

GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

2024-2025 ACADEMIC YEAR SPRNG 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 2024-2025 Academic Year Spring semester will be done based on 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 Spring 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 [Click Here](#)
- Application Deadlines [Click Here](#)
- Graduate Programs and Quotas [Click Here](#)
- Letter of application for English Programs [Click Here](#)
- Letter of application for Turkish Programs [Click Here](#)
- Tuition fees and discounts [Click Here](#)

REQUIREMENTS FOR APPLICATION

A) Degree Requirement:

- Candidates should hold a bachelor`s 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`s 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.
- The Institute may require Scientific Preparation in non-field graduations.

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

- A minimum 65 graduate admission test score (ALES) is required for the application of MS programs.
- A minimum 75 graduate admission test score (ALES) is required for the application of PhD programs. Applicants whom applied for PhD without masters should have a score of 80 from ALES.
- There is no requirement of ALES for MS without thesis.
- ALES exam results are valid for five (5) years.
- International students and/or candidates who subsequently acquired to Turkish Citizenship are not asked for ALES score.
- ALES is not required for candidates who apply to the Master and PhD programs that graduated from departments below.

Proficiency in Art / Specialization in Medicine / Specialization in Dentistry / Specialization in Veterinary Medicine / Specialization in Pharmacy. ALES Score is determined as below.

For applicants to Master programs; 75 (seventy-five)

☐ For applicants to PhD programs; 75 (seventy-five).

C) Language Requirements:

For applications to Master's programmes;

At least 60 points and above for YDS, YÖKDİL are accepted for Master's programmes whose language of instruction is English. For TOEFL, TOEFL-IBT 72 points and above are accepted.

In the absence of one of these documents;

For Master's programmes whose language of instruction is English, it is compulsory to get at least 70/100 points from the written foreign language exam to be held by our Institute (the authority to determine the foreign language exam result of the students to be accepted belongs to the relevant department).

- Candidates applying to English-taught Master's programs: If they have completed their undergraduate education in English, they are not required to take the English language exam for the Master's program they will study. However, they must present an official document proving that they have completed their undergraduate education in English.
- No foreign language requirement is required for programmes of our Institute whose language of instruction is Turkish.

For application to doctoral programmes;

Foreign language certificate is required for applications to doctoral programmes. At least 60 points for YDS, YÖKDİL. For TOEFL, TOEFL-IBT 72 points and above and one of the results of other exams accepted by the University Board must be documented.

- YDS, YÖKDİL, documents are valid for five (5) years, TOEFL, TOEFL-IBT documents are valid for two (2) years.

D) Transfer Application Requirements:

Transfer application is **not going to be done online**; applications should be done directly to the administration office of Graduate School of Engineering and Natural Sciences.

Required Documents for Transfer Quotas Application:

- a) Letter of application
- b) A document issued by the Host Institution of the prospective student, certifying a description about the past disciplinary record and current status of the students
- c) An official copy of transcript
- d) ALES exam result print
- e) TOEFL-IBT, YDS, YÖKDİL or equivalent exam result print
- f) Copy of Passport
- g) Course contents

REQUIRED APPLICATION MATERIALS FOR ONLINE APPLICATION

- **Letter of application**
 - **Current Resume/CV**
 - **Diploma or Graduation Certificate**
 - **Transcript**
 - **ALES Score Report (for Turkish students)**
 - **Language Proficiency Certificate (TOEFL-IBT, YÖKDİL, YDS or equivalent)**
 - **Copy of Passport**
 - **Military Service Certificate for Male Applicants (for Turkish students)**
- 2 Reference Letters (Should signed and sent to fbe@medipol.edu.tr by the professor/s. Please do not upload reference letters to the portal)**
- **Statement of Purpose**
 - **Work Permit (For Medipol University employees)**
 - **Color Photos:** Photo should be uploaded in JPEG format to the system and clearly enables identification of applicant.

Important Note: The requested documents should be scanned and readable. Otherwise, the candidate's application will be invalid. At the beginning of online application, full name must be used (*passport name*)

FINAL REGISTRATION PROCEDURE AND DOCUMENTS

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

- ◆ **You must bring the documents you uploaded in the online application.**

- 1) For MS applications bachelor diploma or graduation certificate, for PhD applications bachelor and MS diploma or graduation certificate and one copy of these 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) 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.
- 4) For international applicants copy of passport and document showing the foreign national number is required)
- 5) TOMER's Turkish proficiency certification at C1 level. (Only for international applicants who will apply language program in Turkish)

EVALUATION CRITERIA FOR INTERNATIONAL STUDENTS

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

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

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

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

IMPORTANT NOTES!!!

- Application through mail is 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.
- After uploading the documents, first click "Save" and then "Complete registration" button. Then print out it, otherwise the uploaded documents are not visible in the system.
- Students who apply online will not be sent an e-mail stating that they have applied and the interview dates will be announced on the web page.
- 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/fraudulent information or document will be immediately rejected without further consideration. If it is identified, all the right of student will be terminated even after official registration.
- 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 Spring 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, **Istanbul Medipol University Rules and Regulations Governing Graduate Studies** will apply.

For Information:

Graduate School of Engineering and Natural Sciences: fbe@medipol.edu.tr