

**GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES**  
**2019-2020 FALL SEMESTER**  
**REGISTRATION GUIDELINE FOR THE REQUIREMENTS AND APPLICATION**  
**TO THE GRADUATE DEGREE PROGRAMS**

**Dear applicants;**

Your application to the graduate programs of the Graduate School of Engineering and Natural Sciences for 2019-2020 Fall semester will be done regarding the rules and regulations in this guideline.

In order to complete application and registration process without any mistake, applicants should follow guidelines that are announced.

We would like to congratulate you for your choosing İstanbul Medipol University for your graduate education, and we wish you success in your future career.

**İSTANBUL MEDİPOL UNIVERSITY**  
**GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES ADMINISTRATION**

## GRADUATE SCHOOL OF ENGINEERING AND NATURAL SCIENCES

### ONLINE APPLICATION PROCESS

Applications to the available programs that are announced for 2019-2020 Fall semester will be done by online application system.

Prior to the online application, please investigate carefully the listed web pages for program quota availability, application requirements and evaluation criteria.

- Application deadlines [Click Here](#)
- Graduate Programs and quotas [Click Here](#)
- Tuition fees and discounts [Click Here](#)
- Letter of application for English Programs [Click Here](#)
- Letter of application for Turkish Programs [Click Here](#)
- Online application system [Click Here](#)
- Online application guideline [Click Here](#)

### REQUIREMENTS FOR APPLICATION

#### A) **Degree Requirement:**

- Candidates should hold a bachelor degree for applications to the MS programs. A minimum GPA of 3.00 out of 4.00 or being in the first three highest-ranking student at the time of graduation is necessary for PhD applications with bachelor degree.
- Either holding a degree of MS with thesis or being registered to an MS program without thesis before 06.02.2013 and will have the degree by the time of matriculation is necessary for PhD application.

#### B) **ALES (Academic Personnel and Graduate Education Exam) Requirement:**

- A minimum 55 graduate admission test score (ALES) is required for the application of any program. Applicants whom applied for PhD without masters should have a score of 80 from ALES.
- There is no requirement of graduate admission test score for MS without thesis.
- ALES exam results are valid for five (5) years.
- International students are not asked for ALES score.

#### C) **Language Requirements:**

- Although it is not compulsory for applicants of MS with or without thesis programs to submit an English test score, candidates should have a score of 60 out of 100 from proficiency written exam provided by IMU (Departments have the authority to define proficiency exam limits).
- It is compulsory for PhD programs to have an English test result. National applicants should have an English test score from YDS or equivalent exam, for YDS test score should be minimum 55 International applicants should provide a valid TOEFL-IBT exam result minimum 66 and above.

**D) Transfer Application Requirements:**

Transfer application is **not going to be done online**; applications should be done directly to the administration office of school of engineering and natural sciences.

**Required Documents for Transfer Quotas Application:**

- a) Letter of application ([Click here](#))
- b) A document issued by the home institution of the prospective student, certifying a description about the past disciplinary record and current status of the students,
- c) An official copy of transcript,
- d) ALES exam result print,
- e) TOEFL-IBT, YDS, YÖKDİL or equivalent exam result print.
- f) Copy of Passport

**E) Special Student Application:**

- a) Students who take courses as a special student cannot benefit from student rights.
- b) As a special student, they can take courses from maximum two semesters.
- c) As a special student for course registration, they have to get approval from department and fulfill their financial obligations.
- d) Students who take courses in special student status, if they meet the requirements of the related graduate program; the acceptance / transfer of the courses they take while they are a special student is carried out by the recommendation of the related department and the decision of the Directorate of the Graduate School.
- e) Even if the students who are approved to take courses in special student status meet the requirements of the related graduate program; does not mean that they will be accepted into the program.
- f) Special student registrations can be made until the end of course add-drop period.

**Required Documents for Special Student Application:**

- a) Letter of application/Department Approval ([Click here](#))
- b) Special Student Declaration ([Click here](#))
- c) Diploma or Graduation Certificate
- d) Transcript
- e) Copy of Passport

**REQUIRED APPLICATION MATERIALS FOR ONLINE APPLICATION**

- *Letter of application*
- *Current Resume/CV*
- *Diploma or Graduation Certificate*
- *Transcript*
- *ALES Score Report (for Turkish students)*
- *Language Proficiency Certificate (TOEFL-IBT, YÖKDİL, YDS, ÜDS or equivalent)*
- *Copy of Passport*
- *Military Service Certificate for Male Applicants (for Turkish students)*
- *2 Reference Letters*
- *Statement of Purpose*
- *Work Permit (For Medipol University employees)*
- *Color Photos: Photo should be uploaded in JPEG format to the system and clearly enables identification of applicant.*

**Note:** The requested documents should be scanned and readable.

### **FINAL REGISTRATION PROCEDURE AND DOCUMENTS**

Applicants that are accepted to the graduate programs should deliver the documents listed below in time personally to the administration of graduate school.

- 1) For MS applications bachelor diploma or graduation certificate, for PhD applications bachelor and MS diploma or graduation certificate and one copy of these documents should be submitted. Applicants whom received their degree out of Turkey should provide Turkish translation of their diploma or graduation certificate.
- 2) Applicants are required to submit official hard copy and a copy of transcript for bachelor and MS, which indicate records of all courses and examinations including grades and graduation GPA. Applicant whom received their degree out of Turkey should provide Turkish translation of their transcript, which indicates all courses and examinations including grades and graduation GPA.
- 3) TOEFL-IBT, YDS, YÖKDİL or equivalent exam result print. (For PhD programs language test results are valid for five (5) years. The TOEFL-IBT score is valid for 2 years.
- 4) For international applicants copy of passport and document showing the foreign national number is required)
- 5) Turkish proficiency certification or approved copy for international students (Only for international applicants who will apply language program in Turkish)

### **EVALUATION CRITERIA FOR INTERNATIONAL STUDENTS**

**Determination of application score for MS with thesis is calculated by the sum of the terms listed below;**

- 50% of bachelor GPA
- 50% of interview score.

**Determination of application score for MS without thesis is calculated by the sum of the terms listed below;**

- 50% of bachelor GPA
- 50% of interview score.

**Determination of application score for PhD is calculated by the sum of the terms listed below;**

- 50% of MS GPA
- 50% of interview score.

**Determination of application score for Direct PhD is calculated by the sum of the terms listed below;**

- 50% of bachelor GPA
- 50% of interview score.

### **IMPORTANT NOTES**

- Application through mail is not going to be accepted. Applications are going to be done **online**.
- After uploading and saving information and documents to the online application system, no change is allowed to be done.
- If the diploma or transcript does not show the score over 100, applicants should check corresponding mark from the score conversion table of Council of Higher Education, which is available online.
- Applicants who knowingly present a false/fraudulent information or document will be immediately rejected without further consideration. If it is identified, all the right of student will be terminated even after official registration.
- In order to have the chance to have discount on tuition fees, applicant should provide work permit during online application. Late submission of work permit will not be evaluated.
- **All applicants should consider all the circumstances and conditions that are pointed out for 2019-2020 Fall semester quotas, and complete the application with given boundaries. The applicant who did not fulfill the requirements, circumstances and conditions will not be called for interview and application of those will not be evaluated further.**
- For the rules and regulations that are not mentioned in this guideline, **İstanbul Medipol University Rules and Regulations Governing Graduate Studies** will apply.