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MUSTAFA KEMAL UNIVERSITY

APPLICATION, REGISTRATION AND ACCEPTANCE GUIDE

OF FOREIGN STUDENTS

FIRST PART

Aim, Covering, Basis and Definitions

Aim and Covering

Item 1: (1) This guideline regulates the applications along with registration and application conditions to Mustafa Kemal University within foreign student quota allocated for Faculty/Colleges/Vocational Colleges defined by Higher Education Institute.

Grounds

Item 2: (1) This guideline has been prepared considering;

a) Regulations becoming effective having been published in Official Gazette with the number 2922 and date 14/10/1983 related to Foreign Students getting education in Turkey,

b) The decision taken in the meeting of Plenary committee of Higher Education Institute on 21/01/2010.

Definitions and Abbreviations

Item 3: (1) The terms in the regulation convey;

a) University: Mustafa Kemal University,

b) Rectorate: Mustafa Kemal University Rectorate,

c) Senate: Mustafa Kemal University Senate,
d) YOS: Foreign Student Examination by OSYM,

e) SAT 1: Scholastic Aptitude Test – the exam taken all over the world to study a university in the United States of America,

f) GCE: General certificate of Education – the exam taken to study a university in England,

g) ACT: American College Test – Standard test to study a college in the United States of America,

h) ABITUR: German Baccalaureate Exam,

i) IB: International Baccalaureate,

j) TAWJIHI: The exam taken to study at the universities in Jordan,

k) BACCALAUREATE LIBANAIS: The exam taken to study at the universities in Lebanon,

l) BACCALAUREATE FRANÇAIS: The exam taken to study at the universities in France,

m) AL – SAHADA: The exam taken to study at the universities in Syria,

n) AL TAHAHAWIYYA: The exam taken to study at the universities in Libya,

o) GAOKAO: The exam taken to study at the universities in People’s Republic of China,

p) TCS: Exam of Turkish Republic and Turkish Related Nations

q) Foreign Student: the ones having graduated from high schools equal to Turkish High Schools but not Turkish or a member of North Cyprus Turkish Republic; for the ones having two citizenship, the ones one of whose citizenship is neither Turkish nor a member of North Cyprus Turkish Republic,

r) Guideline: The application and Registration Guidelines of the foreign students to Mustafa Kemal University.
SECOND PART

Application, Compulsory Document, Evaluation, conditions of Education, Registration

Application and Compulsory Documents

Item 4: (1) The applications of the foreign student candidates will be admitted supposing that they would be at the last year of high school or high school graduates.

(2) The applications of the candidates below are not to be admitted.

a) The ones whose nationality is Turkish Republic (except from the ones completing their whole high school education in a foreign country apart from Cyprus).

b) The ones whose nationality is North Cyprus Turkish Republic (except the ones completing their whole high school education in Cyprus and getting a score at GCE AL).

c) The ones who have two citizenships one of which is Turkish Republic (except the ones completing their last three years of high school education in a foreign country apart from Cyprus).

d) The ones who have two citizenships one of which is North Cyprus Turkish Republic (except from the ones completing their whole high school education in Cyprus and getting a score at GCE AL).

e) The ones completing their high school education in North Cyprus Turkish Republic while having citizenship of Turkish Republic.

f) The ones having suspension due to an infraction of the rules by a higher education in Turkey.

(3) The declarations related to registration of foreign students are announced on the web page of the University in May every year. The applications can be carried out through posting or personally to Registrar’s office on the date allocated. The arrival date of the documents to the University is taken into consideration during the approval of the application.
(4) In the placement of foreign students to the University, the exams of YOS, SAT – 1, GCE, ACT, IB, TAWJIHI, BACCALAUREAT LIBANAIS, BACCALAUREAT FRANCE, AL – SAHADA, AL TAHANAWIYYA, GAOKAO and TUBITAK awards can be regarded once the grades are equal.

