

APPLICATION PROCESS

Online Application Process is composed of the following steps:

1. Login
2. User Registration
3. Identity Information
4. Application to graduate programs
5. Document Upload
6. Application Form print

1. Candidates need to choose applicant type and registration status on the login screen prior to taking the steps of application process
 - Candidates who apply with the status of “International Student” should check “International Student” option at “Applicant Type” section.
 - Candidates who login to the Istanbul Commerce University Information System (TÜBİS) – Online Application System (OBS) should check “New User” option at the “Registration Status” section. (Figure-1) Candidates who are currently TUBİS users or candidates who are already registered users of TUBİS should check “I am a TUBİS user” section. Already registered users will be automatically directed into the “User Login” page. (Figure-2)

Online Başvuru Sistemi (Online Application System)

Başvuru Türü (Applicant Type)

Türk Vatandaşı (Turkish Citizen) Uluslararası Öğrenci (International Student)

Kayıt Durumu (Registration Status)

Yeni Başvuru (New applicant) Daha önce başvuru yaptım. (I have made applicant before)

Devam Et (Go on)

Figure-1



İstanbul Ticaret Üniversitesi
Bilgi Yönetim Sistemi

E-posta adresi

Şifre

Oturum Aç

[Şifremi unuttum](#)

Figure -2

2. Candidates need to register as a new user by entering data of Passport ID Number (for Turkish nationals applying as international student) please enter your Turkish ID number), e-mail address, password, and date of birth on OBS User Registration /Login page (Figure – 3)

The e-mail address and the password you enter will be your user name and your password to login into TÜBİS-Online Application System. In case you forget your password, you may click on “I forgot my password” (Figure-2) and reclaim a new password to be send to your e-mail address.

OBS User Registration / Login

Login Information

Passport ID

Email (Username)

Password

Password Again

Date Of Birth

Save and Continue

Figure-3

- On the OBS Personal Information page (Figure-4), candidates proceed with the application entering nationality, gender, and contact details such as mobile phone number and e-mail address.

OBS Personal Information

ID / User Information

Nationality

Name

Surname

Gender

Contact Information

Country of permanent residence

Phone Number

Save and Continue

Figure-4

4. On the page of graduate application (Figure-6), education information, application/program information, and Test/Exam information are entered separately by clicking on “New” button. Information entered are saved by clicking on the button “save”.

If you cannot find the university’s name you have graduated from, please mail us immediately (international@ticaret.edu). We will update the list and reply you as soon as possible.

Candidates finalize the process in this page by checking “I certify that the information given above is correct and accurate to the best of my knowledge. Fraudulent representation or falsification of information will result in termination of my application / enrollment and any scholarship granted.”

Graduate Applications

Education Information							
#	Name of the University	Country	Faculty Name	Program Name	Graduation Date	Diploma Grade	Level
İstediğiniz kayıda erişmek için arama kutularını kullanın.							
New	Edit	Save	Cancel	Clear	Diploma Grade Scale		

Choice of Program				
#	Order No	Scholarship Type	Application Level	Program
İstediğiniz kayıda erişmek için arama kutularını kullanın.				
New	Edit	Save	Cancel	Clear

Exam Information					
#	Exam Type / Name	Exam Date	Exam Notes		
İstediğiniz kayıda erişmek için arama kutularını kullanın.					
New	Edit	Save	Cancel	Clear	Exam Grade Scale

Statement Information

I certify that the information given above is correct and accurate to the best of my knowledge. Fraudulent representation or falsification of information will result in termination of my application / enrollment and any scholarship granted.

Save and Continue

Figure-5

When clicking on the button “new” a screen is opened for each Education information (Figure-6), Choice of program and Exam Information, on this screen detailed information

will be given by candidates. In case candidates want to edit the information they provide, they click on the button “Edit” and edit the information. They click on the button “Save” to save the information they edit. A candidate is allowed to make maximum 3 choices. Two from the same graduate school and one from another graduate school.

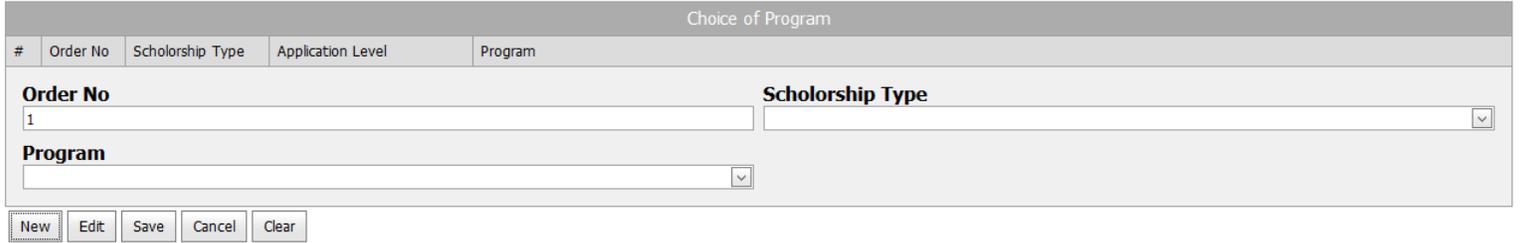
Give order numbers according to your preferences.

