

KIRKLARELİ UNIVERSITY
APPLICATION AND REGISTRATION GUIDELINE FOR INTERNATIONAL
STUDENTS - 2023/2024

IMPORTANT INFORMATION

Applications will be received online from the International Students Office website (https://obs.klu.edu.tr/oibs/foa_app/) between **14-19 November 2023.**

APPLICATION PROCEDURE

- 1) Applications of international student candidates will be evaluated as regards to results of the “International Student Admission Examination” (TR-YÖS) and/or secondary education (high school) graduation grade average of the applicants, and then the placement process will follow.
- 2) Terms of application and registration, as well as quota information, will be announced via the International Students Office website (<http://yuo.klu.edu.tr>). The acceptance letters of the candidates who are placed in a program will be available via the Application System (https://obs.klu.edu.tr/oibs/foa_app/).
- 3) No application fee is required.
- 4) Only certified/notarized documents will be accepted.
- 5) Applications are based on the passport and temporary T.R. identity number.
- 6) The number of program choices to be made is determined as 10 (ten).
- 7) Only female students will be accepted to the School of Health Midwifery Program.
- 8) To apply to the Law Program of the Faculty of Law, the secondary education graduation grade of the applicant should be at least 90 out of 100.
- 9) Each applicant's diploma grade average (high school and equivalent schools) will be converted to a 100-point grading scale.
- 10) Applications will be received online at https://obs.klu.edu.tr/oibs/foa_app/ by the Kirklareli University International Student Office on the dates specified in the Academic Calendar. Applicants should fill out the online information form and upload the necessary documents. The placement process will be carried out according to the declaration of the applicants and the original

documents will be requested during the registration process, following the announcement of the placement results. **If there is a difference between the documents uploaded to the system during the online application and the documents submitted during the registration, or an activity/transaction is noticed during the registration which contradicts the applicants' previous declaration, the registration will be terminated, and all responsibility will belong to the applicant.**

11) The evaluation of the results and the placement of the applicants are at our university's discretion. Our university has the initiative to decide not to fill the quotas. Meeting the minimum application criteria does not guarantee admission to the programs.

12) During the placement process:

- Candidates who take TR-YÖS and score at least 100 points will be prioritized,
- Candidates who did not take the TR-YÖS or who took the TR-YÖS and scored below 100 points will be placed in the remaining quotas considering their secondary education graduation grades,
- When applying to the program of Law in the Faculty of Law with a TR-YÖS score, the secondary education graduation grade must be at least 90 as specified in Article 8,
- In case of equality in the scores of candidates applying with their TR-YÖS points, the candidate with the higher secondary education graduation grade will be given priority; again, in case of equality, the candidate with the later graduation date and the one with the younger age will be given priority,
- In case of equality of the scores of the candidates applying with secondary education graduation grade, the candidate with the later graduation date and the one with the younger age will be given priority.

13) During the additional placement window, the base points in the first placement will not be required, except for the Law Program.

a) In compulsory situations, quotas can be reserved for the Balkan countries and quotas will be determined by the University Senate. If there is no application for the allocated country quotas or if the quota is not filled, the quotas can be transferred or removed by the decision of the Senate. To ensure a homogeneous distribution among different countries, a country quota will be applied for the countries with a high number of applications (other country quotas). The percentage

of candidates who are nationals of the same country and have the right to register will not exceed 30% of the program quota. This threshold is %10 for the program of Medicine.

b) 50% of the quotas will be allocated to the candidates with Balkan nationality (Albania, Bosnia and Herzegovina, Bulgaria, Croatia, Montenegro, Kosovo, Republic of Macedonia, Slovenia, Romania, Serbia, and Greece). There will be a re-application and additional placement process for the quotas remaining vacant after the first placement.

14) The placement process will be conducted after the evaluation of the applications through the Student Information System, in the presence of the International Student Evaluation, Admission, and Placement Commission.

