GUIDELINE TO FILL IN ONLINE APPLICATION FORM
FOR INTERNATIONAL STUDENTS

REGISTRATION TO THE SYSTEM

You can reach the below link by clicking on the *“Online Application”* link available on the website.

Please click for *“Create new user acoount”* link on the page. Please click on this link and do registration to the system by uploading a valid e-mail address; determining a password, uploading your Turkish Republic id number or passport number and adding your serial number or your id card/passport and the total of these number. It is possible to update the form by entering to the system again later. In order to reach your application, you will need your e-mail address you have uploaded to the system for registration and the password you have determined, so please keep them.

When you are registered to the system, information of your account is sent to the e-mail address you have indicated for registration. Please check your incoming or spam e-mails for this e-mail. If you do not receive the e-mail, please notify via admission@ybu.edu.tr address. To login with the information of your account and initiate your application, please click on *“Online Application”* link.

ATTENTION!

⚠ If you forget your password, please click on *“Forgot password?”* link and demand a new password. The new password is sent to your e-mail address you have registered.

⚠ You may create a new user account by clicking on *“Create a new user account”* link and cleaning your existing account with *“My e-mail address is incorrect”* link. Since you will be asked to upload the information you have registered before, please be sure the correctness of the information.

MAIN PAGE FOR APPLICATION

When you create an account on online application, you will see the online page that shows the status of your application opened with your e-mail address. You can do your application by clicking on *"Select new application"* link.

The Issues to be considered while filling in Online Application Form Konular:

⚠ Please read this **Guideline for Application** before starting your application, examine the conditions of the program you would like to prefer carefully and prepare the documents to be uploaded to online application system in a scanned version.

⚠ The candidate is responsible for the correctness and appropriateness of the photo and any problem that may occur because of any mistake or anything missing after the approval of the application.

⚠ The candidate has to pay application fee by indicating her own name and surname in order for him/her information to be registered to the system.

⚠ You do not have to fill in application form in on go. You can login your account anytime you want.

⚠ After you fill in your application form and click on *"Register"* section, you can reach your account. You can do modification in your account until the status of your application becomes *"In the process of Assessment"*.

⚠ Online application form and all demanded document have to be either in Turkish or in English.

⚠ Everything that needs to be considered while filling in online application form have been explained below step by step. Please read this guideline carefully before starting to fill in the form and keep it while filling in it.

STEP BY STEP APPLICATION

1. When you click on *"Select new application"* link, the programs you can apply will be listed. Search your fist preference in the list and click on *"select"* button.

2. After you have preferred your program, please click on *"New App. Add"* link. When you complete your program preference successfully, you will see the statement *"The application has been successfully created. You can continue applying with the Submit Button"* on your screen.

3. If you see anything wrong after you check your preference, you can prefer a program again with *"Delete"* section. To continue your application, please click *"Complete The App."* link and move on the next section.
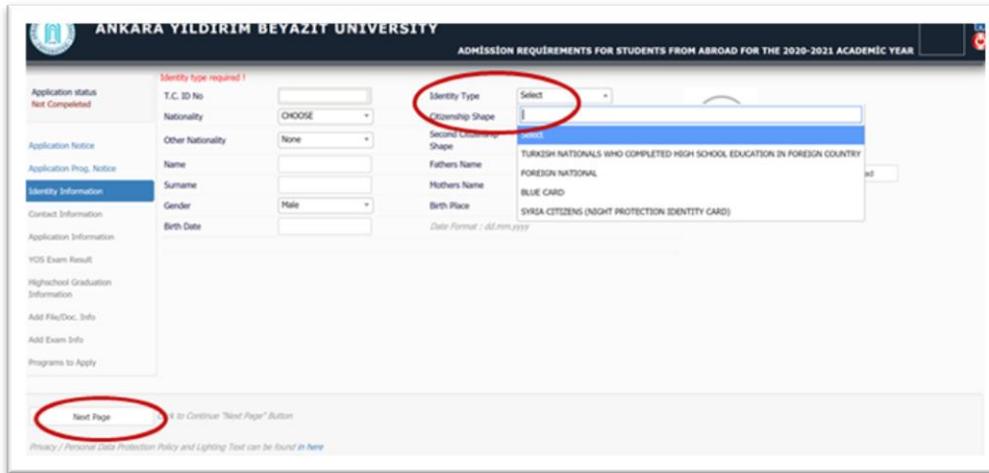
4. When you click on *"Complete The App."* link, you will see the screen on which explanations for general application is available. You can see them (if available) by clicking on *"Application Prog. Notice"* link. Please click on *"Next Page"* link tıklayınız.

