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**INTERNATIONAL
STUDENT
GUIDE**





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I. ISTANBUL COMMERCE UNIVERSITY



Adopting the concepts “Local Identity, Global Vision” as a principle, Istanbul Commerce University was founded in 2001 as a social responsibility project of Istanbul Chamber of Commerce. With its 129-year history and businessmen representing the half of Turkish Economy, Istanbul Chamber of Commerce is one of the most powerful chambers of the world. With this background, Istanbul Commerce University which combines the university with the business world, has been preparing its students to the future with more than 200 professional and prominent faculty members.

Istanbul Commerce University, one of the first foundation universities of Turkey, has taken its privilege from its training programs, professional and prominent faculty members, technical facilities and its future vision aiming to serve to its students. Our university started functioning in 2001-2002 academic year with 73 students, celebrating its 11th anniversary with the number of students counting more than 6000 as of today, has been continuing to rise in a consistent way in academic world with national and international activities held each year, and with its academic studies as well as its publications.

Another feature that grants a privilege to our university is its location in central and prominent environs of Istanbul, which is one of the capitals of culture in the world. This situation not only eases the transportation but also makes it possible to keep up with the pulse of the century with Istanbul, open up to the world and future, always to become active, innovative and pioneer thanks to the meeting of culture, science, art, and economy at national and international levels.

Campuses of Istanbul Commerce University are located in privileged quarters of Istanbul like Uskudar and Kucukyali, in Eminonu at the heart of the old city as well as Sutluce on the shore of Golden Horn. Istanbul Commerce University has the privilege of feeling the pulse of today's social, cultural,

scientific and economic lives as an education institution at the shore of historical peninsula, in the midst of historical locations, almost beside the commercial centers.

Istanbul Commerce University aims to raise young people who understand the age, appreciate intellectual freedom and participation, who have high professional skills, comprehensive vision and strong sense of facing international competition and the world, to develop with society, business world and production processes. For this purpose, Istanbul Commerce University has invested in the scientific future of our country with six faculties, English Preparation School, Vocational High School, Graduate Schools of Social Sciences, Science and Engineering and Foreign Trade.

The medium of instruction in our university is mainly Turkish and English for limited number of programs teaching in English. The bachelor and associate degree programs offered in our university are enlisted below.

A. Bachelor and Associate Degree Programs at Istanbul Commerce University

FACULTY OF COMMERCIAL SCIENCES

- Business Administration (English)
- Business Administration
- International Trade
- Banking and Finance
- Tourism Management
- International Relations
- Economics (English)
- Economics
- Accounting and Auditing

FACULTY OF ENGINEERING AND DESIGN

- Industrial Engineering
- Computer Engineering
- Mechatronics Engineering (English)
- Electrical and Electronic Engineering (English)
- Jewellery Engineering (English)
- Fashion and Textile Design
- Interior Architecture and Environmental Design



FACULTY OF LAW

- Department of Law

FACULTY OF COMMUNICATION

- Media and Communication Systems
- Public Relations
- Visual Communication Design

FACULTY OF ARTS AND SCIENCES

- Statistics
- Mathematics
- Psychology
- Educational Sciences

SCHOOL OF APPLIED SCIENCES

- Media Production Technologies
- International Logistics
- Civil Aviation Management

VOCATIONAL SCHOOL

- Foreign Trade
- Logistics
- Computer Programming
- Retail and Store Management
- Air Logistics (English)
- Airport Ground Services Management (English)

The followings are the masters and doctoral degree programs offered in our university.

B. Master Programs at Istanbul Commerce University**GRADUATE SCHOOL OF SOCIAL SCIENCES**

- Business Administration (Turkish) (Thesis/Non-thesis)
- Business Administration (English) (Thesis/Non-thesis)
- Economics (Turkish) (Thesis/Non-thesis)
- Economics (English) (Thesis/Non-thesis)
- International Trade (Thesis/Non-thesis)
- International Relations (Thesis/Non-thesis)



