

ISTANBUL MEDENİYET UNIVERSITY

DIRECTIVE for APPLICATION, ADMISSION AND ENROLLMENT of INTERNATIONAL STUDENTS in UNDERGRADUATE PROGRAMS

SECTION I

Purpose, Scope, Legal Basis and Terms

Purpose

Article 1- The purpose of this directive is to regulate the principles regarding the admission of international students to undergraduate programs in Istanbul Medeniyet University.

Scope

Article 2- This directive covers the provisions regarding the application, admission and enrollment processes for international students who will be admitted to undergraduate programs in Istanbul Medeniyet University.

Legal Basis

Article 3- This directive, which has been issued for the admission of international students, has been prepared within the framework of the regulations of Istanbul Medeniyet University and the Senate Principles on undergraduate education, based on the relevant laws and the resolution of YÖK, "Principles Regarding the Admission of International Students," dated 16 July 2014.

Terms

Article 4- In this directive, the following words refer to:

- a) İMÜTÖMER: Turkish Language Teaching Application and Research Center in Istanbul Medeniyet University
- b) İMÜYÖSS: International Students Admission Exam of Istanbul Medeniyet University
- c) Rector: Rector of Istanbul Medeniyet University
- d) Senate: Senate of Istanbul Medeniyet University
- e) University: Istanbul Medeniyet University
- f) Board of Directors: Board of Directors of Istanbul Medeniyet University

SECTION II

İMÜYÖSS Application

Article 5- (1) The application calendar and exam location of İMÜYÖSS are determined by the senate and announced on the official university website.

(2) The quotas and conditions for international students, who wish to apply to undergraduate programs, are determined by the senate.

(3) The quotas and conditions, determined by the senate, are submitted to YÖK for approval.

(4) Those international students, who meet the conditions specified in YÖK's "Principles Regarding the Admission of International Students" (dated 16.07.2014), can apply for the exam.

(5) Applications for İMÜYÖSS are made in accordance with the announcement on the official university website. The applications of those candidates, who do not submit their application documents in due time or cannot document that they meet the application requirements, will not be accepted.

(6) The required application documents for the admission of international students are:

- a) Application form for İMÜYÖSS: This form contains the candidate's personal information, high school graduation information, preferred academic programs, exam results, declaration and commitment information.
- b) Candidates make a maximum of five (5) choices by listing their academic program preferences in the relevant section of this form.
- c) High school diploma: a notarized copy of high school diploma. (It must be in English or Turkish)
- d) During the enrollment process, the "Certificate of Equivalence," which demonstrates candidates' high school diploma is equivalent to the diplomas received from Turkish high schools, will be requested. This certificate can be obtained either from Provincial Directorates of the Ministry of National Education or from Turkish embassies/consulates.
- e) Passport, or a copy of the identity card given by the Republic of Turkey to those who have emigrated to Turkey due to war, etc. (only the page demonstrating the photo and identity credentials)
- f) If available, the original or notarized copy of the Turkish Proficiency certificate obtained from İMÜTÖM or Turkish Language Teaching Centers at other universities or Yunus Emre Institute within the last two years (For academic programs where the medium of instruction is a language other than Turkish, a certificate of proficiency in the target language is required. Even if international students do not have this certificate, they will be placed in academic programs according to the İMUYOSS score, but they will have to fulfill proficiency in the target language within 2 years).
- g) The applications and placement procedures of those international students, who have any missing or incorrect application documents and/or who submit the application form incompletely or who do not sign it, will be deemed invalid.

(7) International students whose application for the exam is accepted will be announced on the official university website.

İMÜYÖSS

Article (6)- (1) İMÜYÖSS is the exam administered by the university to admit international students every year before the placement applications.

(2) Applicants need the following documents:

- a) Exam Registration Document issued for them by the Department of Student Affairs
- b) Their Passport (If their own passport is not available, those international students, who have dual nationality, one being Turkish, or who have emigrated to Turkey due to war, etc., can present their identity card issued by the Republic of Turkey. Also, if international students cannot secure a passport from their country due to their minority and travel abroad through their mother or father's passport, they need to present their mother or father's passport.)

