

2018-2019 academic year registration procedure

Graduate 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
- Application Form (take a print from the online system)
- DIPLOMA
 - For Master Degree Programs: The notarized copy of the undergraduate diploma
 - For PhD Programs: The notarized copy of the Bachelor Degree and Master Degree diploma
- TRANSCRIPT
 - For Master Degree Programs: The notarized copy of the undergraduate transcript
 - For PhD Programs: The notarized copy of the Bachelor Degree and Master Degree transcripts

IMPORTANT NOTICE: 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 or English and notarized. The notarized documents must also be approved by the Turkish Embassies of the related countries if the document is notarized abroad Turkey.

- Notarized copy of The Proof of Recognition issued by the Higher Education Council in Turkey for the diplomas awarded in the countries other than Turkey
- Registration to Master's with thesis and PhD programs, a copy of the score report of ALES, GRE or GMAT (Registered students who do not yet have a score report of ALES/GRE/GMAT can be offered conditional acceptance. In that case, they are required to sign a written contract to fulfill their pre-enrollment liabilities within one year after submitting their Turkish language certificate. In the meantime, applicants have to submit the required test certificate)
- For the graduate programs in Turkish: Notarized copy of the Turkish Language Certificate, min. score of B2 (TÖMER, UTS, etc.) (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, their registration is cancelled.)
- The notarized copy of the passport pages showing the credentials and the visa page related to the residence in Turkey. (If available) notarized copy of the Residence Permit pages showing the credentials and the page related to the residence in Turkey
- For Master Degree Programs in English: Notarized copy of the score report of one of the following tests:
 - YDS/YOKDIL: 50
 - TOEFL- IBT: 60
 - CAE: C
 - CPE: C
 - PEARSON PTE: 50
- For PhD Programs: Notarized copy of the score report of one of the following tests:
 - YDS/YOKDIL: 60
 - TOEFL- IBT: 72
 - CAE: C
 - CPE: C
 - PEARSON PTE: 55

If applicants do not have any English test result, they can attend the English Preparatory School Foreign Language Proficiency Exam (YDYS) at Istanbul Commerce University. The applicants who pass the exam can begin their study

If applicants fail to pass the YDYS English exam and/or cannot submit any valid English test score, they can study at the Intensive English Preparatory School at the university.

- Three (3) passport size photos (should have been taken in the last six months)