



AKDENİZ UNIVERSITY

AKDENİZ YÖS-2018

**A GUIDE TO
REGISTRATION PROCEDURES**

A GUIDE TO REGISTRATION FOR INTERNATIONAL STUDENTS FOR THE 2018/2019 ACADEMIC YEAR

A. ANNOUNCEMENT OF RESULTS:

Candidates can find the results of their placement by accessing the system at this address; <https://bys.akdeniz.edu.tr/akus/?lang=en> using their usernames and passwords.

The ‘Acceptance Letter’ which is necessary to obtain a **Student Visa** is available on the user account of candidates who have been granted a place on a programme, or it may be sent to the candidate by e-mail on request.

B. PLACE AND DATE OF REGISTRATION:

Date of Registration: August 6th to 10th, 2018

Place of Registration: The Student Affairs Department of the Faculty/School/Vocational School in which they are eligible to register.

Opening Times for Registration: 09:00-12:00
13:30-16:30

Candidates who have been informed that they have been awarded a place on one of the undergraduate or associate degree programmes of Akdeniz University must prepare the **Full Package of Registration Documents** mentioned in section ‘C’ of this Guide, and submit the complete package to The Student Affairs Department of the Faculty/School/Vocational School in which they are eligible to register on the **specified date and time**.

- Registrations may be done in person, or through the agency of a legal representative (notary certified warrant)
- Candidates who submit altered or forged documents as part of their registration process will have their applications cancelled. Directorate of Student Affairs reserves the right to take legal action against the person who submitted the altered or forged documents.
- Registration cannot be completed if any documents are missing from the application
- If candidates do not complete the registration procedures on the dates and times specified, they will lose their right to register.

C. DOCUMENTS REQUIRED FOR REGISTRATION:

International students will be given a temporary foreign identity number (Foreign ID number) by Akdeniz University when they complete their registration process. Students who have a Residence Permit must submit their Foreign ID Number to the student affairs unit of the Faculty/School/Vocational School with which the candidates have registered.

1. **International Students Information Form**: The International Student Information Form must be filled in by the candidate (you can obtain the form from the following address; akus.akdeniz.edu.tr).

2. **High School Diploma, or Temporary High School Degree Certificate**: A High School Diploma or a Temporary High School Degree Certificate, with a notarised Turkish translation approved by the Turkish Embassy in the candidate's own country,

NOTE: The original of the high school diploma is sufficient for candidates who have completed their high school education in Turkey, and for candidates who have completed their high school education in one of the Turkish Schools founded by the Ministry of Education of the Republic of Turkey in a foreign country.

3. **Legal transcript approved by the Legal Representative of High School** and its Turkish translation approved by Turkish Foreign Representatives or notary,

NOTE: A Legal Transcript approved by the Legal Representative of High School is sufficient for candidates who have completed their high school education in Turkey, and for candidates who have completed their high school education in one of the Turkish Schools founded by the Ministry of Education of the Republic of Turkey, in a foreign country.

4. **Diploma Equivalency**: A Diploma Equivalency Certificate approved by the Ministry of National Education, Provisional Directorates for National Education or Turkish foreign representatives in the candidates country.

NOTE: A Diploma Equivalency Certificate is not required for candidates who have completed their high school education in Turkey, or for candidates who have completed their high school education in one of the Turkish Schools founded by the Ministry of Education of the Republic of Turkey in a foreign country.

5. **A notarised copy of the candidate's passport, or a copy of a National ID card for candidates who are Turkish Citizens**: A copy of the pages in the candidate's passport showing information on identity and period of validity, and a Turkish translation of these

pages approved by a Turkish foreign representative or notary. The original passport must also be submitted for examination

NOTE:, A copy of a National ID card is sufficient for candidates who are Turkish Citizens. The original National ID Card must also be submitted for examination

6. **Required Documents related to Citizenship:**

- **Copy of Nüfus Kayıt Örneği (Certificate of Vital Record):** Candidates who are foreign nationals by birth, but who have been granted Turkish citizenship (dual nationality) must obtain a copy of their Nüfus Kayıt Örneği from the Civil Registry Office with which they are registered. Candidates with dual nationality are not required to submit this document if they have a High School Diploma awarded in a country outside Turkey. A Birth Certificate may be required in cases where a certificate of Vital Record is insufficient.
- **Candidates with a Mavi Kart:** The original Mavi Kart (awarded by the Republic of Turkey), and a copy which documents that the candidate is a Turkish citizen by birth who was granted permission by the Turkish Ministry of Internal Affairs to give up their Turkish citizenship, or is a child of such a person who is below the age of 18, and who is registered on his or her parent's renunciation of citizenship document, providing they have in their possession documentary evidence of their rights under the terms of Law No. 5901, and Article 7 (1),
- **Candidates with TRNC Citizenship:** A GCE AL results certificate, and a notarised Turkish translation approved by the Turkish Embassy in the candidate's own country is required for any candidate who is a TRNC citizen.

7. **A Declaration of Financial Security:** A Declaration of Financial Security, which is available from the following website <https://bys.akdeniz.edu.tr/akus/?lang=en>. The declaration must be filled in by the person who provides financial support to the student. One of the following documents must be submitted with the Declaration of Financial Security; A record of salary, a document of property ownership, bank account details.

