

(Senate Resolution dated 30.10.2025 no. 08)

ATILIM UNIVERSITY DIRECTIVE ON THE PRINCIPLES AND PROCEDURES OF INTERNATIONAL STUDENT ADMISSION

SECTION ONE

Purpose, Scope, Basis and Definitions

Purpose

ARTICLE 1-(1) The purpose of this Directive is to determine the principles and procedures for the admission of International students to associate, undergraduate, graduate, and doctorate degree programs of Atılım University.

Scope

ARTICLE 2-(1) This Directive covers the principles and procedures for the admission of International students to the University.

Basis

ARTICLE 3-(1) Article 14 of Law on Higher Education no. 2547 constitutes the basis for this Directive.

Definitions

ARTICLE 4-(1)

TRNC: Turkish Republic of Northern Cyprus;

Student Selection and Placement Center (ÖSYM): The Directorate of Assessment, Selection and Placement

Program: Associate, Undergraduate and Graduate Degree Programs;

President: The President of Atılım University,

Senate: The Atılım University Senate;

R.T.: Republic of Türkiye

University: Atılım University.

SECTION TWO

Application Conditions, Exams, Quotas

Application Conditions

ARTICLE 5 - (1) Applications of students having graduated from schools equivalent to Turkish high schools or who are in their final year of high school are evaluated in accordance with Council of Higher Education Procedures and Principles on the Admission of International Students.

Invalid applications

ARTICLE 6 - (1) The resolution regarding the student applications to be deemed invalid is reached in accordance with Council of Higher Education Procedures and Principles on the Admission of International Students.

Application documents

ARTICLE 7-(1) Students submit the electronic copies of the required documents via the online application forms on the Directorate of International Relations website, in full. Documents without an electronic verification code, wet signature, or seal shall be denied. In addition, all

documents are to be submitted in Turkish or English, certified by an official institution or notary. The required documents are:

- a) A certified copy of the document proving the applicant's high school graduation for associate and undergraduate degree program applicants, a certified copy of their undergraduate diploma for graduate degree program applicants, and a certified copy of their undergraduate and graduate diplomas for doctorate degree program applicants,
- b) A transcript of the applicant translated into English or Turkish, approved by the relevant authorities, showing the courses and grades taken by the candidates (in the programs of their graduation, or those in their final year of high school),
- c) The original or certified copy of the document showing that the associate and undergraduate program applicant is at least 50% successful in terms of their high school equivalent graduation grade point average; and in the case where a high school graduation certificate is not available, we require the submission of the original or a verifiable copy of the exam result documents showing that the student has completed high school, has met the requirements for R.T. Ministry of Education equivalence in GCE and similar exams, or has been at least 50% successful in other similar national or international exams.
- ç) Documentation to prove that student has passed the interview where necessary,
- d) Additional documents requested by department majors such as international exam results and reference letters for graduate and doctorate degree programs.
- e) A copy of the applicant's passport,
- f) The results of one of the national or international exams provided below, if available.
 - National Exams: Exams held in their own countries of international students for higher education institution placement purposes.
 - International Exams: International exams recognized by the Council of Higher Education.
 - If any, a documentation of the International Student Admission Exam (TR-International Student Exam, "YÖS") results of the applicant.

Application documents

ARTICLE 8 - (1) Students meeting any of the application conditions in "Council of Higher Education Procedures and Principles on the Admission of International Students" are registered upon submission of their documents in full. Documents required for registration are:

- a) Original or authenticated copies of the documents specified in Article 7,
- b) A certificate of equivalence from the Ministry of National Education of the Republic of Türkiye, showing that the applicant graduated from a school equivalent to a Turkish high school diploma, or an apostille for those who have already graduated; or in the absence of an apostille, a document proving that the applicant is entitled to receive a diploma approved by the Ministry of Education, the Ministry of Foreign Affairs, or an embassy. For students with Turkish nationality, an Equivalence Certificate from the Turkish Ministry of National Education.
- c) Candidates having graduated from higher education institutions abroad are required to hold a certificate of recognition approved by the Council of Higher Education for their undergraduate and graduate degrees to register in graduate degree programs. For those registering to doctorate degree programs, a Certificate of Equivalence for programs with clinical application is required.
- ç) For programs in English, the documents specified in Articles 10 and 11.
- d) For programs in Turkish, documentation proving that the requirements in Article 10, Paragraph 3, are met.

