



**2018-2019 INTERNATIONAL STUDENT
REGISTRATION GUIDE**

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1. REGISTRATION



Registration Place: Ayvalı Mah. Takdir Cad. 150. Sok. 15 Şehitler Binası B. Blok BZ 16 **15 Temmuz Şehitler Binası**

Registration Date: August, 13- 17, 2018

Registration Hours : 9.00 – 12.00 and 13.30-16.30

1.1 REGISTRATION PROCESSES

The documents required for registration are listed below. The below documents are supposed to be either in Turkish or English. Otherwise, translations of these documents are supposed to be submitted as well. Please remember that applications with the missing documents will not be accepted.

1. **Original High School Diploma**
2. **Original High School Transcript**
3. **Equivalence Letter:** A letter certifying that your High School Diploma is equivalent to a Turkish High School Diploma. Please obtain this document before coming for the registration. It can be obtained from the Turkish Embassy in your country or the National Education Directorates in the cities of Turkey. (In Ankara, you can apply to the following address: Ankara İl Milli Eğitim Müdürlüğü, MEB Beşevler Kampüsü I Blok Yenimahalle) In order to apply for this letter, you should submit your high school diploma, its translation, and your transcript showing all the courses you have taken in High School, their grades and credit hours.
4. **Original Exam Result (Submitted for the application)**
5. **3 Color Photos:** 4,5 x 6 cm biometric photos must have been taken in the last 6 months to reflect your current appearance. Your face on the photo must be clearly visible and recognizable.
6. **Bank Receipt of the paid Tuition Fee:** Tuition fees are paid to the banks just before registration. You should pay it to HALKBANK. You can find your student number in the acceptance letter. You may make payment by indicating your student number to the bank officer.
7. **Passport and its Copy:** Students with other than a Turkish citizenship should get a “Visa” from the Turkish Embassy in their country. Passports should be shown to the International Student’s Advisors, and copies of the pages that include “identification information”, “visa” and “the page with stamp showing the entry date” should be submitted. Students who have been living in Turkey for at least one year with an Education Residence Permit should give the copies of their Student Residence Permit. Students who have a diplomatic passport or a “blue card” do not need to submit visa or residence permit.
8. **English Proficiency Certificate :** If available.
9. **Turkish Proficiency Certificate:** If available.
10. **Health Report:** Health report that shows that the student has any contagious disease.

2. ACCESS TO CAMPUSES

ESENBOĞA CAMPUS



Faculty of Humanities and Social Sciences
Faculty of Political Sciences
Faculty of Business Administration
Faculty of Islamic Sciences
Faculty of Architecture
Faculty of Aeronautics and Astronautics
Faculty of Fine Arts

Transportation: You may reach the campus via Dumlupınar public busses numbered 486 whose starting point is Sıhhiye and Çubuk EGO Busses. Please visit the website <http://map.ego.gov.tr:8080/ego/index.aspx> for the stops and departure times of EGO busses.

MİLLİ İRADE BUILDING



School of Foreign Languages
Faculty of Health Sciences
Institute of Health Sciences

Transportation: Ayvalı Mah. Gazze Cad. No: 7 Etlik-Keçiören / Ankara. You may access to National Will Building via EGO Busses numberd 278, 279 from Kızılay, Sıhhiye and Ulus and get off Pazar Yeri Stop after Osmanlı İş Merkezi Stop.

15 Temmuz Şehitler Building



Faculty of Law
Faculty of Engineering and Natural Sciences
Faculty of Dentistry
Institute of Natural Sciences

Transportation: Ayvalı Mah. 150 Sk. Etlik-Keçiören / Ankara. You may access to Martyrs of July 15th Building from EGO Busses numbered 279/2 from Kızılay, Sıhhiye and Ulus and get off at Antares stop. **Registration Processes of The Students are carried out at Martyrs of July 15th Building, Block B at the office numbered BZ.**



Transportation: Güvenevler Mahallesi Güneş Sok. No:11 Kavaklıdere, Çankaya / ANKARA. You may access to the campus from EGO Bussess numbered 413 or 408 from Kızılay and get off at Farabi Stop.



Address: Bilkent Yolu 3. Km. Çankaya Ankara



Transportation: Yıldırım Beyazıt Mahallesi Ankara Bulvarı No:35 Çubuk Ankara. You may access to the campus via EGO Busses numbered 487.