SECTION III Placement and Enrollment Procedure

Placement

Article 7- (1) İMÜYÖSS is administered under the presidency of a vice rector appointed by the rector, by İMÜYÖSS commissions, each of which consists of three (3) faculty members determined by the senate for each faculty that international students have applied to.

(2) These commissions hold İMÜYÖSS for international students, who have been examined by the Department of Student Affairs and have been entitled to take the exam. They also carry out the placement procedures of international students in accordance with the principles stated in this directive and make a decision on objections to the results of the placement.

(3) International students, who meet the application requirements, are entitled to take the exam. If they take more than one exam, the average score is taken into account. International students, who are successful in this exam, are admitted to academic programs based on their exam score and the quota declared for each program.

(4) İMÜYÖSS score is taken into account in the placement of international students in academic programs.

(5) If two international students have the same exam score, the student with a higher diploma graduation grade is selected.

Enrollment

Article 8- (1) Admission results are announced on the official university website.

(2) A letter of acceptance is mailed to admitted candidates by the university. With this letter, the candidates need to obtain a student visa from the Turkish embassy in their own country.

(3) International students, who have been admitted to an academic program, must enroll at the university with the required documents on the enrollment date.

(4) The admitted international students, who do not enroll at the university within the enrollment period specified in the admission calendar, are deemed to have lost their enrollment rights.

(5) The international students, who are on the waiting list, will gain the right to enroll according to their ranking. They will be enrolled in accordance with the period specified in the admission calendar.

(6) After the enrollment, those students who are caught to have made false statements are dismissed from the university.

Required Documents for Enrollment

Article 9- (1) The following documents are required for enrollment:

- a) The original copy of high school diploma and its notarized or certified copy translated into Turkish (the certified and translated copy can be obtained from Turkish embassies/consulates)
- b) "Certificate of Equivalence," which demonstrates candidates' high school diploma is equivalent to the diplomas received from Turkish high schools. This certificate can be obtained either from Provincial Directorates of the Ministry of National Education or from Turkish embassies/consulates.
- c) The original copy of transcript and its notarized or certified copy translated into Turkish (the certified and translated copy can be obtained from Turkish embassies/consulates)
- d) The original copy of the exam result and its notarized or certified copy translated into Turkish (the certified and translated copy can be obtained from Turkish embassies/consulates)
- e) Official ID, or the notarized or certified copy of the passport page showing identification credentials (can be done at Turkish embassies/consulates)
- f) The bank receipt received for the tuition payment
- g) An affidavit of financial support

- h) A student visa that can be obtained from Turkish embassies/consulates. Those international students, located in Turkey, can get “Residence Permit” from provincial police department instead of a student visa.
- i) A student visa is not required for the international students listed below:
 - 1- International students who have finished their secondary education in Turkey and want to pursue their undergraduate degree subsequently and international students whose parents have work and residence permit in Turkey
 - 2- International students who have gained Turkish citizenship by birth but have revoked their Turkish citizenship and acquired another citizenship with the decision of the Council of Ministers (Including those who have a document regarding the exercise of the rights recognized by Act No. 5901)
 - 3- International students who are foreign nationals by birth but have obtained Turkish citizenship later, and International students who are Turkish citizens and have completed their entire secondary education in a foreign country other than the TRNC
- j) If available, notarized or certified copies of the internationally recognized Foreign Language Certificate and the Turkish Proficiency document (showing that the language proficiency requirement is fulfilled to start their program). The certified copy of the Turkish Proficiency document can be obtained from Turkish embassies/consulates.
- k) A comprehensive medical report to be obtained from hospitals authorized by the Ministry of Health in Turkey
- l) Four (4) 4.5 cm x 6.0 cm sized headshots taken in the last six (6) months so that the student can be easily identified

SECTION IV Education

Education

Article 10- International students are subject to the relevant regulations, directives and senate resolutions of YÖK and Istanbul Medeniyet University in matters regarding their undergraduate education.