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5. In this step, information on the *"Identity Information"* link has to be uploaded correctly and without any mistake. Please add the demanded information such as your name and information on your passport. If you don't have passport, add your information on your id card you will submit.
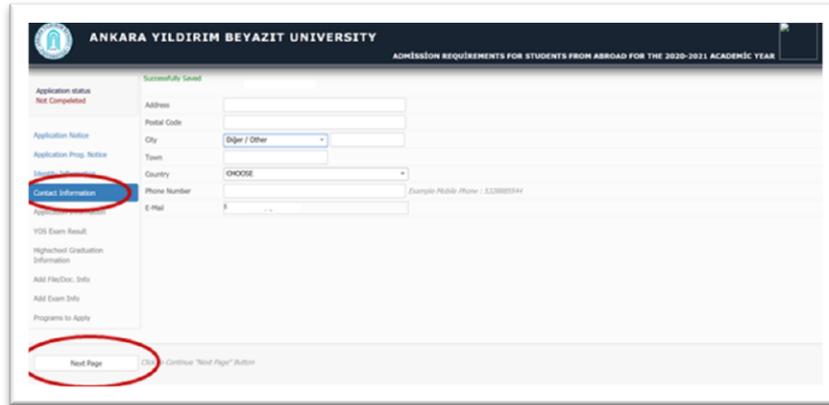

ATTENTION!

⚠ Ankara Yıldırım Beyazıt University protects the privacy of the information of the candidates in the frame of Law on the Protection of Personal Data with Law Number 6698. The information submitted by the candidates is not shared with third parties unofficially and kept in secure systems.

As indicated on Guideline for Application, the quotas are allocated according to application type of id. Since you will have to upload the system soon, please be sure that you have chosen your id type correctly according to your application type and **the information you have added is the same as the information on your ID**. After you have added your photo in the form explained in Guideline for Application in **jpeg format**, please click on *"Next Page"* link to move on the next step.
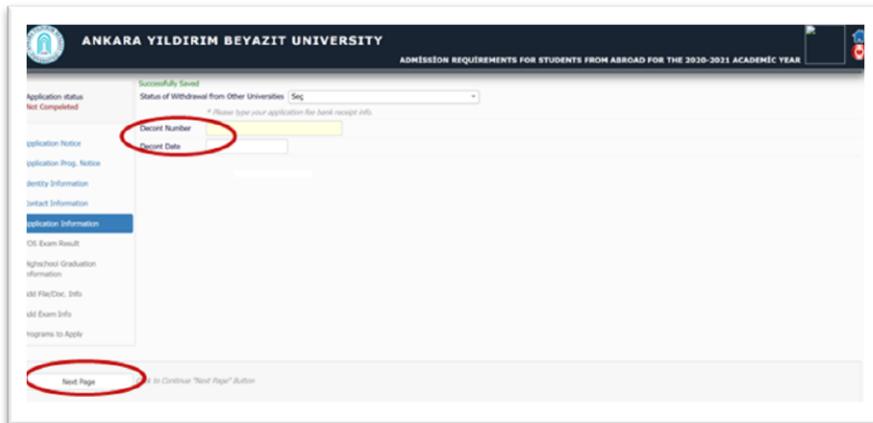
6. In this step, you need to add your contact information in order for us to reach you when needed **correctly and without anything missing** by adding the information to *"Contact Information"* link. Please write the e-mail you have added while registering to online application system to e-mail section. Please click on *"Next Page"* link to move on the next step.
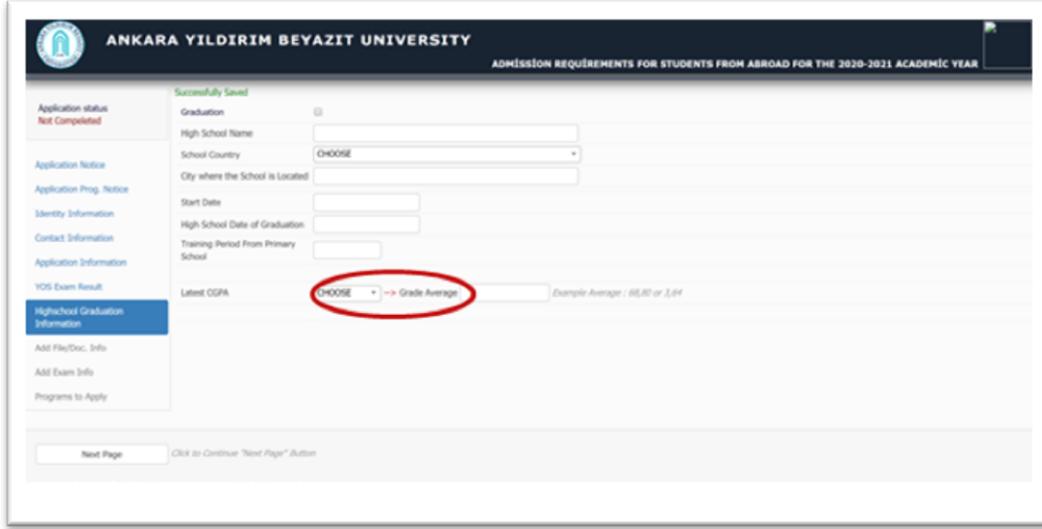