3. ENGLISH AND TURKISH EXAMS

3.1 ENGLISH EXAMS

The students who have completed their registration processes, but do not have English Proficiency Certificate for the programs in English are supposed to pursue the announcements of the website of Ankara Yıldırım Beyazıt University School of Foreign Languages and take proficiency examinations.

Additional examinations are given for the substitute students who cannot take the exams on the indicated date due to late registration. The students will be informed about the exams for the date of these additional exams after registration.

English Proficiency Exam : September, 10, 2018 Monday

English Exemption Exam : September, 12, 2018 Wednesday

English Exemption Exam : September, 13, 2018 Thursday

You are supposed to be at exam place half an hour before the exam starts. The classrooms in which you will take the exam will be announced on the website of School of Foreign Language one day before the exam.

1.2.1 English Exemption Exam: Students who would like to begin their studies as freshmen are required to take and pass this exam. Students who obtain 69.5 or more in this exam can register as a freshman. Successful students will not study in English Preparatory Class for one year

1.2.2 English Proficiency and Placement Exam: All students whose language of instruction of the program they are registered to is in Turkish or in English except for those who have a valid international English Proficiency exam score will take this exam. The aim of this exam is to determine the students' level of English knowledge and to group them according to their levels. The students registered to the programs whose language of instruction is in Turkish are also need to take this exam to be exempted from the courses whose codes are ENG 101, ENG 102. **International Exams:** In order for the students begin their studies as freshmen, they may also submit a certificate of an exam result that has international validity (such as TOEFL and IELTS). The period of validity of these exams are two years.

	YDMS	TOEFL IBT	PTE Academi c	IELTS Academi c	CAE/CPE	FCE	OTE	
	89,5	105	75	7.5	A	A	C1	ENG 101 ve 102'den muaf
	79,5	95	68	7	B	B	-	ENG 101'den muaf
	69,5	79	60	6.5	C	C	B2	Hazırlık Sınıfından muaf
Türkçe Bölüm	34,5	40	30	4.0	-	-	A2	ING 101-102- 103-104 muaf
Geçerlilik Süresi	5 Yıl	2 Yıl	2 Yıl	2 Yıl	Ömür Boyu	Ömür Boyu	5 yıl	

3.2 ARABIC EXAMS

All students registered to Arabic Language Translation and Interpretation Department and/or Islamic Sciences will take this exam.

Arabic Proficiency Exam for Islamic Sciences and Arabic Translation and Interpretation

Date and Hour of First Session Arabic Proficiency Exam: September, 17, 2018 Hour 10am. (Reading, Writing, Listening).

Date and Hour of Second Session Arabic Proficiency Exam: September, 18, 2018 Hour: 10 am. (Oral Examination)

You are supposed to be at exam place half an hour before the exam starts. The classrooms in which you will take the exam will be announced on the website of School of Islamic Sciences one day before the exam.

3.3 TURKISH EXAMS

All international students registered to Turkish Programs and the programs 30% in English will take this exam. The students who are going to take this exam need to fill in the application form and send it to dilmer@ybu.edu.tr address. [Please click for the application form.](#)

Turkish Proficiency Exam : August, 13 – September, 13, 2018

Turkish Language Proficiency Exam : September, 14, 2018 9.30 am. (first session)- 14.30 (2nd session)

You need to be at the exam place half an hour before the exam starts. The list of the students who will take the exam are going to be announced on September, 13, 2018 Thursday at 8 pm on the website of DİLMER.

3.4 Places of Examinations

English Proficiency and Placement Exam: The names of the students who will take the exams to be delivered at School of Foreign Languages (YDYO), (at National Will Building) and the classrooms will be announced on the website of YDYO one day before the examination.

English Proficiency Exam: Yabancı Diller Yüksekokulu (YDYO), (Milli İrade Binası) binalarında yapılacak, sınava girecek öğrenci isimleri ve sınav yerleri sınavdan önceki gün YDYO web sitesinden duyurulacaktır.

Arabic Proficiency Exam: Arabic Proficiency Exam for Islamic Sciences : Esenboğa Campus Block C Classroom 202.

Turkish Proficiency Exam: Güvenevler Mahallesi Güneş Sok. No:11 Kavaklıdere, Çankaya / ANKARA Cinnah Campus Language Education and Application Centre.

4. FOLLOWING REGISTRATION

After completing the registration, you need to use student automation system for all online processes.

You may access student automation system from the link

<https://obs.ybu.edu.tr/oibs/login.aspx>.