PRINCIPLES OF REGISTRATION AND OTHER MATTERS

1) Placement of the applicants will be made according to their declarations stated in the application forms. The originals of the required documents should be submitted during the registration. Those who have deficiencies or distortions in their documents cannot register. If it is noticed that an applicant is registered with a fake document, their registration and all acquired rights will be canceled. Legal action may be taken against them.

2) If an applicant applied and is placed in a program for the 2023/2024 academic year and if he/she again applies to a program and is placed, during the additional application/placement period for the 2023/2024 academic year, their rights stemming from the second application/placement will be canceled.

3) Turkish Proficiency Document awarded by Kırklareli University Turkish Teaching, Application & Research Center (TÖMER), and Yunus Emre Institute will be accepted only. The dates of the TÖMER Turkish Proficiency Exam for the students placed in a program will be announced via the website of the TÖMER. TÖMER will also announce the Turkish Proficiency Exam date for the students awarded with the additional placement results.

4) Additional placement for vacant quota will be made after the final registration process and between the dates specified in the Academic Calendar. Applicants who are placed in the programs will lose their registration rights if they do not register within the registration period.

5) In accordance with the official letter of the Council of Higher Education dated 28.01.2015 and numbered 95916564-724.99-35 of the Presidency; International Student Office and International

Relations Office will organize cultural and social orientation programs for international students that are directed at finding solutions to the problems that first-year international students may experience and ease their adaptation process.

a) International student application, placement, and registration processes will be carried out by International Student Office and International Relations Office with the cooperation and assistance of other relevant units of Kırklareli University.

b) General information about the University and programs will be provided by concerned Faculties/Departments of the international students.

c) General information about the University and the city of Kırklareli will be provided by the Press and Public Relations Unit.

d) General information about residence and health insurance procedures will be provided by the International Student Office and a representative will be invited from the Kırklareli Provincial Directorate of Migration Management for further information.

e) An orientation tour for international students to introduce the campuses will be organized by the Department of Health, Culture, and Sports.

f) At the beginning of the academic year, an orientation meeting will be organized by International Relations Office and Turkish Teaching, Application & Research Center (TÖMER).

g) Personnel of the International Relations Office will assist International Student Office during the registration process for communicating with international students.

h) Information meetings about Student Exchange Programs will be held by Erasmus, Farabi, and Mevlana Exchange Programs Coordination Offices.

i) Every year, quality assessment and student satisfaction surveys will be conducted by the International Relations Office and the Education and Training Development Coordination Office.

j) The international student quotas, academic calendar, application criteria, etc. will be initiated by the International Student Office.

k) An exam entry document and attendance list will be issued by the Turkish Language Teaching Application and Research Center for the Turkish Placement Exams to be held.

l) Students who score C1 in the Turkish Placement Exam conducted by TÖMER of Kırklareli University will be deemed successful; those who score B1 and B2 will be considered conditionally successful and will be able to start their programs. However, they will be reviewed

by the relevant Units to bring their Turkish level to C1 until graduation. They are obliged to take the Turkish Placement Exam until they score C1.

m) Department of Health, Culture and Sports will be responsible for solving the problems encountered by international students, in terms of education, food, housing, social opportunities, etc.

TERMS OF APPLICATION – COUNCIL OF HIGHER EDUCATION

The criteria below are quoted from the Council of Higher Education legislation.

WHO CAN APPLY?

On the condition that they have graduated or expecting graduation from a high school:

1) Non-Turkish citizens (those who are studying in secondary education (high school) institutions in Turkey should be enrolled before the 2022-2023 academic year [except for embassy schools, international private education institutions included in the MOBİS system, and foreign nationals brought to our country within the framework of the project carried out by the Ministry of National Education]).

2) Those holding Turkish citizenship by birth and renounced their Turkish citizenship, and their children under 18 who are listed in the renouncement document but documenting their certification for rights mentioned in the Turkish Citizenship Law, no: 5901, Item 7, stating that “Anyone born, either in Turkey or abroad, in the marriage of a Turkish mother or father, is a Turkish citizen.” Candidates who wish to apply within the “applications from abroad” category should examine the Turkish Citizenship Law.