8. **For Diploma Programmes or Departments which require a Health Board Report:**

- a. **For Civil Defence and Fire-Fighting (Daytime Course and Evening Course Education) (Vocational School of Technical Sciences):** In order to obtain a Health Board Report, candidates must meet the requirements listed below; being less than 22 years of age (candidate born in 1996 or after 1996 are acceptable); being physically fit, not having any burns or scars caused by injury, syphilis or any skin diseases; not having any biological diseases such as asthma, bronchitis, epilepsy, shortness of breath, colour blindness, stuttering, deafness; not subject to fainting spells, hysterical fits, tachycardia, any kind of

psychologic and neurotic diseases, not having been a subject of ‘Punishment of Dismissal’ at high school, being 1,65 cm or taller in height (a candidate may weigh 5 kg more or 15 kg less than the ideal body weight based on the last two digits of the candidate’s height). Candidates must submit the Health Board Report obtained from the Akdeniz University Hospital Faculty of Medicine which documents the candidate’s compliance with the conditions specified by the relevant Vocational School. Students are also required to wear the uniforms provided by the relevant Vocational School.

- b. Civil Aviation Management (Daytime Course and Evening Course Education) (Vocational School of Social Sciences):** Candidates must provide a ‘Criminal Background Check Certificate’ in order to obtain an ‘Airport ID Card’. Candidates also must submit a Health Board Report documenting the absence of any health problems (such as hearing loss/deafness, visual loss/blindness...etc.) which would prevent them from meeting the requirements of their profession, or the assigned duties of that profession. The Health Board Report must be obtained from a formally recognised state hospital.
- c. Candidates who have been offered places on the diploma programmes mentioned below must supply a Health Board Report which documents the absence of any physical or mental problems that would prevent them from meeting the requirements of their profession during the course of their educational or professional lives. The Health Board Report must be obtained from a formally recognised state hospital.**
- Nursing (Faculty of Nursing)
 - Nursing (Kumluca Faculty of Nursing)
 - Medical Laboratory Techniques (Formal Education-Vocational School of Health Sciences)
 - Medical Laboratory Techniques (Evening Education-Vocational School of Health Sciences)
 - Dialysis Programme (Vocational School of Health Sciences)
 - Medical Imaging Techniques (Formal Education-Vocational School of Health Sciences)
 - Medical Imaging Techniques (Evening Education-Vocational School of Health Sciences)
 - Care of the Elderly (Formal Education-Vocational School of Health Sciences)
 - Care of the Elderly (Evening Education-Vocational School of Health Sciences)
 - Physical Therapy (Formal Education-Vocational School of Health Sciences)
 - Physical Therapy (Evening Education-Vocational School of Health Sciences)
 - Private Security and Guarding (Formal Education-Vocational School of Social Sciences)
 - Private Security and Guarding (Evening Education-Vocational School of Social Sciences)
- d. First and Immediate Aid (Daytime Course and Evening Course Education) (Vocational School of Health Sciences):** Candidates are required to provide a Health Status Report

which documents a level of good physical and mental health which would not prevent them from obtaining a 'Driving Licence'. The Health Status Report must be taken from a formally recognised state hospital, or from a hospital attached to the Faculty of Medicine of a university (the Health Status Report must include information about the height and weight of the candidate). On the date of registration, candidates must be at least 17 years of age due to the obligation to drive an ambulance in the second year of their education. Male candidates must be at least 1.65 cm, and female candidates must be at least 1.60 cm in height (a candidate may weigh 5 kg more or 15 kg less than the ideal body weight based on the last two digits of the candidate's height). Candidates must be physically capable of carrying a patient on stretcher with the aid of a teammate while working on rescue and transport duties.

NOTE: A Health Report **will not be required** from candidates who have been placed on other diploma programmes.

TURKISH PROFICIENCY CERTIFICATE and TURKISH PROFICIENCY TEST

Candidates must supply a certificate which documents a Turkish Proficiency Level of at least B2 standard from one of the certificates listed below. Candidates who do not supply a Turkish Proficiency Certificate or who have not reached the required standard in the Turkish Proficiency Examination to be held on August 14th 2018 by the Akdeniz University will, after registration, be given a deferment on starting their courses for a period of one year in order to improve their Turkish language level. Candidates will have their registrations cancelled if they fail to reach the required standard in the Turkish Proficiency Examination in the two years following their registration in the Turkish Education Programme.

- Turkish Proficiency Test held by the Akdeniz University-TÖMER (**it will be held on August 14th, 2018**)
- Turkish Proficiency Certificate awarded by Akdeniz University-TÖMER
- Turkish Proficiency Certificate awarded by Yunus Emre Institute

A Turkish Proficiency Certificate is not required if a candidate;

- has completed all of his or her secondary education in Turkey,
- has completed his or her secondary education in one of the Turkish Schools founded by the Ministry of Education of the Republic of Turkey in a foreign country,
- has been awarded a place on one of the diploma programmes given in a foreign language (German Language and Literature, English Language and Literature, English Language and Literature (Evening Courses), Computer Engineering, and Tourism Management).
- has a diploma (associate degree/undergraduate/master/doctorate) in a programme in 100% Turkish language inside Turkey or in a foreign country.