7. In this step, you need to add the date and number of the receipt of the application fee on the related area of *"Application Information"* link. Please be sure that you have paid the application fee on your name and your name and surname is written correctly on the receipt. Please click on *"Next Page".*
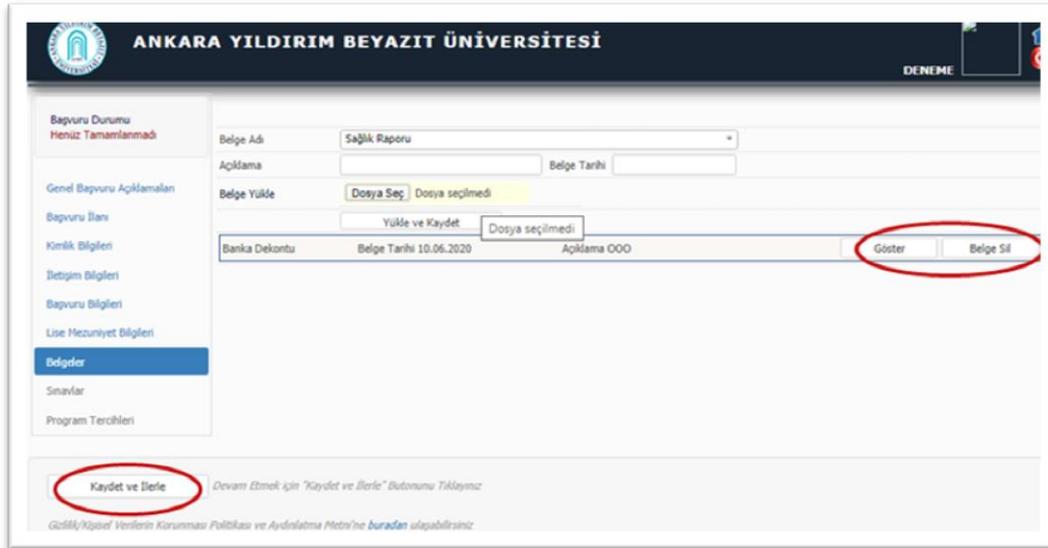
8. In this step, you need to add *"High School Graduation Information"*. The information you add has to be same with information of your high school graduation. Please do not use abbreviation while writing the name of your high school, be sure that you have added your grade system and grade point average correctly and click on *"Next Page"*.
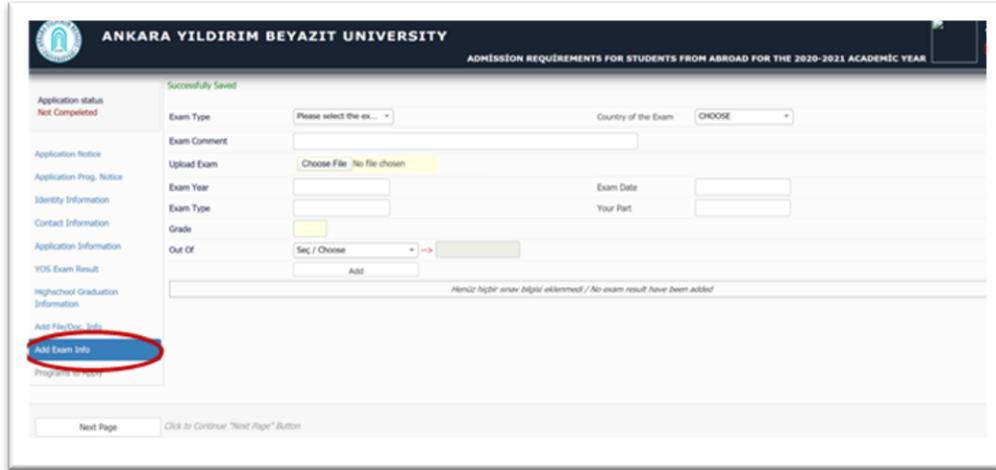
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9. Please be sure that you have uploaded the demanded English or Turkish version documents to the system correctly and without any mistake. You can see the document you have uploaded from the *"Show"* section and if you want to clean the document, please click on *"Document Del"* section. To move on the next step, please click on *"Next Page"*.
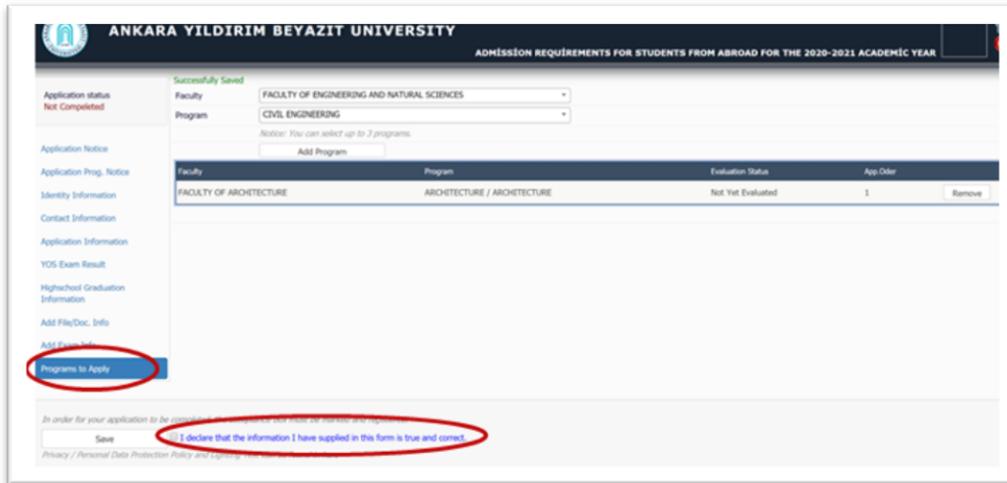

10. In *"Add Exam Info"* step of the application form, you should indicate all exms you have taken until now (such as international exams, university entrance exams, high school proficiency exam, language exams, etc.) and their results. Please be sure the correctness and validity of the documents you will upload in this section. Remember that the candidates will be ranked in accordance with their success in these exams the process of the assessment of the application. After you have added demanded information and documents, please click on *"Next Page"*.

11. In this step, you need to add your *"Programs to Apply".* You have maximum three program preferences. You can select and add the programs from *"Add Program"* link. Please be sure that you have selected the program in accordance with your preference. This section is also the approval section. In this section, you approve that all information you have submitted is true and you will be stick to all rules in the process of assessment of the candidates of AYBU when you approve the application.

12. To complete your application, please click on the box you see *"I declare that the information I have supplied in this form is true and correct."* After that all information you have saved is registered and you can do modification on your application the status of your application is turned into as *"In the process of Assessment".*

You have completed your application. Good luck…

Please contact with us for your inquiries

admission@ybu.edu.tr