3) Those who hold citizenship of other countries by birth and have gained citizenship of the Republic of Turkey / those who hold dual citizenship,

4)

a) Among those who continue their secondary education abroad before the date 2/1/2013 and who hold the citizenship of the Republic of Turkey, those who have completed their last three years of secondary education in another country, other than Turkish Republic of Northern Cyprus (including those who have completed their whole secondary education in a Turkish institution under the Ministry of Education of Turkey in another country, other than TRNC),

b) Those who start their secondary education abroad after the date 2/1/2013 and who have completed their whole high school education in another country, other than TRNC (including those

who have completed their whole secondary education in a Turkish institution under the Ministry of Education of Turkey in another country, other than TRNC),

5) Those who hold the citizenship of TRNC, who reside in TRNC and who have completed their secondary education in a GCE AL system, as well as those who have registered and completed their secondary education in a GCE AL system abroad between 2005-2010,

WHO CAN NOT APPLY

1) Who holds the citizenship of the Republic of Turkey, and have completed their secondary education in Turkey or TRNC,

2) Who holds the citizenship of TRNC (except for those who have completed their whole secondary education in a GCE AL system in TRNC, and those who have registered and completed/will complete their secondary education in a GCE AL system abroad between 2005-2010),

3) Who holds dual citizenship, one of which is a citizenship of the Republic of Turkey by birth, as stated in the second point of the "who can apply" list above (except for those who satisfy the criteria stated in the article (a) item 4),

4) Who holds dual citizenship, one of which is a citizenship of TRNC (except for those who have completed their whole secondary education in a GCE AL system in TRNC, and those who have registered and completed/will complete their secondary education in a GCE AL system abroad between 2005-2010),

5) Who hold a citizenship of the Republic of Turkey or dual citizenship, one of which is the citizenship of the Republic of Turkey by birth, as stated in the article a(2) above, and who have completed their secondary education in institutions within an embassy or in other foreign institutions in Turkey.

OBLIGATIONS OF INTERNATIONAL STUDENTS

International students who have the right to enroll/register are obliged to:

a) Submit the documents specified in the terms of the application to the International Students Office,

b) Carry out the necessary procedures according to Turkish laws and obtain the relevant documents (Foreigner identification number, etc.),

- c) Obtain a residence permit from the Kırklareli Provincial Directorate of Migration Management before starting their education (within one month from the date of entry with a student visa),
- d) Submit their student certificates to the Provincial Directorate of Migration Management every year to obtain a residence permit from the Provincial Directorate of Migration Management during their education period,
- e) Notify the Registrar's Office of changes in personal, marital, and educational status within 15 days at the latest,
- f) Renew their residence permit in the Provincial Directorate of Migration Management, when they want to extend their stay during their education period, within 15 days following the expiry of their existing residence permit, only if they can prove that they continue with their education.
- g) Apply to the relevant authorities immediately, in case of losing their residence permit or passport and obtaining a new one within 15 days,
- h) Notify the Provincial Directorate of Migration Management of the places they left or transferred to, within 48 hours, if they change their university, residence addresses, or contact information (phone number).

DOCUMENTS REQUIRED TO APPLY

- 1) Application Form: This form should be filled out online. The photo should belong to the applicant. It must be uploaded in the "jpeg" format as a passport photograph.
- 2) TR-YÖS result certificate (If available)
- 3) High school diploma and photocopy of its certified Turkish translation must be uploaded to the application module. (If the high school diploma is not in Turkish, the photocopy of the certified Turkish translation should be uploaded too. The school from which the diploma was obtained, embassy, consulate, or notary can be used as a certifying authority. Applications made with uncertified documents will be invalid.)
- 4) The photocopies of the international passport, the page with the photo, and the Turkish translation should be uploaded. (Translation to Turkish should be made in notaries or translation offices)
- 5) High school (secondary education) diploma grade document (transcript) should be uploaded to the application system.

All explanations regarding the application deadlines and placement results will be announced on our website: <http://yuo.klu.edu.tr>. Applicants who are placed in a program must print the Letter of Acceptance from the International Student Application System. Students should take a visa from the nearest Turkish Embassy/Consulate with this Letter of Acceptance. This visa is required for entering Turkey and for the registration process at the University.