Language Proficiency Requirements for Starting Undergraduate Programs and Graduation

Article 11- (1) A certificate of proficiency in Turkish language is requested for academic programs where the medium of instruction is Turkish. Also, a certificate of proficiency in the relevant foreign language is required for academic programs where the medium of instruction is a foreign language.

For academic programs where the medium of instruction is Turkish

(1) The following international students, admitted to academic programs where the medium of instruction is Turkish, start their undergraduate program without any condition:

- a) Those who have completed their secondary education in Turkish high schools affiliated to the Ministry of National Education
- b) Those whose Turkish language proficiency is at C1 and C2 levels according to the exams taken from İMÜTÖMER or other universities' Turkish language teaching centers or Yunus Emre Institute in the last two years

(2) Those who have a level of B2 proficiency in Turkish language can enroll at the university. However, they must obtain a certificate of C1 level proficiency in order to graduate.

(3) İMÜTÖMER in Istanbul Medeniyet University administers an exam to test language proficiency in Turkish. International students, who want to take this exam, must also apply for the İMÜTÖM Turkish Proficiency Exam when applying for İMÜYÖSS. The features of this exam, and question types and number of questions in the exam are determined by İMÜTÖMER and stated in the application announcement.

(4) Those, who cannot provide a certificate of language proficiency in Turkish in order to start undergraduate program, can attend Turkish language courses at İMÜTÖMER. If they document that they have reached at least B2 level in Turkish at the end of 2 (two) years, they can start their undergraduate program conditionally. Otherwise, they will be dismissed from the university.

Table 1. İMÜTÖMER TURKISH PROFICIENCY EXAM SCORE RANGES

TABLE 1. İMÜTÖMER TURKISH PROFICIENCY EXAM SCORE BANDS

C2	90-100	Eligible to start an academic program/Eligible to graduate.
C1	80-89	
B2	66-79	Eligible to start an academic program conditionally. Ineligible to graduate unless they obtain a document proving that their proficiency level is C1 or above.
B1	50-65	
A2	30-49	
A1	0-29	Ineligible to start an academic program.

Proficiency in a foreign language

Article 12- (1) International students, who are admitted to academic programs in which the medium of instruction is a language other than Turkish, are subject to the provisions of Istanbul Medeniyet University English Preparatory Education and Examination directive.

Health Service

Article 13- (1) The health expenses of international students are covered by the health insurance to be purchased by them.

Tuition fee and Cost of Living

Article 14- (1) The tuition fee determined by the Board of Directors is collected from international students who have been admitted to an academic program, on the condition that it is within the minimum and maximum limits of the tuition fees determined each year by the President's resolution.

(2) International students, who have been admitted to an academic program, submit an affidavit of financial support, documenting that they have the financial means to continue their education by the end of their degree. The affidavit of financial support and its form is determined by the Board of Directors and is announced on the official university website.

SECTION IV Miscellaneous and Final Provisions

Cases where there is no provision in this directive

Article 15- (1) In cases where there is no provision in this directive, Istanbul Medeniyet University Regulations on Undergraduate Programs, provisions of other relevant legislation and resolutions of YÖK and the senate are implemented.

The repealed directive

Article 16- (1) The "Directive for International Students' Application, Admission and Enrollment in Istanbul Medeniyet University Undergraduate Programs," which was accepted at the meeting of the senate dated 1 March 2018 and numbered as 2018/05, has been repealed.

Enforcement Date

Article 17- (1) This directive takes effect on the date it is approved by the senate.

Execution

Article 18- (1) This directive is executed by the rector.

