

## 2018-2019 academic year registration procedure

### Undergraduate programs:

The Acceptance Letters of the students will be available to collect from the International Office on August 7, 2018.

Students are required to come to the Registrar's Office and submit the required document for registration on August 7-31, 2018. After August 31, 2018, students will definitely have no right to register in our university.

International Office, Registrar's Office and The Department of Financial Affairs are located in the Sutluce Campus of Istanbul Commerce University.

**Address:** Istanbul Commerce University Sutluce Campus

Örnektepe Mah. İmrahor Cad. No: 88/2 Beyoğlu/İstanbul

### Required documents for registration

- Acceptance Letter
- Copy of the high school diploma. (If the document is issued in English in its original version, the notarization is enough; however, if the document is issued in the languages apart from Turkish or English, it must be translated into Turkish and notarized. The notarized documents must also be approved by the Turkish missions in the home country or country of residence of the candidate if the notarization is issued abroad Turkey).
- Copy of the high school transcript. (If the document is issued in English in its original version, the notarization is enough; however, if the document is issued in the languages apart from Turkish or English, it must be translated into Turkish and notarized. The notarized documents must also be approved by the Turkish missions in the home country or country of residence of the candidate if the notarization is issued abroad Turkey).
- Equivalency Certificate for the diplomas awarded in the countries other than Turkey.

This certificate can be obtained from the Education Departments of the Turkish missions in the countries in which the high school diploma is awarded or the Directorates of the National Education Ministry, located in each city in Turkey. (Address of the Directorate of National Education Ministry in Istanbul: Binbirdirek M.İmran Öktem C.No1 Eski Adliye Binası Sultanahmet/Fatih/İSTANBUL)

- The notarized copy of the passport pages showing the credentials and the visa page related to the residence in Turkey or the Copy of the Residence Permit pages showing the credentials and the page related to the residence in Turkey
- Two passport size photos.
- If available, documents related to the English and Turkish Language Proficiencies of the candidates:

In case of registration to a Turkish program – TÖMER certificate (minimum B2) (registered students on the basis of conditional acceptance are allowed one year to submit this document before starting the courses. After one year if students cannot submit a valid Turkish Language Certificate /Score Reports, they will also get one more additional year to take a valid score report. When additional year ends, if they still cannot submit the Certificate/Score Report, their registration is cancelled.)

In case of registration to an English program (30% / 100%) – a minimum score of the following tests:

YDS: 60 (valid three years)

FCE: C (lifelong valid)

PTE Academic: 55 (valid two years)

TOEFL-IBT: 72 (two years) or

students may attend the English Proficiency Exam which takes place in September. (Students who fail this exam have to study at our preparation school for one year).

- For the programs in 30% English: Candidates, who study English language at the English Preparatory School and fails in the Proficiency Exam, conditionally passes to the undergraduate program they are enrolled in. These candidates have to succeed in the Proficiency Exam before they graduate.
- For the programs in 100% English: Candidates, who study English Language at the English Preparatory School and fail in the Proficiency Exam, need to study one more year at the English Preparatory School. Maximum two years of education can be taken at the English Preparatory School. Candidates cannot continue to the undergraduate programme unless they succeed in the Proficiency Exam.