖKDİL or equivalent exam result print.

REQUIRED APPLICATION MATERIALS FOR ONLINE APPLICATION

- *Letter of application*
- *Current Resume/CV*
- *Diploma or Graduation Certificate*
- *Transcript*
- *ALES Score Report*
- *Language Proficiency Certificate (TOEFL-IBT, YÖKDİL, YDS, ÜDS or equivalent)*
- *Copy of Identification Card*
- *Military Service Certificate for Male Applicants*
- *2 Reference Letters*
- *Statement of Purpose*
- *Work permit (If available)*
- *Color Photos: Photo should be uploaded in JPEG format and clearly enables identification of applicant.*

REGISTRATION PROCEDURE AND DOCUMENTS

Applicants that are accepted to the graduate programs should deliver the documents listed below in time personally to the administration of graduate school.

- 1) For MS applications bachelor diploma or graduation certificate and a copy, for PhD applications bachelor and MS diploma or graduation certificate and one copy of the documents should be submitted. Applicants whom received their degree out of Turkey should provide Turkish translation of their diploma or graduation certificate.
- 2) Applicants are required to submit official hard copy and a copy of transcript for bachelor and MS, which indicate records of all courses and examinations including grades and graduation GPA. Applicant whom received their degree out of Turkey should provide Turkish translation of their transcript, which indicates all courses and examinations including grades and graduation GPA.
- 3) ALES or equivalent exam result print.
- 4) TOEFL-IBT, YDS, YÖKDİL or equivalent exam result print. (For PhD programs language test results are valid for five (5) years. The TOEFL-IBT score is valid for 2 years.
- 5) Copy of identification card. (For international applicants copy of passport and document showing the foreign national number is required)
- 6) Military service certification from military recruiting office that shows current statutes for male applicants. (Not required by international students)
- 7) Turkish proficiency certification or approved copy for international students (Only for international applicants of Construction Management and Law program)
- 8) Bank receipt or print of the paid semester tuition fee. Registration process will not be completed if not provided.

EVALUATION CRITERIA

Determination of application score for MS with thesis is calculated by the sum of the terms listed below;

- 50% of ALES or equivalent exam score
- 20% of bachelor GPA
- 30% of interview score.

Determination of application score for MS without thesis is calculated by the sum of the terms listed below;

- 50% of bachelor GPA
- 50% of interview score.

Determination of application score for PhD is calculated by the sum of the terms listed below;

- 50% of ALES or equivalent exam score
- 20% of MS GPA
- 30% of the interview score.

IMPORTANT NOTES

- Application by post are not going to be accepted. Applications are going to be done **online**.
- After uploading and saving information and documents to the online application system, no change is allowed to be done.
- If the diploma or transcript does not show the score over 100, applicants should check corresponding mark from the score conversion table of Council of Higher Education, which is available online.
- Applicants who knowingly present a false or fraudulent information or document will be immediately rejected without further consideration. Even after complete registration, all the studies of student will be terminated.
- In order to have the chance to have discount on tuition fees, applicant should provide work permit during online application. Late submission of work permit will not be evaluated.
- **All applicants should consider all the circumstances and conditions that are pointed out for 2017-2018 fall semester quotas, and complete the application with given boundaries. The applicant who did not fulfill the requirements, circumstances and conditions will not be called for interview and application of those will not be evaluated further.**
- For the rules and regulations that are not mentioned in this guideline, **İstanbul Medipol University Rules and Regulations Governing Graduate Studies** will apply.