



## **REGISTRATION PROCEDURE FOR INTERNATIONAL STUDENTS PLACED IN THE PROGRAMS OF KIRKLARELI UNIVERSITY (2023/2024 ACADEMIC YEAR)**

The placement process of the international student candidates who applied to the programs of our university for the 2023-2024 academic year has been completed. The candidates who are placed in a program can check their results at [https://obs.klu.edu.tr/oibs/foa\\_app/](https://obs.klu.edu.tr/oibs/foa_app/) by entering their e-mail and passwords.

For final registration, applicants should submit the below-listed documents in person to the Department for Student Affairs personally or with the original power of attorney document taken from the notary (In this case, every candidate student should provide separate power of attorney for themselves. Collective power of attorneys will not be accepted.), between **25-29 September 2023**. Applicants with the missing document(s) will not be registered.

Before applying to Department for Student Affairs, Registration Office for final registration, every applicant should:

- 1) Take an appointment from [http://oidb.klu.edu.tr/dosyalar/birimler/oidb/kayit\\_randevu/](http://oidb.klu.edu.tr/dosyalar/birimler/oidb/kayit_randevu/)
- 2) Learn their student numbers by entering their TR Identification Number / Passport Number (which was used while applying) and father's name to the "Student Number Inquiry System" via [http://obs.klu.edu.tr/oibs/ogrsis/no\\_query.aspx](http://obs.klu.edu.tr/oibs/ogrsis/no_query.aspx)
- 3) Deposit their tuition fee via Ziraat Bank ATMs in any province of Turkey or through Ziraat Internet Banking with their student number and submit the receipt to the registration officer during registration.

- 4) Apply for an equivalence certificate at <https://edenklik.meb.gov.tr/> and submit the document that shows they have applied (For the candidates with missing equivalence certificates)
- 5) Obtain (for applicants staying in Turkey within international protection and temporary protection) Travel Warrant via e-Government (<https://www.turkiye.gov.tr/goc-idaresi-yol-izin-belge-basvurusu>) or by applying to the Provincial Directorate of Migration Management in their place of residence.

### **TERMS OF REGISTRATION**

- √ The applicant should have either student or tourist visa and have no problems regarding the residence permit. (The candidates with an expired residence permit will not be registered)
- √ Applicants who hold blue cards should present theirs during registration.
- √ If the applicant who placed in a program does not register within the registration period, they will lose their registration rights.
- √ 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 TÖMER's website (<https://tomer.klu.edu.tr/>). TÖMER will also announce the Turkish Proficiency Exam date for the students awarded with the additional placements.
- √ Placement of the applicants will be carried out 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 false statement or fake document, or an applicant who placed in a program does not register and still appeared as applied or placed, their registration and all acquired rights will be canceled. Legal action may be taken against them.
- √ Candidates who are found to have made more than one application in the same application period will not be registered.

- √ If candidates who are enrolled in a program in the 2023/2024 academic year make an application in the additional placement period of the same academic year and are placed in a program, they can only preserve the rights stemming from their first application.
- √ Candidates of Turkish nationality who obtained a diploma from a secondary education institution abroad should bring the recognition certificate of their high school and should document that they have been abroad during their education period. (Passport or a document showing entry/exit records for Turkey gathered from a provincial security directorate)
- √ The originals of the required documents should be submitted during the registration. Photocopies will not be accepted.
- √ During the registration process, candidates are required to present their original passports or documents that replace their passports.

### **DOCUMENTS REQUIRED FOR FINAL REGISTRATION**

For final registration, the below documents should be submitted to Department for Student Affairs between **25-29 September 2023** by the candidate in person or with the original notary approved powerof attorney taken on behalf of the candidate. Candidates with missing documents will not be registered.

- 1) Letter of Acceptance: The document which proves the placement (Applicant should print out this document using online application system, via “Kabul Mektubu Yazdır” – “Print Letter of Acceptance” menu),
- 2) Application Form (Showing program choices),
- 3) Document for TR-YÖS Result (If applicable),
- 4) Original high school diploma (Document should bear Apostille stamp if the applicant’s country is a member of Apostille Convention. If not, their diplomas should be approved by their countries’ Ministry of Foreign Affairs or Ministry of Education),
- 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](http://edenklik.meb.gov.tr) to apply for a certificate of equivalence),
- 8) Photocopy of passport, the page with your picture, and its original Turkish translation. (The legal residence of candidates and their entry date to Turkey will be looked upon. The 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 document,
- 11) 3 (three) photographs. (Name and surname of the applicant should be written on the back of the photos, it 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 applicable,
- 15) Candidates who are of Turkish nationality and apply under the provision of “candidates who who started their secondary education abroad after the date 1/2/2013 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)” must submit a certified document showing that they have completed their entire high school education abroad. (A certified document from the school of graduation or a transcript covering the entire period of education should be obtained).

**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 Exam results for Sudanese students (The grade point average obtained in the National High School Graduation Exam must be at least 50 points and any course grade must not be below 50 points).

**19)** Travel warrant for Temporary Protection Identification holders,

**20)** Original and 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).*