You need below information for the first login to the automation:

User Name: Student Number

Password: You will login with the password provided to you after registration

Please write your user name, password and security code and press entrance button. You need to determine a password yourself on the password changing screen.

You will find a form that requires the information you need to update after logging the automation system for the first time. You may do registration to the courses after updating the demanded information.

5. COURSE REGISTRATION DATES

All students need to do interactive course registration between the dates in academic calendar.

Interactive Course Registrations : 17 - 21 September 2018

Interactive Course Advisor Approvals : 17 - 24 September 2018

Course Add/Dop Dates : 1-3 Ekim 2018

6. ACADEMIC SUPERVISOR SERVICES

A supervisor is assigned for each registered student at the beginning of each academic year to assist them for the processes such as course election, registration to the courses, registration, re-registration. After doing registration to the courses, supervisor approves the courses in accordance with Short-cycle/ Undergraduate and Graduate Courses Add and Drop Criteria of Ankara Yıldırım Beyazıt University. The students may be informed about their supervisors on student information system.

7. COMMON COMPULSORY COURSES

Depending on the article (1) of the first paragraph of 5. Clause 2547 numbered Law, Turkish Language, (TDL I, TDL II), Atatürk's Principles and History of Turkish Revolution (TİT I, TİT II), English courses (ENG I, ENG II) must be taken by all the students. Additionally, students in the Faculty of Engineering and Natural Sciences must take Occupational Health and Safety course.

International students must take these courses from "Rektörlük" option. Students must see their academic advisors after taking these courses.

8. FOR YOUR INQUIRES AND PROBLEMS ABOUT REGISTRATION TO THE COURSES

Faculty of Medicine	tipfakultesi@ybu.edu.tr
Faculty of Dentistry	dishekimligi@ybu.edu.tr
Faculty of Law	hukuk@ybu.edu.tr
Faculty of Engineering and Natural Sciences	muhendislik@ybu.edu.tr
Faculty of Humanities and Social Sciences	itbf@ybu.edu.tr
Faculty of Political Sciences	sbf@ybu.edu.tr
Faculty of Business Administration	isletme@ybu.edu.tr
Faculty of Health Sciences	saglikbilfakulte@ybu.edu.tr
Faculty of Architecture	mimarlikfakultesi@ybu.edu.tr
Faculty of Islamic Sciences	islami-ilimler@ybu.edu.tr
Vocational School	myo@ybu.edu.tr
Vocational School of Health Sciences	shmyo@ybu.edu.tr
School of Foreign Languages	yabdil@ybu.edu.tr
DİLMER (Turkish Language Courses)	dilmer@ybu.edu.tr
Directorate of Student Affairs	oidb@ybu.edu.tr

9. STUDENT IDENTITY CARDS

Student identity cards are printed with the information taken from student automation system. The students who are placed in School of Foreign Languages can take their cards from the secretary of the school. Students who will take courses in their departments can take their cards from the faculty secretaries. As the cards are not renewed each year, students will be provided with stickers showing each active academic year. These stickers will be taken from the faculty secretaries.

Note : Students who haven't obtained a residence permit card in Turkey will not be able to provide student affairs with their Turkish National Number which means that they will not be able to get their student id cards

10. EDUCATION TUITION

Tuition fee payments are made in two installments. The students are expected to pay their first installment of their payment before registration. **Tuition Fees are paid through student numbers to any branches of HALKBANK. Students are required to tell their student numbers to the bank officers and pay the their tuition fees.**

Data on tuition fee payments is processed online between the banks and our university. As soon as students make their tuition fee payments, this information is received by the registration program. However, students are recommended to keep the bank receipt. Students, who do not pay their tuition fee or do not pay the total amount, cannot register, except scholarship students. **Please be aware that there is no refund for newly registered students who cancel their registration.**