- e) Students not meeting the language requirements as per Article 11 are registered to the Preparatory School. Students of the English Preparatory School may not take any courses other than those approved by the University Senate from their relevant programs.

Quotas

ARTICLE 9 - (1) Quotas are allocated annually for international students applying to associate or undergraduate programs, based on departments, and are recommended to the Council of Higher Education after approval by the Board of Trustees. Quotas approved by the Council of Higher Education are announced by the University. Students are registered on the basis of these quotas. Quotas for programs that have vacancies or for which no applications have been received are transferred between the respective schools or vocational schools where the programs are offered, with the exception of the Schools of Law and Medicine, by the relevant boards. Quotas for graduate programs are determined by the relevant boards and announced after approval by the Board of Trustees.

SECTION THREE

Medium of Instruction, Proficiency Exam Results, Finalization of Applications Validity Period of Exams

Medium of Instruction

ARTICLE 10-(1) Students who fail the English Proficiency Exam held for the programs in English at Atılım University are registered in the Preparatory School.

(2) Students who submit a valid and recognized proficiency certificate are exempted from the Preparatory School.

(3) Students applying to programs in Turkish are required to present a TÖMER document showing that they score at least C1 regarding their proficiency in Turkish.

Proficiency Exams

ARTICLE 11-(1) The School of Foreign Languages Directive on Exemption and Equivalence constitutes the basis for national and international exams the equivalence of which is accepted and the minimum scores required by the University for associate, undergraduate, graduate and doctorate degree programs.

Finalization of applications and registration

ARTICLE 12-(1) The relevant boards of Atılım University are exclusively authorized to evaluate applications, admit and register students. Exhibiting the application criteria does not guarantee admission.

(2) Applications are evaluated by relevant School or Vocational School and the Directorate of International Relations, and the University sends a “Letter of Acceptance” to accepted students. Applicants who do not have legal rights to stay in Türkiye are required to apply for a “Student Visa” in their country or via the nearest Turkish Embassy with their letter of acceptance. Students failing to meet these requirements will not be admitted.

(3) For application purposes, students are required to provide: The documents listed in the Article 7, with the tuition fee for the first semester paid in full in full before the registration procedures. Students not meeting this condition may not register.

(4) All kinds of documents mandated by the institutions of the Turkish state are required to be presented by the students at registration.

(5) In order to continue their higher education in Türkiye, candidates are required to submit documentation proving their financial security to be sufficient to cover tuition fees and other expenses for at least the normal duration of study as per Higher Education Law no. 2547.

SECTION FOUR

Miscellaneous and Final Provisions

Validity of exam results

ARTICLE 13-(1) Validity of national and international exams are subject to the principles set by the Council of Higher Education.

Cases not included in the Directive

ARTICLE 14 - (1) In cases where no provisions are provided in this Directive, the Law and Regulation on International Students Studying in Türkiye, Council of Higher Education principles and procedures on the admission of international students, Atılım University regulations on associate, undergraduate and postgraduate education, other relevant legislation provisions, and Senate resolutions apply.

Misstatements

ARTICLE 15-(1) Applications of those who misstate or mislead the University administration with any action or transaction shall not be accepted. If they are already registered, their registration shall be annulled.

Repealed directive;

ARTICLE 16– (1) Atılım University Directive on the Principles and Procedures of International Student Admission which entered into effect with Senate Resolution dated 17.01.2024 no. 01 has been repealed.

Effective Date

ARTICLE 17 – (1) This Directive shall take effect after it is approved by the Senate.

Execution

ARTICLE 18- (1) This Directive is executed by the President of Atılım University.