(5) The applications can be accomplished with the originals of the documents below as well as the copies approved by Turkish notary or Turkish Embassy in the countries of the applicants;

a. Application form for foreign students (can be accessed on the web page of the University),

b. High School Diploma: the copy of High School Diploma certified in Turkish and English versions, or document which shows that s/he is going to graduate that year.

c. Official Academic Transcript: The candidates are to hand in their official transcripts showing the courses the candidates had during high school education and their grades, and certified by high school principle (If transcript is not in Turkish, it should be handed in with certified copy translated into Turkish),

d. Within two years, the original or certified copy of the exam result (YOS, SAT – 1, GCE, ACT, TAJWIHI, TCS, GAOKAO), the document showing diploma grade (BACCALAUREAT FRANCE, BACCALAUREAT LIBANAIS, AL – SAHADA, AL TAHANAWIYYA, ABITUR) or the document showing that the candidate had a gold, silver or bronze medal in International science Olympics TUBITAK regards and joins,

e. Photocopy of the page displaying identity info of the passport,

f. Bank receipt confirming the payment of the application has been put in the bank,


g. Two passport photos, (taken in the last six months)

h. An envelope with mailing address of applicant on it.
Minimum Base Point and Conditions for Applications

Item 5: (1) minimum base points of the candidates taken in YOS and equivalent exams and conditions are regarded for the applications.

a) At least 40 standard points in YOS Basic Learning Skills,

b) At least 1000 total points in SAT – 1,

c) At least 21 total points in ACT (American College Test),

d) A Level Certificate in GCE (General Certificate Education / A Level Certificate) (from at least 2 courses),

e) The ones having IB diploma (International Baccalaureate) and getting at least 28 grade in their diplomas according to the departments to be applied,

f) At least 4 total points in ABITUR (German Baccalaureate),

g) The ones having BACCALAUREAT FRANCE and whose diploma grade is at least 12,

h) At least 80 out of 100 in all courses on Scientific Stream at the exam of TAWJIHI held in Jordan and Palestine,

i) The ones whose grade is at least 14 on Scientific Stream at the exam of Baccalaureate Libanais held in Lebanon,

j) At least 180 for Engineering and Architecture Faculties and 170 for other departments out of 240 on Scientific Stream at the exam of AL-SAHADA-AL TAHANAWIYYA (Syrian and Libyan Baccalaureate),

k) At least 480 out of 750 suitable for the applied department at the university entrance exam held in Republic of China (GAOKAO),

l) At least 50 at Relative Community Exam (TCS) with Republic of Turkey,

m) The candidates having a gold, silver or bronze medal in International science Olympics TUBITAK regards and joins.
The Evaluation of the Applications

Item 6 – (1) The evaluations of foreign candidates applying to Mustafa Kemal University and registrations of them to departments/programs are carried out by the commission set by Rectorate. The applications of the candidates having no sign of suitable application conditions are not evaluated. Having application conditions does not give right to the candidate for the registration. Supposed that there are not applications for the quota or incomplete quota occurs, such quotes could be added to other departments/programs quotes. If necessary, additional quotes can be announced. The University is free whether to fulfill or not.

(2) The Evaluation of the applications to the departments of University having students with aptitude test is carried out according to the criteria in acceptance and registration with aptitude test for the related faculty/college.

(3) With regard to item 22 of 2009 YOS Guide prepared by TR Higher Education Institute Student Selection and Placement Centre, the number of foreign candidates from the same country admitted to a faculty or college cannot exceed 20 % of the total quota. This condition is not pursued if the quota is not fulfilled. In such placement, existing quotas at programs are reserved as; 10% for the candidates having no Turkish, 10% for the candidates having “B” level in Turkish, and 10% for the candidates of Turkish origin whatever whose level of Turkish is.

Announcement of the Exams to be Made, Results and Registration

Item 7 – (1) Seven (7) different tests for Foreign Students having applied to the faculties and Colleges of Mustafa Kemal University will be held. One of those tests is “Basic Knowledge Test” assessing abstract thinking of candidates. The others; on the other hand, are composed of the tests aiming to assess their knowledge on the fields such as “Math (M)”, “Physics (P)”, “Chemistry (C)”, “Biology (B)”, “Social (S)” and “Language (L). The candidates should answer at least two types of tests mentioned above according to the department they are going to apply along with Basic Knowledge Test (T) and get the necessary base point for the program they are going to apply. Score types are calculated according to tests candidates have answered. The grounds of such calculations are determined by a commission selected by Rectorate and weighted average on exam score types exists inside MKUYOS Exam Guide.