10.1 2018-2019 ACADEMIC YEAR EDUCATION TUITION

FACULTY	YEARLY TUITION
MEDICINE FACULTY	30.000 TL
DENTISTRY FACULTY	27.500 TL
LAW FACULTY	15.000 TL
POLITICAL SCIENCES FACULTY	5.000 TL
MANAGEMENT FACULTY	7.500 TL
HUMANITIES AND SOCIAL SCIENCES FACULTY	
✓ Psychology	10.000 TL
✓ Sosyology	5.000 TL
✓ Information and Document Management	
✓ Arabic Translation and Interpretation	3.000 TL
✓ History	
✓ Turkish Language and Literature	2.500 TL
✓ Phislosophy	
FACULTY OF NATURAL SCIENCES AND ENGINEERING	
✓ Computer Engineering	10.000 TL
✓ Electrical and Electronic Engineering	
✓ Civil Engineering	
✓ Mechanical Engineering	7.500 TL
✓ Metallurgical and Material Engineering	5.000 TL
✓ Industrial Engineering	
FACULTY OF ARCHITECTURE	10.000 TL
FACULTY OF HEALTH SCIENCES	7.500 TL
✓ Phiscal Thearphy and Rehabilitation	10.000 TL
TURKISH MUSIC CONSERVATUARY	5.000 TL
VOCATIONAL SCHOOL	
✓ Graphic Design	
✓ Public Relations and Publicity	3.000 TL
✓ Computer Programming	
✓ Aircraft Technology	5.000 TL
✓ Civil Aviation and Cabin Services	7.500 TL
PUBLIC HEALTH VOCATIONAL SCHOOL	
✓ Child Protection and Care Services	
✓ Electrophysiology	2500 TL
✓ Medical Imaging Techniques	
✓ Biomedical Device Technology	
✓ Opticianry	
✓ Disabled Care and Rehabilitation	
✓ Oral and Dental Health	
✓ Medical Labrotary Techniques	3000 TL

Students who are required to study English and Arabic Prep-Class are expected to pay the education fee of their program.

Students who are required to study Turkish Prep Class are expected to pay their half of their yearly education fee for registration. They will be asked to pay for Turkish Language education, too. When they pass the prep class, the education fee they paid will be transferred to the first term of the related academic year.

11. RESIDENCE PERMIT

First Application:

Newly admitted students, after registration to the University, before the expiry of the visa or visa exemption period (this period is 10 days for those who enter the country with the conditional entry form of residence permit), must apply for a residence permit online (from www.goc.gov.tr). **Within 30 days from the date of application** following documents should be submitted to the International Students Office (**applications with missing document will not be accepted**). Those who have missing documents will be given 7 days to complete them. Those who do not complete the documents within this time period, must submit their documents to the Provincial Directorate of Migration Management.

Required Documents:

1. e-İkamet Online application form (taken from www.goc.gov.tr)
2. A valid passport and copy (copy of last entry page and the visa page, if any) (the copy should be approved as “true copy” taken from the Registrar’s Office)
3. 4 biometric photos
4. Health insurance (You can apply for General Health Insurance conducted by the Social Security Institution or you can have a private health insurance. Those who are planning to apply for the General Health Insurance after getting the national id number can sign a statement in our office and submit the insurance document to the Migration Management later. Those who have a health insurance valid in Turkey based on a bilateral agreement do not need to have a health insurance)
5. The Residence Permit Information Form (taken from the International Students’ Office)
6. Document showing your address information (If you stay in dorm you should submit a document with e-signature/signature and sealed/stamped taken from dormitory management. If you stay as a tenant you should submit a notarized rental contract)
7. Residence permit card fee receipt
8. Income statement (Must be declared during online application. Students whose expenses are paid by a governmental authority should state this issue to the migration management)
9. For those who are younger than 18 (By the date of application to e-ikamet)
 1. Letter of consent* (If the foreign mother and father officially reside in Turkey, this document is not needed.)
 2. Birth certificate (This document is needed in case the mother and father of the student cannot be identified from the given identification/passport)

For your questions:

Ankara Provincial Directorate of Migration Management

Hoşdere Cad. No:144 ÇANKAYA / ANKARA

E-posta: ankara@goc.gov.tr

For your questions Foreigners Communication Center (YİMER) Phone: 157

Migration Management Youtube

Channel: <https://www.youtube.com/channel/UChk4p0zI3EyDVF9Oi4oZNrpA/featured>

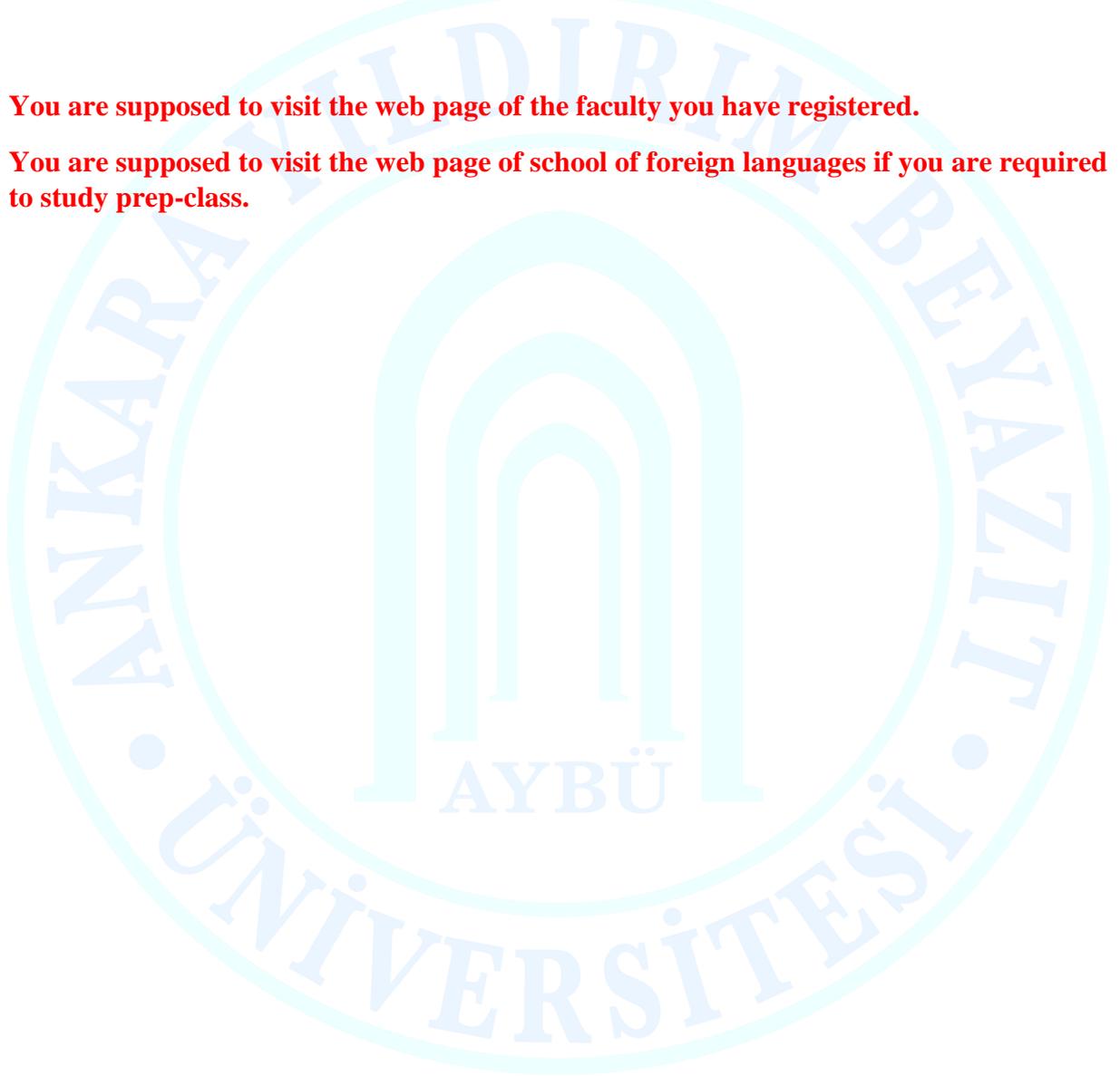
12 ACADEMIC CALENDAR FOR 2018-2019 EDUCATION YEAR