- Applied Psychology (Non-thesis)
- Private Law (Thesis/Non-thesis)
- Public Law (Thesis/Non-thesis)
- International Commercial Law and the EU (Thesis/Non-thesis)
- International Banking and Finance (Thesis/Non-thesis)
- Accounting and Auditing (Thesis/Non-thesis)
- Public Relations (Thesis/Non-thesis)
- Media and Communication Systems (Thesis/Non-thesis)
- Tourism Administration (Thesis/Non-thesis)

GRADUATE SCHOOL OF SCIENCE AND ENGINEERING

- Industrial Engineering (Thesis/Non-thesis)
- Industrial Physics (Non-thesis)
- Statistics (Thesis/Non-thesis)
- Mathematics (Thesis/Non-thesis)
- Computer Engineering (Thesis/Non-thesis)
- Mechatronics Engineering (Thesis/Non-thesis)
- Jewellery Engineering (Thesis/Non-thesis)

C. Doctoral Programs at Istanbul Commerce University

GRADUATE SCHOOL OF SOCIAL SCIENCES

- Business Administration
- International Commercial Law and the EU
- Financial Economics

GRADUATE SCHOOL OF SCIENCES AND ENGINEERING

- Computer Engineering
- Mathematics
- Mechatronics Engineering
- Jewellery Engineering
- Industrial Engineering





II. INTERNATIONAL OFFICE AND EXCHANGE PROGRAMS

A. International Office

International Office, the main mission of which is to contribute to the identification and execution of the internationalization policies of Istanbul Commerce University, accelerating the internationalization process, has been working within the scope of this mission, with the purposes of developing the international partnership and cooperation, increasing the international experiences of academic and administrative staff and students beside forming a multi-cultural and inclusive international campus life. Our international students, whose number has reached 139 by the academic year of 2012-2013, come from 27 different countries. (Azerbaijan, Albania, Bosnia-Herzegovina, Burkina Faso, Cameroon, Democratic Republic of The Congo, Djibouti, China, England, Germany, Ghana, Kazakhstan, Kosovo, Macedonia, Malaysia, Mongolia, Morocco, Palestine, Romania, Russia, Serbia, Somali, Syria, Tajikistan, Tunisia, Ukraine, Uzbekistan) 89 of these students attend Undergraduate Programs while 36 of them attend Graduate Programs. For the 2012-2013 academic year, half of the per-department quotes assigned for international students were granted full scholarship. Besides, international students are granted partial scholarships in particular departments by our university.

International Office carries out counseling and coordination services for all international students and it develops and implements various projects in order to ease the adaptation of international students to the university and to increase their interaction with each other and with other students. Istanbul Commerce University proceeds its internalization policies with quick steps. In the 2011-2012 academic year, new partners were added to the cooperation list as a result of agreements signed with different universities from different countries. Bihac, Tuzla, Sarajevo Universities (Bosnia Herzegovina), Adige State University (Russia) and CEDS Paris can be counted among them. Moreover, International Office progressively carries out negotiations to sign academic cooperation protocols in various fields with prominent universities from different regions of the world (China, The Balkans, USA and Asia).

B. Exchange Programs

1. Erasmus Student Exchange Program

Apart from undergraduate and graduate international students, the number of students coming to our university and the number of students going to various universities of Europe from our university via Erasmus Exchange Program are increasing day by day. Aiming to increase this mobility within the framework of Erasmus Program, our university concluded agreements with 33 universities from 14 different European countries for the exchange of student, academic and administrative staff.

2. Farabi Student Exchange Program

Our university, within the scope of national universities and advanced technology institutions in Turkey, is a part of Farabi Exchange Program which is an exchange program for students and academic staff among higher education institutions providing training in associate, bachelor, masters and doctoral degrees. Within this framework, students of Istanbul Commerce University have the opportunity to take advantage of Farabi Program.



III. GENERAL CONDITIONS FOR STUDENT ADMISSION



A. General Conditions for International Student Admission to Undergraduate Programs

Provided that they study at the last grade of high school or graduated:

1. Applicants with a foreign nationality,
2. Applicants who are Turkish citizens at birth but gained the permission of expatriation from Turkish citizenship from the Ministry of Internal Affairs and the applicants certifying that they own the certificate (Blue Card), related to the use of the rights given by the 5203 numbered law, gained by their under age children registered in their certificate of expatriation from Turkish citizenship,
3. Dual nationality holders who have a foreign nationality at birth but gained Turkish citizenship later on,
4. Applicants who hold a Turkish nationality and who completed the last three years of their high school education in a foreign country except TRNC,
5. Applicants who hold a TRNC nationality and reside in TRNC and who completed their secondary education in TRNC should have GCE AL exam results.

