



**TC**  
**İZMİR TINAZTEPE UNIVERSITY**  
**FOR ASSOCIATE / UNDERGRADUATE DIPLOMA**  
**PROGRAMS DIRECTIVE FOR ACCEPTANCE OF**  
**STUDENTS FROM ABROAD**

**Release date:** 05/08/2020

**Decision No:**  
2020/37

**Rev. Date / No:**24/09/2020 -15

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**FIRST PART**

**Purpose, Scope, Basis and Definitions**

**Goal**

**ARTICLE 1-** (1) The purpose of this Directive; It regulates the principles regarding the acceptance of foreign students to Izmir Tınaztepe University Faculty / Vocational School programs.

**Scope**

**ARTICLE 2-** (1) This Directive covers the quota, application, acceptance and evaluation and registration conditions to be used in admission of foreign students to Izmir Tınaztepe University associate / undergraduate programs.

**Rest**

**ARTICLE 3 -** (1) Foreign student application, admission and registration procedures are carried out within the framework of the "Principles Regarding International Student Admission" regulated by the General Council of Higher Education.

**Definitions**

**ARTICLE 4-** For the purposes of this Directive;

- a) University (İZTÜ): İzmir Tınaztepe University,
- b) Board of Trustees: Izmir Tınaz Tepe University Board of Trustees,
- c) Rector: İzmir Tınaztepe University Rector, ç) Senate: İzmir Tınaztepe University Senate,
- d) Faculty: İzmir Tınaztepe University Faculties,
- e) Vocational School: İzmir Tınaztepe University Vocational Schools,
- f) English Proficiency Exam: Izmir Tınaztepe University English Proficiency Exam,
- g) TÖMER: Turkish Teaching Center,
- ğ) Yunus Emre Institute: Yunus Emre Institute,
- h) İzmir Tınaztepe University English Exemption and Placement Exam (APPT): İzmir Tınaztepe University English Exemption and Placement Exam (APPT) expresses.

**SECOND PART**

**Application, Exams, Assessment and Registration**  
**Procedures**

**Quota**

**ARTICLE 5-** (1) The quota of students to be accepted from abroad for each undergraduate / associate degree program is determined by the decision of the Board of Trustees upon the recommendation of the Senate, and it is finalized with the approval of the Higher Education Council.

(2) Student admission quotas from abroad are determined by the Board of Trustees within the framework of the relevant legislation.

**Basic conditions for application**

**ARTICLE 6-** (1) Who can apply;  
Provided that they are in the last year of high school or graduated;

- a) Foreign nationals,



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b) Those who are Turkish citizens by birth but are granted permission to renounce Turkish citizenship from the Ministry of Internal Affairs and who certify that their minor children registered in the certificate of renunciation of Turkish citizenship have a Document on the Exercise of the Rights Recognized in accordance with the Turkish Citizenship Law (Article 7 of the Turkish Citizenship Law No.5901) ) A child born in Turkey or abroad from a Turkish citizen mother or father in a marriage union is a Turkish citizen. "Candidates who will apply for admission quotas from abroad should examine the Turkish Citizenship Law.)

c) Those who are foreign nationals who have acquired citizenship of the Republic of Turkey with the citizenship acquired later / those with dual citizenship in this situation,

ç) Among the Turkish national students who continued their secondary education abroad before 01/02/2013, those who completed the last three years of their secondary education (high school) in a foreign country except TRNC (including those who completed their secondary education (high school) in Turkish schools in a foreign country except TRNC) You will be able to apply for student admission quotas from abroad,

d) Candidates who started their secondary education abroad after 01/02/2013 can apply to the admission quotas from abroad (including those who have completed their entire secondary education (high school) in a foreign country except TRNC (including those who have completed their secondary education (high school) in Turkish schools in a foreign country other than TRNC),

e) He is a TRNC citizen; Those who reside in the TRNC and have completed their secondary education (high school) in the TRNC and have GCEAL exam results, and those who have or will have GCE AL exam results by enrolling and studying at colleges and high schools in other countries between 2005 and 2010 are received.

(2) Who cannot apply;

a) Those who are Turkish citizens and have completed their secondary education (high school) in Turkey or in TRNC,

b) TRNC nationals,

c) Dual nationals whose first nationality is Turkish by birth as defined in item (b) of the first paragraph of Article 6 (except those who fulfill the conditions in sub-clause "d" of Article 6),

ç) Those with dual citizenship, one of which is TRNC, (who have completed their secondary education (high school) in TRNC high schools and have a General Certificate of Education Advanced Level (GCE AL) result, and those who enrolled in colleges and high schools in other countries between 2005 and 2010 and received a General Certificate of Education Except for those who have or will have Advanced Level (GCE AL) exam results),

d) The applications of Turkish citizens who study at schools within the embassies in Turkey and foreign high schools in Turkey or those who are dual citizenships whose first citizenship is Turkish by birth as defined in sub-clause (b) of the first paragraph of Article 6 are not accepted.