ANKARA YILDIRIM BEYAZIT UNIVERSITY 2018-2019 ACADEMIC YEAR ACADEMIC CALENDAR	-ACADEMIC CALENDAR FOR SHORT CYCLE AND UNDERGRADUATE PROGRAMS	
	-Faculty of Law -Faculty of Humanities and Social Sciences -Faculty of Islamic Sciences -Faculty of Business Administration -Faculty of Engineering and Natural Sciences -Faculty of Health Sciences -Faculty of Architecture -Faculty of Political Sciences -State Conservatory for Turkish Music -Vocational School of Health Services	
	FALL SEMESTER	SPRING SEMESTER
Education Period	24th September, 2018 Monday-28th December, 2018 Friday	11th February 2019 Monday - 17th May 2019 Friday
International Student Application Dates	14 th May Monday- 13rd July Friday 2018	
Application, Announcement, Registration Date and Registration via Additional Placement for Special Talent Program for State Conservatory for Turkish Music	To be determined by State Conservatory for Turkish Music
Application, Announcement, Registration Date and Registration via Additional Placement for Special Talent Program for Department of Sports Sciences for Faculty of Health Sciences	13th August 2018 Monday - 17th August 2018 Friday
Special Talent Program Examination of Faculty of Health Sciences Department of Sports Sciences	3th September, 2018 Monday - 5th September 2018 Wednesday
Registration for Special Talent Examination Faculty of Health Sciences Department of Sports Sciences	10th September 2018 Monday -12th September 2018 Wednesday
English Language Placement Exam (To be placed in an appropriate level and Exempted from ING101)	10th September 2018 Monday	
English Proficiency Exam	12th September 2018 Wednesday -13th September 2018 Thursday	
Turkish Language Proficiency Exam	13,14 SEPTEMBER 2018	
Exact Registration Date and Tuition Fee Payment Period of The Students Placed by OSYM	To be determined by OSYM
Additional Placement of the Students Placed by OSYM	To be determined by OSYM
Tuition Fee Payment for the Students already registered	10th September 2018 Monday -21st September 2018 Friday	1st February 2019 Friday - 8th February 2019 Friday
Interactive Registrations for courses (undergraduate, graduate, and the students of Vocational Schools) on Student Automation System	17th September 2018 Monday- 21st September 2018 Friday	6th February 2019 Wednesday - 8th February 2019 Friday
Advisor Approvals of Selected Courses on Student Automation System for All Students	17th September 2018 Monday - 24th September 2018 Monday	6th February 2019 Wednesday - 11th February 2019 Monday
Add and Drop (Interactive Registrations for courses) on Student Automation System	1st October 2018 Monday - 3rd October 2018 Wednesday	18th February 2019 Monday - 20th February 2019 Wednesday
Advisor Approval of Course Add/Drop Processes on Student Automation System	1st October 2018 Monday - 5th October 2018 Friday	18th February 2019 Monday - 22nd February 2019 Friday
Deadline of Applications for Withdrawal from Courses	2nd November, 2018 Friday	22th of March, 2019 Friday
Deadline of Applications to Faculties/Schools for Exemptions from Courses	21st September 2018 Friday	
Midterm Examinations	On 8th and 9th Week on the date announced by related academic unit	On 8th and 9th Week on the date announced by related academic unit
Deadline for the announcement of the dates of make-up examination for midterm/final examinations	To be announced by the related academic units	To be announced by the related academic unit
Midterm/Final Examinations	2nd January 2019 Wednesday - 15th January 2019 Tuesday	20th May 2019 Monday - 2nd June 2019 Sunday
Announcement of Midterm/Final Examinations on Student Automation System	Within 5 Days after the exam of the related course	Within 5 Days after the exam of the related course

Application Period for Make-up Examinations	To be announced by the related academic units	To be announced by the related academic units
Make-up Examinations	22nd January 2019 Tuesday - 31st January 2019 Thursday	11th June 2019 Tuesday - 21st June 2019 Friday
Announcement of the Results of the Midterm/Final Examinations on Student Automation System	Within 5 Days after the exam of the related course	Within 5 Days after the exam of the related course
Additional Examinations (For the students who are in their final semester)	11th February 2019 Thursday - 13th February 2019 Wednesday	27th June 2019 Thursday - 28th June 2019 Friday
NOTE: The Student Information System which requires students for processes such as online applications, course registrations etc.. opens at 00.00 am of determined date written on calendar and closes at 23.59 of the determined date written on the calendar.		

You are supposed to visit the web page of the faculty you have registered.

You are supposed to visit the web page of school of foreign languages if you are required to study prep-class.



IMPORTANT POINTS

Admitted students must provide all the documents (written in international student registration guide) for registration between 13-17 August 2018 to student affairs in Ayvalı Mah. Takdir Cad. 150. Sok. 15 Temmuz Şehitler Binası room numbered BZ 16 Etlik / Keçiören

Students must pay 2018/2019 Fall Term education tuition to HALKBANK with their student number to complete their registration. Students in whose letter of acceptance “B.K.K 3/2” is written are not expected to pay their education fee in legal normal period of their program, and in the first year of their Prep Classes. Those who repeat the prep-class and extend their period of study will pay the education tuition of the year they have registered.

Students who have applied with their SAT scores must send their CollageBoard Username and password for verification of their scores to admission@ybu.edu.tr before registration dates. Those who do not want to share their username and password must come with their valid username and password for verification in the Office, which may take your time before registration. Therefore, sending username and password before registration date to the related mail address is advised.