B. General Conditions for International Student Admission to Graduate Programs

1. Applicants with a foreign nationality,
2. Applicants who are Turkish citizens at birth but gained the permission of expatriation from Turkish citizenship from the Ministry of Internal Affairs and the applicants certifying that they own the certificate (Blue Card), related to the use of the rights given by the 5203 numbered law, gained by their under age children registered in their certificate of expatriation from Turkish citizenship,
3. Dual nationality holders who have a foreign nationality at birth but gained Turkish citizenship later on,

4. Applicants who hold Turkish nationality and who completed the last three years of their high school education in a foreign country except TRNC,
5. Applicants, who hold a TRNC nationality and reside in TRNC and who completed their secondary education in TRNC, should have GCE AL exam results.
6. For Doctoral Programs, grade point averages for masters should be 3/4 or 76/100 and higher (For the comparison of undergraduate graduation grade point averages, the table of equivalence of the latest 4 point grading system to 100 point grading system announced by The Presidency of The Council of Higher Education will be used) besides, apart from the mother tongues of foreign nationality holders, they should take a standard grade of at least 55 from interuniversity foreign language examination from one of the languages of English, French and German in the field of program they applied for or they should take a grade similar to this grade from an examination accepted by interuniversity council or they should take the grade of 55 from foreign language placement test made by the university.

C. Ineligible Applications

- Applicants with Turkish nationality, (except for the ones completing the last three years of their high school education in a foreign country apart from TRNC)



- Applicants with a TRNC nationality, (except for the ones completing all of their secondary school education in the high schools of TRNC and having a result of GCE AL)
- Dual nationality holders; one of the nationalities of whom is Turkish, (except for the ones completing the last three years of their high school education in a foreign country apart from TRNC)
- Dual nationality holders; one of the nationalities of whom is TRNC, (except for the ones completing all of their secondary school education in the high schools of TRNC and having a result of GCE AL)
- Applicants completing their high school education in TRNC while holding a Turkish nationality
- Applications of the ones having a penalty of expelling from a higher education institution in Turkey because of a disciplinary action will not be admitted.

D. Application Procedure

Applications are completed by submission of the required documents stated below within the date announced on the web site of the university by hand in person, via e-mail post or by conventional mail.

The university cannot be held responsible of the delays in the delivery.

1. Application Dates

Application dates are announced as June for Undergraduate Programs; December and July for Graduate Programs on the web site of our university.

2. Application Address

Istanbul Commerce University
International Office, Eminonu Kampusu
Ragıp Gumuspala Cad. No: 84 34378 Fatih/Istanbul-Turkey

3. Online Application

Online Applications can be made via the address of international@ticaret.edu.tr

E. Evaluation of Applications

1. Applications are evaluated by "International Student Evaluation Commission" composed of at least five professors and formed by the rector of the university,
2. The commission makes the evaluation on the basis of academic grades and preferences of the student by taking the quotas assigned by the university into consideration. Main candidates are set according to the order of preference beginning from the candidate with the highest mark. Substitute candidates are set on the basis of grade and preference of the student on condition that it does not exceed the number of quotas assigned for the department.
3. Evaluation of the applications made to the departments admitting students by special talent exams are conducted according to the procedure of student admission by special talent exam. The evaluation by the university can be conducted on the basis of a written test, interview and/or the application file of the student.
4. In case of inadequate application for a particular program or when the assigned quota for the department cannot be filled, these quotas can be replaced by the quotas of other programs by the university.
5. To provide the conditions for application does not mean an admission for placement. Evaluation of the applications placement of candidates and filling the assigned quotas are totally at the sole discrete of Istanbul Commerce University.
6. The list of the successful candidates is announced on the web site of the university and the acceptance letter is delivered to the students by the International Office by hand or mail.



F. Medium of Instruction

1. At our university, the medium of instruction is Turkish and English.
2. At our university, for students who will register to the Undergraduate Programs taught in English, a compulsory "English Preparation Program" is carried out for one year.