DOCUMENTS REQUIRED FOR FINAL REGISTRATION

For the final enrollment/registration, applicants should submit the below-listed documents to the Department for Student Affairs personally or with the original power of attorney document taken from the notary, between the registration window announced in the Academic Calendar. Registration is not possible with missing documents.

- 1) Letter of Acceptance: The document which proves the placement (Applicant should print out this document via the online application system, “See the Results” link),
- 2) Application Form (Showing program choices),
- 3) TR-YÖS result certificate (If available),
- 4) Original high school diploma,
- 5) Notary approved original Turkish translation of high school diploma (Since Provincial Directorates of National Education also request original Turkish translation of the high school diploma, documents submitted to our university won’t be returned),
- 6) Original transcript (Document showing high school grade point average) and its notary-approved Turkish translation. (Since Provincial Directorates of National Education also request original Turkish translation of the transcript, documents submitted to our university won’t be returned),
- 7) Certificate of Equivalence: The document which proves that the high school you graduated from is equivalent to the high schools in Turkey. (The documents with no equivalence number or confirmation will not be accepted.) This document can be obtained from Turkish Embassies or Provincial Directorates of National Education in Turkey. (An appointment should be made via edenklik.meb.gov.tr to apply for a certificate of equivalence),
- 8) Photocopy of your passport, the page with your picture, and its original Turkish translation. (The candidates' legal residence and entry date to Turkey will be looked upon. Candidates with

expired visa exemptions will not be registered. Visa exemption is implemented differently for every country. Candidates may learn visa exemption duration specific to their countries from Consulates, related websites, and the Provincial Directorate of Migration Management),

9) Dual citizens with Turkish citizenship should bring a certificate of identity register copy. (The document must contain a statement showing the date of transition to first and second citizenship),

10) Dual citizens with Turkish citizenship (male) should bring military service status documents,

11) 3 (three) photographs. (Name and surname of the applicant should be written on the back of the photos, they should be taken within the last 6 months, clear and 4,5X6 size),

12) Bank receipt of the contribution/tuition fee payment, for the relevant academic semester,

13) A document stating that the candidate has the necessary financial security to continue university education. (Letter of commitment),

14) Yunus Emre Institute Turkish language proficiency certificate, if available,

15) Applicants who are Turkish citizens and apply according to the Article 4(b) of the application criteria (see: Who can apply?) must submit a certified document that states that the applicant has completed the entire secondary education abroad (a certified document from the school graduated or a transcript covering the complete education period),

16) In cases where the candidate is under the age of 18, the Deed of consent (Muvafakatname) and its Turkish translation. (Document must clearly state that candidate can take education and residence permission and the document should bear the Apostille stamp)

17) With reference to the 5th article of “Memorandum of Understanding on Cooperation in the Field of Higher Education Between Council of Higher Education and Republic of Azerbaijan Education Ministry”, which was signed on 31st October 2017;

Regarding the applicants who hold the citizenship of Azerbaijan; A document that shows the applicant took the general exam executed by the Republic of the Azerbaijan Government Exam Center. The applicants’ general exam score should not be below 200 and the relative score of at least 4 different courses (for each of them) should not be below 10,

18) National High School Graduation Examination results for Sudanese students (The grade point average obtained in the National High School Graduation Examination must be at least 50 points and every course grade should be above 50 points),

19) Travel warrant for Temporary Protection Identification holders,

20) Photocopy of Blue Card for Blue Card holders,

21) In accordance with the decisions of the Higher Education Executive Board Meeting dated 04.11.2020; since it is essential for applicants who are Turkish citizens and apply to benefit from the quota for foreign students to reside in the foreign country in which they graduated from high school (except for the time they have been in Turkey during the period of the Pandemic, from the beginning of the Covid-19 Pandemic); entry and exit records to document this situation. (Candidates of Turkish nationality who obtained a diploma from a secondary education institution abroad through distance education, without being abroad, will not be accepted as international student applicants).