Example: **Order No 1: Business Administration**

Order No 2: Economics

Order No 3: International Trade

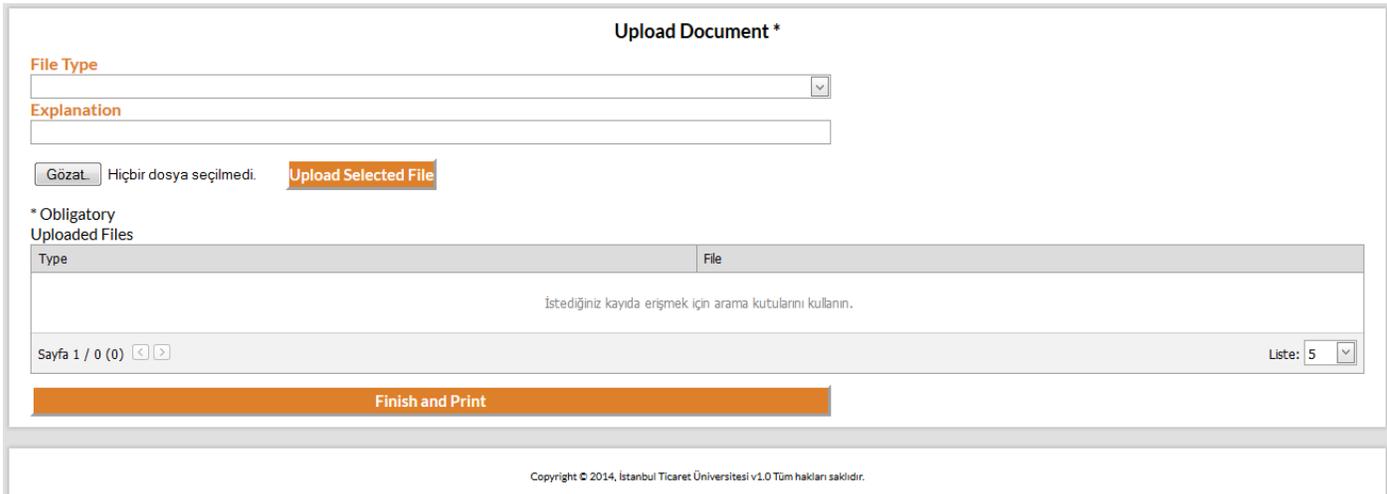
That means order no 1 is your priority among your preferences. Please enter the number 2 and 3 manually.



#	Order No	Scholarship Type	Application Level	Program
	<input type="text" value="1"/>	<input type="text" value="Scholarship Type"/>		<input type="text" value="Program"/>

Figure-6

5. File Upload; after choosing the “file type” on the menu, candidates click on the button “browse” and select the file they want to upload. After selecting the file, they click on the button “upload selected file” and will upload the relevant files. Candidates finalize the application process by clicking on the button “Finish and Print”



Upload Document *

File Type

Explanation

Hiçbir dosya seçilmedi.

* Obligatory

Uploaded Files

Type	File
İstediğiniz kayıda erişmek için arama kutularını kullanın.	

Sayfa 1 / 0 (0) Liste:

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Figure-7

6. All the data entered in the application form should be checked closely; in case of any incomplete or incorrect information, candidates should return to the related section and edit the information provided. To print please click on  .

You can reach application system [here](#).

Applications will be reviewed and applicants will be informed shortly via e-mail about status of their application.

The error messages that the candidate may receive during the OBS Application System are given below

TURKISH	ENGLISH
Güncelleme işlemi başarıyla gerçekleştirildi	Update completed successfully
Belirtilen eposta veya TC Kimlik numarası kayıtlıdır. Kullanıcı giriş sayfasını kullanabilirsiniz	The email address and passport id you entered are already registered. Please you can use user entry page
Günümüzden daha ileriki bir tarihe ait sınav girişi yapamazsınız	You cannot enter exam result which will be belong to an upcoming date
Başvurular yalnızca başvuru tarih aralığında alınmaktadır	Applications only accepted during the application period
Eğitim bilgilerini doldurmak zorundasınız	Education information must be given
Tercih bilgilerini doldurmak zorundasınız	Choice of programs must be given
En fazla 3 program tercihi yapabilirsiniz	Maximum 3 programs can be chosen
Onay kutularını boş geçemezsiniz	Approval box cannot be skipped empty
Resim yükleme için yalnızca jpg uzantılı dosya seçebilirsiniz	For uploading an image you can only submit jpg format
Dosya seçilmedi veya geçersiz dosya türü seçildi. Yalnızca 'bmp,gif,png,jpg,jpeg,pdf' dosya türlerini seçmelisiniz	File is not chosen or invalid file format is chosen. Only 'bmp, gif,png, jpg, jpeg, pdf' file formats are accepted
Aynı sıra numarasına sahip iki kayıt yapamazsınız	You cannot make two applications with the same order number