This test depends on language use a little while there are Turkish and English explanations.
(2) Only the ones having equal or over the marks Faculty and College have determined can apply. First placement candidates will be determined according to preference number beginning from the candidates having the highest score considering country quotas as well as evaluation score and preference. Substitute candidates are determined according to score and preference number without exceeding the quotas left for each department.

At the end of the evaluation, the candidate who is placed into one of the choice as permanent or substitute will not be placed to other choices. The ones who do not want to be a substitute can be placed to one of their choices as first placement which is below in his/her preference lineup.

(3) The result of the applications is announced on the web page of the university on Internet (www.mku.edu.tr).

(4) A letter of acceptance will be sent to the candidates who have deserved registration to the university.

(5) The registrations are carried out by the Head of Registrar Office of the University during the dates announced.

**Necessary Documents for Registration**

**Item 8 – (1)** The following documents are necessary for registration:

a. The original copy of high school diploma and “Certificate of Equivalence” taken from Turkish Embassy in their countries or Consulate, or Turkish Republic Ministry of Education or Directorships of Ministry of Education in each city showing that it is equal to the diplomas received from Turkish high schools,

b. The original copy of exam result of MKUYOS, YOS or related ones,

c. The original copy of passport of the candidate and a certified copy of it in which the information part related to the candidate is translated into Turkish,

d. Bank receipt confirming the payment of the tuition fee has been put in the alleged bank and in the certain dates,

e. Except the candidates who are going to get registered to the University, placed into any higher education institution and having taken YOS in Turkey, the ones coming
outside of Turkey should get “Education Visa” from their countries or embassy of Turkey nearby,

f. A document the ones of Turkish origin can get from Embassy, Consulate so as to prove the Turkish originality in case they their nationality is not mentioned in their passports since they are going to pay the tuition fee determined by the Ministerial Cabinet in Turkish Lira (TL),

g. The original certified copies of the internationally approved documents of foreign language and Turkish Competence Certificate by Turkish Embassy in their country or Consulate,

h. Document of Residence,

i. Foreign identity number,

j. Twelve photos in size of 4,5 * 6,0 (photographs should be recognized easily and taken in the last six months).

**Turkish Competence Levels**

**Item 9 – (1)** Turkish Competence levels are mentioned as below:

**Level A:** Turkish is well enough. S/he could start education.

**Level B:** S/he can improve her/his Turkish in a short time and could start education yet get Turkish course. S/he has to improve Turkish into Level A before s/he graduates.

**Level C:** Turkish is not enough. As the candidates should get registered to the higher education program they are placed, they can start education in their programs after having improved their Turkish into levels A or B as well as getting one year off to improve their Turkish except the ones registered to a program in a foreign language. The ones with Turkish origin (to be documented) can begin their education, but should get Turkish course. Meanwhile, they have to advance their Turkish level into “A” level until they graduate.

(2) Turkish level of the students placed with the result of YOS is determined according to the score gained in Turkish. For the ones having applied with MKUYOS or another exam
results, Turkish level is defined with an exam department of Turkish of Education Faculty at the University makes.

(3) That the students having level C get a year off in their departments/programs is taken as decision according to related committee (except the ones having document proving their Turkish origin). The ones having levels A or B in Turkish Competence at the end of the year should submit their documents to Student Administration Office before the academic year has started. The ones having not succeeding in submitting levels A or B in Turkish Competence at the end of the year or in Turkish Competence Exam the University (MKU) makes are dismissed.

Language of Education and Foreign Language Education

Item – 10 (1) Language of education at the University (MKU) is Turkish. The ones applying to the departments where there is a compulsory foreign language preparatory year take an exam prepared by “Foreign Languages Research and Application Centre” at the University. The students having not succeeding in the test should get a year foreign language education. Supposing that they accomplish, they can get registered to the first year of department placed.

PART THREE

Varios and Final Decisions

Education Guide

Item 11- (1) On the grounds of educational issues, foreign students are considered according to the rules of “Mustafa Kemal University Education and Examination Guide of Graduate and Undergraduate.

Guideline Repealed

Item 12- (1) “Mustafa Kemal University Application, Registration and Acceptance Guide Of Foreign Students” approved under decision of the Senate with number 11-2 and date 25.05.2011 has been repealed.
Validity

Item 13- (1) This instruction is valid following the acceptance of the Senate.

Execution

Item 14- (1) The rules of this instruction are executed by Mustafa Kemal University Rectorate.