

(Senate Resolution dated 17.01.2024 no. 01)
(Senate Resolution dated 22.08.2023 no. 10)
(Senate Resolution dated 22.08.2023 no. 11)
(Senate Resolution dated 21.03.2017, no. 04)

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 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;

ÖSYM: Assessment, Selection and Placement Center;

Program: Associate, Undergraduate and Graduate Degree Programs;

President: The President of Atılım University

Senate: The Atılım University Senate;

R.O.T: Republic of Türkiye;

University: Atılım University.

SECTION TWO

Application Conditions, Exams, Quotas

Application Conditions

ARTICLE 5-(1) The students who are graduates of high schools equivalent to Turkish high schools and comply with the conditions below may apply to the Directorate of International Relations within application dates.

- a) Foreign nationals,
- b) Turkish citizens by birth who have later received permission to declare alienage from the Ministry of Internal Affairs, and those having provided evidence of ownership of a document on the Usage of the Rights under the Turkish Nationality Law for their underage children registered on their declaration of alienage document;
- c) Individuals who were foreign nationals and became Turkish citizens through a citizenship acquired later / dual nationals in this situation,
- ç) Students who have Turkish nationality and continue their secondary school education abroad before 01/02/2013 and

completed last three years of secondary education (high school) in a foreign country except TRNC (including those who complete whole secondary education in a Turkish school founded under the Ministry of National Education in a foreign country except TRNC);

- d) For the international admission quotas open for individuals having started secondary education abroad after 01/02/2013, individuals having completed their entire secondary education (high school) in a foreign country other than TRNC (including those having completed their entire secondary education (high school) at Turkish schools opened by the Ministry of Education in foreign countries other than TRNC),
- e) Being TRNC citizens residing and having completed their secondary education in TRNC, holding GCEAL examination results, or having or intending to have GCEAL examination results following their registration and education at public and private high schools in different countries between 2005-2010 grants eligibility to apply to the Directorate of International Relations within the determined periods.

Invalid applications

ARTICLE 6-(1) Applications by students falling under the conditions below are not to be accepted.

- a) Have Turkish nationality, TRNC nationality or dual nationality including Turkish or TRNC nationality (except the ones who completed the whole high school education in a foreign country except TRNC);
- b) Ceased to be a citizen of Turkey or TRNC and completed the whole high school education in Turkey or TRNC;
- c) Turkish citizens having completed their high school education in TRNC;
- ç) Those having been expelled from a higher education institution in Türkiye due to disciplinary offenses,
- d) Citizens of Turkey or TRNC, or Turkish-born dual citizens, having completed high school education in Embassy schools, or foreign schools in Türkiye.

Application documents

ARTICLE 7-(1) Students are required to submit the electronic copies of the documents listed below through the online application forms on the Directorate of International Relations website, in full. All documents must be certified copies. Documents not bearing original seals and signatures shall be rejected. In addition, all documents must be in Turkish or English.

- a) (Senate Resolution dated 17.01.2024, no. 01) A certified copy of the document proving their 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, (These documents may be verified by a notary, or the Turkish Embassies abroad)
- b) Certified and official transcript including high school courses and grades. If the transcript is not issued in Turkish or English, its certified and notarized translation into these languages must be submitted.
- c) (Senate Resolution dated 17.01.2024, no. 01) 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 MEB

equivalence in GCE and similar exams, or has been at least 50% successful in other similar national or international exams.

- c) Documentation to prove that student has passed the interview where necessary,
- d) Additional documents that may be requested by departments such as exam results and reference letters for graduate and doctorate degree programs.
- e) Passport copies,
- f) (Senate Resolution dated 17.01.2024, no. 01) The results of one of the national or international exams detailed below, if available.
 - National Exams: Exams held in their own countries of international students to place students in higher education institutions.
 - International Exams: International exams recognized by the Higher Education Council.
 - If any, a documentation of the International Student Admission Exam (TR-YÖS) results of the applicant.

Registration documents and conditions

ARTICLE 8 - (1) Students meeting any of the conditions specified in Paragraphs a, b, c of Article 5 are registered in the University on the condition that they submit the required documents in full.

- a) For application purposes, students are required to provide: Original or authenticated copies of the documents specified in Article 7,
- b) (Senate Resolution dated 22.08.2023 no. 10) An “Equivalence Certificate” to be obtained from the Ministry of National Education of the Republic of Türkiye showing that the high school diploma holder in question has graduated from a school equivalent to a Turkish High School, or an Apostille for graduates; or a document proving that the individual in question is to receive a diploma approved by the Ministry of Education, the Ministry of Foreign Affairs or the Embassy, in cases where an Apostille is unavailable (An “Equivalence Certificate” from the Ministry of National Education of the Republic of Türkiye is a requirement for Turkish nationals)
- c) (Senate Resolution dated 22.08.2023 no. 10) A recognition certificate for the undergraduate and graduate diplomas approved by the Higher Education Council (an Equivalence Certificate for programs involving clinical practice courses)
- c) The students who are to register in Turkish medium departments must submit the document to prove that they meet the conditions specified in paragraph 11 of the Article 10. 11. Students not meeting the language requirements as per Article 11 are registered to the Preparatory School. Preparatory School students may not take courses of their major.
- d) However, students who are to register to Atılım University programs in Turkish are required to document that they meet the conditions of Paragraph 3 of Article 10 during registration. Students unable to document accordingly may not register to any program.

Quotas

ARTICLE 9-(1) The University allocates quotas for international students on a department basis and submits the proposal to the Higher Education Council. Quotas approved by the Council are announced by the University. Students are registered on the basis of these quotas. Incomplete or empty quotas are added to other departments’ quotas upon the approval of the Higher Education Council.

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) Medium of instruction is Turkish in some departments. 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 names and required minimum scores of the proficiency examinations which are accepted by Atılım University for Associate, Undergraduate, Graduate, and Doctorate Degree Programs are as follows. (YDS, CPE, CAE, TOEFL IBT, PTE Academic, IELTS)

Examination Types	Scores		
AEPE	60	65	70/100
TOEFL IBT, Essay: Minimum 20	75	79	85/120
YDS	70	75	80/100
CPE	C	C	B/A
CAE	C	B	B/A
PTE Academic	60	65	70/90
IELTS (Minimum 5.5 for each section)	6.0	6.5	7/9

Finalization of applications and registration

ARTICLE 12-(1) Atılım University is exclusively authorized to evaluate applications, admit and register students. Meeting the application criteria does not guarantee admission.

(2) Applications are evaluated by relevant School/ Graduate School and the Department of International Relations, and the University sends a “Letter of Acceptance” to admitted students. Students must apply with this letter to an Embassy of Türkiye in their country or the nearest one to obtain a “Student Visa”. Students who do not have the visa may not register at the University.

(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) Prospective students may be requested to document that they have adequate amount of financial assurance in their bank account to cover the 4-year tuition fee and other expenses.

SECTION FOUR
Miscellaneous and Final Provisions

Validity period of exams

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

Cases not included in the Directive

ARTICLE 14-(1) The provisions of the Law and Regulations on International Students Studying in Türkiye, the admission principles for international students as stipulated by the Higher Education Council, Atılım University Regulations on Undergraduate and Graduate Education, as well as other relevant legislations and Senate resolutions shall apply in cases not included in this Directive.

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 25.02.2010 no. 2 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.