Purpose
ARTICLE 1- (1) The purpose of this Instruction is to regulate the principles and procedures on international student admission to the undergraduate programs of İstanbul Şehir University.

Scope
ARTICLE 2- (1) This Instruction covers the general provisions on international student admission at İstanbul Şehir University, the qualifications to be demanded of applicants, application and admission requirements.

Basis
ARTICLE 3- (1) This Instruction has been prepared in accordance with the written texts of the Council of Higher Education on this topic, one of them dated January 27, 2010 and numbered B.30.0.EÖB.00.00.01-06-384-3270 and the other dated February 19, 2010 and numbered B.30.0.EÖB.000.00.01-06-800, as well as the Decision of the General Council of Higher Education dated March 17, 2010.

Definitions
ARTICLE 4- (1) The terms used in this Instruction shall bear the following meanings:
   a) University: İstanbul Şehir University,
   b) Rector: The Rector of İstanbul Şehir University,
   c) Senate: The Senate of İstanbul Şehir University,
   d) College/School: The College/School under İstanbul Şehir University,
   e) Office of Student Affairs: The Office of Student Affairs of İstanbul Şehir University,
   f) Bylaw: İstanbul Şehir University Bylaw on Undergraduate Education and Examination.

General Requirements
ARTICLE 5- (1) On condition that they are in their last year of high school or are high school graduates, the applications of applicants with the following qualifications are accepted:
   a) Foreign nationals,
   (2) The applications of applicants with the following qualifications are not accepted:
      a) Turkish and Northern Cyprus citizens, dual citizens holding Turkish or Northern Cyprus citizenship as one of their two citizenships,
      b) Among those who held double citizenship and left Turkish or Northern Cyprus citizenship as of the year of 2011, those who completed all of their high school education in Turkey or in Northern Cyprus,
      c) Turkish citizens who have completed their high school education in Northern Cyprus,
      d) Those who have been dismissed from an institution of higher education in Turkey due to a disciplinary action.

Applications
ARTICLE 6- (1) Information about the applications is announced on the University Website. Applications are submitted to the Office of Student Affairs between the dates specified by the Rectorate through mail or in person. Online applications will be valid, if the required documents are received on time.
   (2) Application dates are announced on the University Website by the Office of Student Affairs.
   (3) Even if the applicants apply for more than one program, they fill out only one Application Form. The Application Form is available on the University Website.
Documents Required for Application

ARTICLE 7 - (1) Applicants are required to submit the following documents by mail:

a) English or Turkish translation of the high school diploma certified by notary public or by the corresponding Turkish Consular (the original of the diploma and the certificate of equivalency showing its equivalence to Turkish diplomas will be demanded during registration),

b) Transcript (In which all the courses taken and the grades received during high school education are indicated, certified by the school administration and if not in Turkish or English, translated into one of these languages and certified by notary public or by the corresponding Turkish Consular),

c) Turkish or English translation of the passport page showing identity information certified by notary public or by the corresponding Turkish Consular,

d) 1 passport-sized photograph,

e) If available, the certified copy of one of the following test results:

   i- Recipients of Gold, silver or bronze medals in International Science Olympics recognized and participated by TÜBİTAK (The Scientific and Technological Research Council of Turkey),
   ii- A standard score of at least 50 out of 80 in the Basic Learning Skills Test of YÖS (Examination for Foreign Students),
   iii- A standard score of at least 50 in TCS (Turkish Republics with Turks and Related Communities Test),
   iv- A total score of 1000 and a minimum score of 500 in Mathematics in the SAT I (Scholastic Assessment Test),
   v- A minimum score of 21 in Mathematics, Science Reasoning and Composite in the ACT (American College Test),
   vi- In the GCE (General Certificate Education) at least 3 A levels one of which is in the subject of the program,
   vii- An International Baccalaureate diploma with a diploma score of at least 30,
   viii- ABITUR with a score of at least 4,
   ix- A French Baccalaureate diploma with a diploma score of at least 10,
   x- A Matura certificate with diploma score of at least 2,
   xi- In the Tawjih examinations given in Jordan and Palestine, a minimum average of 70 in all courses in the Scientific Stream,
   xii- In the Baccalaureate Libanais examinations given in Lebanon, a diploma score of at least 60 out of 100 and 13 out of 20 in the Scientific Stream,
   xiii- In the Al-Shahada-Al Thanawijya (Baccalaureate) examinations given in Syria, a minimum score of 170 out of 240 in the Scientific Stream, a minimum score of 165 in the Literary Stream and a minimum score of 25 in the Language Stream,
   xiv- In the Diplome Debiestan given in Iran, a diploma score of at least 15 out of 20 and Pişdaneşgahi score of at least 15 out of 20,
   xv- A score of at least 90 out of 120 at the National University Test of Kazakhstan,
   xvi- In the Gaokao Examination of the People’s Republic of China, a score of at least 500 out of 750.

Except for the examinations above, the applicant’s high school diploma score or University entrance exam result in the country from which the student is applying may also be evaluated by the University if deemed appropriate.

There is no date of expiry for the examinations in the status of high school graduation (Abitur, International Baccalaureate, GCE, Tawjih etc.). However, examinations in the status of University Entrance Tests (SAT I and ACT) and YÖS results are valid for two years.
The International Student Admission Test

ARTICLE 8- (1) Applicants who have none of the documents mentioned in Article 7 are required to take the İstanbul Şehir University International Student Admission Test. Applicants must have a score of at least 70 out of 100 in this test.

Evaluation of the Applications

ARTICLE 9- (1) The evaluation of the applications and the placement of the applicants are done by İstanbul Şehir University. Meeting the application requirements does not entail acceptance. The University may transfer vacant quotas to other programs.

Announcement of the Results

ARTICLE 10- (1) Application results are announced on the University Website and written notification is sent to applicants. Shortlisted applicants are sent an “acceptance letter” by İstanbul Şehir University. They are required to obtain visas from one of the Turkish Republic Representations in their countries with the “acceptance letter” and the other required documents.

Registration Procedures

ARTICLE 11- (1) Registration is done by the Office of Student Affairs.
(2) During registration, the following documents are demanded:
   a) The original of the high school diploma and the English or Turkish translation of the diploma certified by one of the Turkish representations in that country,
   b) For high school diplomas obtained abroad, the original of certificate of equivalency, showing that it is equivalent to the diplomas in Turkish high schools, to be obtained from Republic of Turkey Ministry of National Education or Turkish Republic Representations in that country,
   c) The original of the Exam Result and its English or Turkish translation certified by the Turkish representations in that country,
   d) The bank receipt showing the payment of the tuition fee (The tuition fee is determined each year by the Board of Trustees),
   e) The student visa to be obtained from the Turkish Representations in that country,
   f) 6 passport-size photographs.
(3) After registration, international students are required to obtain “Residence Permits” from the Foreigners Department of the Police Station.

Education

ARTICLE 12- (1) On the educational issues not included in this Instruction, international students are subject to the İstanbul Şehir University Bylaw on Undergraduate Education and Examination.

Enforcement

ARTICLE 13- (1) This Instruction mentioned herein comes into effect at the beginning of the Academic Year of 2010-2011.

Execution

ARTICLE 14- This Instruction is executed by the Rector of İstanbul Şehir University.

“This text is a translation of the original Turkish Instruction, and is solely intended to provide information concerning that Instruction. The terms, conditions and stipulations in the original Turkish-language Instruction shall be legally binding if any disputes of meaning should arise.”