Appendix 1 - International Exams and Minimum Scores

International Tests	Minimum Score	Expiration Date
SAT1	Minimum 1000 points in total and Minimum 600 points in Math	2 years
ACT	Minimum 21 points in Math, Science and a Composite Score of Minimum 21 points	2 years
GCE (A LEVEL)	“A” Level in At Least 3 Subjects. At least, one of the subjects should be related to the academic program to which the student applies.	N/A
ABI	Minimum Diploma Grade: 28/42	N/A
ABITUR	Minimum 4/1 (Reverse Scale)	N/A

Appendix 2 - National Exams and Minimum Scores

Country	Exam	Minimum Score	Expiration Date
Afghanistan	Baccaluria Baccalaureate Certificate	Score 200/350	2 years
Albania	Deftese Pjekurie	5/10	N/A
Azerbaijan	Certificate of General Education Attestat o Srednem - Svidetel'stv	Minimum 550 out of 700 in the relevant section	2 years
Belarus	Attestat o Srednem (Polinom) Obshchem Obrazovanii/Belarussian Central Testing	Minimum 2/5 Minimum 300/600	N/A
Bosnia Herzegovina	Matura	Minimum 2/5	N/A
Bulgaria	Matura	Minimum 4 (including Math)	2 years
PRC	Gaoko	Minimum 500/700 in the relevant section	2 years
Indonesia	(SMA) Surat Keterangan Hasil Ujian Nasional (SKHUN)	Minimum 60/100	2 years
Palestine	Tawjihi - Certificate of General Secondary Education	Minimum 60 points in the relevant section	N/A
France	Baccalauréat	Minimum 10/20	N/A
Georgia	Attestat o Srednam (Polinom) Obshchem Obrazovanii	Minimum 6/10	N/A
Croatia	Matura	Minimum 4 (Reverse Scale)	N/A
Iraq	Sixth Form Baccalaureate Seniour School Certificate Baccalaureat Examination Results	Minimum 80 in the relevant section	N/A
Iran	Diplome Debirestan Pişdaneşga Hi	Minimum Average 10/20	N/A

Israel	Te'udat Bagrut (Matriculation Certificate) / Mechina	Minimum 7 in six sections	N/A
Cameroon	General Certificate of Education (GCE) Qualifications / French Baccalaureate	10/20	N/A
Kazakhstan	General Secondary School Leaving Certificate Attestat o Srednem obščem Obrazovanii -	Minimum 60/100	2 years
Kyrgyzstan	Attestat o Srednem Obščem Obrazovanii	160/250	2 years
Macedonia	Svidetelstvo za polo en maturski ispit Matura Secondary School Leaving Certificate	3/5	N/A
Egypt	Thanaweya Am'ma General Secondary School Leaving Certificate	Minimum 600 points out of 800 in four sections	2 years
Mongolia	Gerchilgee	Minimum 600 points out of 800 in four sections	2 years
Uzbekistan	Attestat o Srednam (Polinom) Obshchem Obrazovanii	3/5	N/A
Pakistan	Higher Secondary School Certificate (year 12)	Minimum 70% in the relevant field	N/A
Poland	Matura / Swiadestwo Dojrzalosci	Minimum 60%	N/A
Romania	Diploma de Bacalaureat	7.5/10	N/A
Russia	Attestat o Srednam (Polinom) Obshchem Obrazovanii	3/5	N/A

Senegal	Baccalauréat	10/20	N/A
Serbia	Matura	Minimum 5/1 (Reverse Scale)	N/A
Syria	Baccalauréat	Minimum 185/240 in Science Minimum 170/240 in Social Sciences	N/A
Saudi Arabia	Qudrat	Minimum 70% in the relevant section	N/A
Tajikistan	Attestat o Srednam (Polinom) Obshchem Obrazovanii	Minimum 3/5	N/A
Jordan	Tawjihi - Certificate of General Secondary Education	Minimum 70% in the relevant section	N/A
Yemen	Al Thanawiya - General Secondary Education Certificate	Minimum 70% in the relevant section	N/A
Greece	Apolytirion Of Lykeio	Minimum 10/20	N/A
Turkey	YKS	Minimum Score: equivalent to the base score or higher than the base score	2 years
Other countries	College entrance exams in other countries will be evaluated by a commission.	Minimum 50/100	2 years
Note:	Syrian students, who document that they live in Turkey, are not required to submit this certificate. They can obtain the document from provincial immigration offices.		