**Types of exams / diplomas accepted for application**

**ARTICLE 7-** (1) If the candidates are graduates, their high school diploma or equivalent, diploma type / graduation exam / university entrance exam result in the table below, graduate



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If not, they can apply with the relevant document showing the educational status. Candidates who do not have a document showing the diploma type / graduation exam / university entrance exam result in the table below can also apply with a high school or equivalent school diploma showing their graduation grade point average if they are graduates. Candidates applying with a diploma must have a high school or high school equivalent graduation average of a minimum 80 out of 100 for the Faculty of Medicine and 60 for other departments / programs.

(2) International Exams,

(3) There is no limit to the validity period of the exams (Abitur, Matura, International Baccalaureate, GCE, Tawjihi, etc.) with the status of high school graduation exam. The validity period of the exams (SAT, ACT, etc.) with the status of university entrance exam is two years.

**Application process and required documents**

**ARTICLE 8** - (1) Applications are submitted to the Registrar's Office of the university on the announced application dates together with the application documents stated below.

If the application documents are in languages other than Turkish or English, in addition to copies of the originals, certified translations in Turkish or English must also be submitted:

- a) Application form,
- b) If graduated, high school diploma, if not, the relevant document type showing the educational status,
- c) Transcript showing the courses and grades taken by the candidates during their high school education,
- ç) The original or certified photocopy of the exam result document to be submitted for application,
- d) A photocopy of the passport page containing personal information,
- e) The Certificate of Equivalence, which can be obtained from the Turkish Ministry of Education or the Turkish Embassy in their country, showing that the high school diplomas of the candidates are equivalent to the diplomas received from Turkish High Schools (if available),
- f) Letter of Intent,

(2) Additional documents may be requested by the University, depending on the nature of the undergraduate / associate degree program applied for. These documents must be presented during the final registration.

(3) The applications of the candidates who do not meet the application requirements and who cannot submit the required information and documents in full within the requested time will not be processed. After the application process is completed, no changes or additions can be made to the application information and documents.

(4) Candidates may be asked to verify the information and documents submitted during the application, or the University may investigate the accuracy of these information and documents. Any irregularity in the information and documents of the candidate is canceled, even if he / she is accepted to the program, his / her registration is deemed invalid even if he / she is registered to the university, and legal action is initiated against him.

(5) Candidates can be invited for an interview by the relevant unit, if deemed necessary, as a result of the preliminary evaluation to be made on the application information and documents.



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### **Evaluation of applications**

**ARTICLE 9 - (1)** (Amended: SD-24/09 / 2020-15 / 04) After the preliminary evaluation of the documents submitted by the candidates for the application by the Senate, the “Pre-Evaluation Commission for International Student Admission”, the relevant Faculty. It is sent by the Student Affairs Office for the evaluation and approval of the Dean's Office / Vocational School Directorates.

(2) Evaluation of applications and placement of candidates are under the priority of İzmir Tinaztepe University. İzmir Tinaztepe University is free to fill the quotas or not.

(3) Meeting the application conditions does not require automatic admission. The acceptance / rejection decision of the candidate is determined as a result of the evaluation.

### **Notification of results and registration intention**

**ARTICLE 10-** (1) The result of the application evaluation is notified to the candidate by the Student Affairs Office via the e-mail specified during the application.

(2) **(Change: SK-24/09 / 2020-15 / 04)** The candidate whose application is approved by the "Pre-Evaluation Commission" is informed that one fourth of the current tuition fee must be paid as a prepayment within the specified period. A conditional (pre) acceptance letter containing the conditional (pre) acceptance information is sent to the student who has made the prepayment. The prepayment made is deducted from the annual tuition fee during registration.

(3) The prepayment received from the student is refunded only in case of visa refusal. No prepayment refund can be made for a different reason. In order for the prepayment to be refunded, the visa refusal received must be proven with a valid document.

(4) **(Change: SK-24/09 / 2020-15 / 04)** A conditional (pre) acceptance letter is sent by the relevant unit to the candidates who have indicated their intention to enroll only by making the prepayment.

(5) **(Change: SK-24/09 / 2020-15 / 04)** The student who does not make the prepayment is not presented with a conditional (pre) acceptance letter and the quota is not allocated. Only after the prepayment, the prospective student who has been presented with a conditional (pre) acceptance letter gains the expected student status for registration.