This period is not included in study period.

- a. Applicants who are successful at the English Proficiency Exam given by the university at the beginning of the academic year or have successful scores from international English Proficiency exams which are considered valid by university Senate (for the applications to the graduate programs: KPDS/ ÜDS: 67, TOEFL-IBT: 80, TOEFL-CBT: 213, TOEFL-PBT: 550, IELTS: 5,5),
 - b. Applicants who successfully completed the preparation program of another university,
 - c. Applicants who completed their secondary education in education institutions of a country the mother tongue of which is English and at which institutions the citizens of that country continue their education, can be exempted from the preparation program on condition that they submit the relevant documents.
3. The applicants who were placed to the programs of our university, which are held in Turkish, (except for the ones in the scope of Article 4 of General Conditions) can start education programs on condition that they fulfill one of the conditions (by submitting the relevant documents) as follows:
 - a. Applicants who completed the level of B2 from TOMER or took an equivalent Turkish language education and successfully completed it,
 - b. Applicants who successfully completed the Turkish preparation class at another university.
 4. Granting leave of absence to the students who do not have adequate level of Turkish by the departments / programs they were placed in is determined by the relevant boards.

Students getting a certificate of Turkish proficiency in accordance with the Subsection 3 at the end of one year submit this certificate to International Office and Registrar's Office prior to the beginning of the academic year. From these students, ones who are not able to present a certificate of Turkish proficiency at the end of one year are given additional time for one more year and ones who cannot present a certificate of Turkish proficiency at the end of this period are dismissed from the university.



G. Tuition Fees & Account Information

1. Tuition Fees

All Bachelor Degree Programs 9000 \$ (VAT included)
(8 installments)

All Associate Degree Programs 5500 \$ (VAT included)
(9 installments)

All Master Programs:

- (Pre)-registration fee: 70 \$ (VAT included)
- Tuition fee per course: 650 \$ (VAT included)
- Master thesis fee: Computed as two course fees
- Studentship registration fee (for each semester registered): 70 \$ (VAT included)

All Doctoral Programs:

- Pre-registration fee: 70 \$ (VAT included)
- Tuition fee per course: 800 \$ (VAT included)
- Dissertation fee: Computed as three course fees
- Studentship registration fee (at each semester and thesis additional time): 70 \$ (VAT included)

2. Bank Account Information

Account name : Istanbul Commerce University
Bank name : Vakıfbank/ Mercan Branch
Branch code : 110
IBAN NO : TR87 0001 5001 5804 8000 4691 34
Explanation : International student tuition fee. Name and surname of the candidate has to be notified.

3. Scholarship Opportunities

Full and partial scholarship opportunities at different ratios are available for only Foreign Country citizens with the appreciation and evaluation of Admission Committee and with the confirmation of Board of Overseers. Full scholarship covers university tuition fees.

4. Health Insurance

Health Insurance will be provided to the international students who are granted full scholarship. The international students with partial scholarship and non-scholarship students need to issue their own health insurance.

H. Documents Required for Application

1. Documents Required for Application to Associate and Bachelor Degree Programs

1. Application form,
2. Turkish or English photocopy of the high school diploma of the candidates graduated from high school or equivalent schools, Photocopy (in English or Turkish) of the document showing that the candidates who have not received their diploma yet will graduate from their high schools at a certain date,
3. Turkish or English photocopy of the transcript showing the lessons completed and grades obtained during high school,
4. Photocopy of the page of the passport showing the credentials,
5. 2 colored passport size photos. The photos should be taken in the last six months, taken in a way to let the person be identified easily and name-surname of the student should be written at the back of the photos,
6. If available, documents related to the English and Turkish Language Proficiencies of the candidates.

(Registration dates are announced on the web site later on.)

a) Documents Required for Registration to Associate and Bachelor Degree Programs:

(Registrations are made by Registrar's Office.)