(6) **(Change: SK-24/09 / 2020-15 / 04)** The Faculty Board Decision is made for the candidates who are entitled to receive conditional (pre) acceptance letter by making their prepayment and the official Acceptance Letter is prepared by the Student Affairs Office.

(7) Information on registration date and required registration documents are announced on the website. The university reserves the right to void the admissions of candidates who do not start the registration process or make the payment within the specified period.

### **Visa and residence permit procedures**

**ARTICLE 11.** (1) Foreign students are required to apply for a residence permit for study purposes within one month at the latest from the date of their entry to Turkey, after completing their registration to the university. A copy of the residence cards obtained after the application must be submitted to the Registrar's Office.

(2) Students with a residence permit obtained outside of İzmir are obliged to move their files to İzmir; It is the students' responsibility to cover all costs that may arise in relation to these procedures and to make the necessary applications on time.



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(3) Students who will apply for a residence permit for study purposes must have a valid health insurance in the country. Taking out the appropriate insurance responsibility. Information on this subject should be obtained from the website and unit of the Izmir Provincial Directorate of Immigration.

(4) In the documents requested by the university regarding visa and residence permits, the circulars of the authorized public institutions regarding foreign students are taken as basis.

**Documents required for enrollment at the university**

**ARTICLE 12-** (1) Candidates who are accepted register with the documents announced by the University within the specified dates by applying to the Registrar's Office in person or through the persons to whom they will give power of attorney.

(2) During registration, candidates must submit the originals of the documents submitted in the application, the originals of the documents they have translated and additional documents to be requested:

a) If the original high school diploma or high school diploma is not ready yet, temporary graduation certificate

the original

b) TC showing that the high school diploma is equivalent to the diplomas received from Turkish high schools

The original "Certificate of Equivalence" to be obtained from the Ministry of National Education,

c) A copy of the page containing the student's picture and identification information and the page containing the student visa in the passport,

ç) 3 passport photos,

d) Receipt of tuition fee payment,

e) Original of the national / international exam document submitted during the application,

f) Other additional documents required by the University according to the nature of the undergraduate / associate degree program applied for.

(3) Incomplete documentation and registration by mail is not allowed. Candidates who do not make their final registration between the specified dates cannot claim any rights.

(4) Those who do not pay the tuition fee within the announced period are not enrolled.

(5) Registration of the person who uses false or falsified documents in terms of all documents required for final registration at each stage or who is determined to have made fraudulent practice in the university entrance exam is canceled as of the registration date and legal proceedings are initiated. If this person leaves the University, all documents, including the diploma given to him, are canceled. The tuition fees paid by these persons are not reimbursed.

**English proficiency**

**ARTICLE 13-** (1) Students enrolled in associate and undergraduate programs whose language of instruction is Turkish must take the English exemption and level determination exam at Izmir Tinaztepe University. According to the results of this exam, they can be partially or completely exempted from "General English" courses. Students who do not take the exam or do not submit an equivalent international exam result must take these courses.



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**Turkish proficiency**

**ARTICLE 14.** (1) It is compulsory for students who apply to programs whose medium of instruction is Turkish to document their Turkish proficiency.

(2) Students who get C1 level or above for undergraduate programs and B2 level or above for associate degree programs in Turkish Proficiency exams taken from YÖS exam centers accredited by TÖMER, Yunus Emre Enstitüsü and the Council of Higher Education, can start their education.

(3) A Turkish Proficiency Certificate is not required for those who have completed their secondary education in Turkish-medium institutions in Turkey at least in the last three years.

(4) **(Change: SK-24/09 / 2020-15 / 04)** Students who will enroll in Turkish programs but do not have a Turkish proficiency certificate are registered by showing the Turkish preparatory class in the system. The tuition fee for the relevant year is collected from the students, and the tuition fee received is deducted from the tuition fee in the year they started the program. If they fail to document the Turkish language level in paragraph (2) of this article for the program they enrolled at the end of a maximum of two years, their registration is canceled.

**Tuition fee**

**ARTICLE 15-** (1) Tuition is paid at Izmir Tinaztepe University. The annual fee to be paid is determined by the Board of Trustees as of each academic year and may vary.

**THIRD PART**

**Miscellaneous and Final**

**Provisions Cases without provisions**

**ARTICLE 16-** (1) In cases where there is no provision in this Directive; other relevant legislation provisions, the decisions of the Higher Education Council, the Senate, the University Administrative Board and the relevant Faculty / Vocational School Board of Directors are applied.

**Force**

**ARTICLE 17-** (1) This Directive enters into force with the approval of the Senate of Izmir Tinaztepe University and the approval of the Board of Trustees.

**Executive**

**ARTICLE 18-** (1) This directive is executed by the Rector of Izmir Tinaztepe University.