1. Original high school diploma and its notary certified translation in Turkish or English,

2. Original transcript of records showing the lessons and grades received in high school and confirmed by high school administration and its notary certified translation in Turkish or English,
3. Notary certified copy of the official identity document or passport showing credentials,
4. Bank receipt of the tuition fee,
5. Original "Education Visa" document which the student will get from the TR Consulate/Embassy in his/her country (If the student is in Turkey, he/she can get it from Provincial Security Directorate.)
6. Health Insurance (It should be valid in Turkey)
7. Original Certificate of Equivalence of High School Diploma to be taken from Provincial Directorate for National Education or Attaché's Office of Education in Foreign Delegations.
8. 6 passport size photos

2. Documents Required for Application to Master Degree Programs

1. Application form,
2. Three passport size photos
3. Results of one of the valid ALES or GRE, GMAT exams (for the applications to the thesis programs only)
4. Valid certificate of equivalence by The Council of Higher Education for diplomas received from Foreign Country higher education institutions
5. Photocopy of the passport pages showing the credentials
6. TOMER certificate (B2 and above) showing that he/she has the knowledge of Turkish to follow the graduate programs or he/she should be successful at the placement test carried out by the university
7. Reference letter
8. Turkish or English translation of undergraduate diploma



9. Turkish or English translation of undergraduate transcript and the document showing the lecture contents

10. For the applications to the programs taught in English, Score report showing that he/she received at least 65 points from UDS/KPDS Exam (or the minimum scores from one the following tests: TOEFL-IBT: 78, TOEFL-CBT: 207, TOEFL-PBT: 540-543, IELTS: 4,5).

3. Documents Required for Application to Doctoral Programs

1. Application form,
2. Results of one of the valid ALES or GRE, GMAT exams
3. Valid certificate of equivalence by The Council of Higher Education for diplomas received from Foreign Country higher education institutions
4. Photocopy of the passport pages showing the credentials
5. TOMER certificate (B2 and above) showing that he/she has the knowledge of Turkish to follow the graduate

programs or he/she should be successful at the placement test carried out by the university

6. Turkish or English translation of undergraduate and graduate diplomas

7. Turkish or English translation of undergraduate and graduate transcripts and the document showing the lecture contents

8. Score report showing that he/she received at least 55 points from UDS/KPDS Exam (or the minimum scores from one the following tests: TOEFL IBT: 66, TOEFL-CBT: 184-186, TOEFL-PBT: 514-516, IELTS: 4),

(Registration dates are announced later on.)

a) Documents Required for the Registration to Graduate Programs:

(Registrations are held by Secretariat of Graduate Schools)

1. Original or notary certified copy of the exam results of one of the valid ALES or GRE, GMAT exams,



IV. EDUCATION-TRAINING

Enrolled students are subject to the Rules and Regulations of Istanbul Commerce University about the issues related to education and training.

2. Original or notary certified copy of valid certificate of equivalence by The Council of Higher Education for diplomas received from Foreign Country higher education institutions,
3. Original or notary certified copy of TOMER certificate (B2 and above) showing that he/she has the knowledge of Turkish to follow the graduate programs,
4. Original or notary certified copy of education visa to be received from Foreign Delegations,
5. Notary certified copy of the passport pages showing credentials,
6. Residence permit,
7. For the applications to the Master's Degree Programs;
 - a) Bachelor's diploma and notary certified Turkish copy,
 - b) Undergraduate transcript and notary certified Turkish copy,
 - c) For the applications to the programs taught in English, Score report showing that he/she received at least 65 points from UDS/KPDS Exam (or the minimum scores from one the following tests: TOEFL-IBT: 78, TOEFL-CBT: 207, TOEFL-PBT: 540-543, IELTS: 4,5).
8. For the applications to the Doctoral Programs;
 - a) Notary certified Turkish copies of Bachelor's and Graduate diplomas,
 - b) Notary certified Turkish copy of Undergraduate and Graduate transcripts,
9. Original or notary certified copy of score reports showing that he/she received at least 55 points from UDS/KPDS Exam (or the minimum scores specified from one of the following tests: TOEFL IBT: 66, TOEFL-CBT: 184-186, TOEFL-PBT: 514-516, IELTS: 4).

Applicants who do not have a Turkish Language Certificate and/or score report of ALES (except for UDS/KPDS) can enroll by taking conditional acceptance. In this situation, they sign a written contract stating that they will fulfill their pre-enrollment liabilities.



Sutluce Campus

