KADIR HAS UNIVERSITY
REGULATION FOR THE ACCEPTANCE OF FOREIGN STUDENTS
IN GRADUATE PROGRAMS

PART I
Aims, Scope, Legality

Aims
Article 1 – The aim of this regulation is to state the terms of acceptance for foreign students into graduate degree programs in departments at Kadir Has University’s Graduate School of Social Sciences and the Graduate School of Science and Engineering.

Scope
Article 2 - This regulation stipulates the conditions for class quotas, applications, and acceptance of foreign students in graduate programs of study.

Legality
Article 3 - This regulation has been prepared in compliance with the laws of the related regulations issued by the Council of Higher Education and Kadir Has University.

PART II
Terms of Acceptance of Foreign Students

Quotas
ARTICLE 4 – (1) The programs and the number of students to be accepted shall be determined by the suggestion of the related science/art program, the Institute Advisory Board’s decision, and the approval of the Senate.

Conditions for applying
Article 5- (1) In order to study in a graduate program of study, candidates must:

   a) Be a national of a foreign country; or, having been born a Turkish citizen but then legally rescinded Turkish citizenship per the terms of the Turkish Ministry of Interior Affairs,
applicants must then provide documentation that they are no longer Turkish citizens; or, having held foreign citizenship by birth and then later acquired Turkish citizenship as a dual national.

b) Have graduated from an undergraduate or graduate program of study and hold an undergraduate/graduate diploma the equivalence of which has been recognized by the Council of Higher Education; students who are nearing graduation must submit an official letter from her/his university demonstrating their student status.

c) For students applying to graduate programs, have a minimum GPA of 2.00/4.00 for their undergraduate studies; have a minimum GPA of 2.50/4.00 for master’s degree studies for students applying to PhD programs; and, applicants for PhD programs who have not completed a master’s degree must have a minimum GPA of 3.00/4.00 for their undergraduate studies.

(2) Individuals who would like to apply for graduate programs at Kadir Has University must meet the following foreign language requirements:

a) Students who apply to programs in English, other than those whose native language is English, must provide documentation of a minimum score of 79 on TOEFL-IBT or 5.5 from IELTS Academic or a minimum score of 66 on the ÜDS language exam (Üniversitelerarası Kurul Dil Sınavı). Students who do not have any of these scores must pass Kadir Has University’s English proficiency exam.

b) Applicants whose native language is not Turkish and who will study in programs conducted in Turkish must complete a Turkish language course with a minimum score of 70 out of 100; such courses may be organized by Turkish foreign representative offices abroad, Turkish universities’ Turkish learning centers, or KHÜ’S Turkish teaching unit. Alternatively, a candidate may obtain a minimum score of 70 over 100 or the equivalent in Turkish language exemption exams organized by such institutions as those mentioned above.

c) Students who do not provide documentation of the abovementioned exams must supply documentation of an equivalent score from a similar exam approved by the Senate.

d) Students who apply to programs in English and meet all the application requirements but cannot provide documentation of the abovementioned exams or do not receive the minimum
required score for those exams may attend the English preparatory year of the university for one academic year provided that they have paid the tuition fee. Students who do not successfully pass the English preparatory year are allowed to enroll again in the preparatory year for one additional year, provided that they have paid the tuition fee. Periods of study in the English preparatory school shall not be counted towards the total period of a graduate study program.

**Scholarship Student Status**

**ARTICLE 6** – (1) Evaluation of applicants in graduate programs for which a scholarship will be awarded shall be carried out per the terms of the Regulation Concerning Graduate Student Scholarship Applications and Acceptance.

**Applications**

**ARTICLE 7** – Applications shall be submitted by filling in the application form of the related institute’s website and submitted the required documentation as stipulated in Article 8 of this regulation by the dates specified in the academic calendar.

**Documents Required for Application**

**ARTICLE 8**- (1) The documents required for applications are as follows:

a) Application form.
b) Certified copy of the BA or Master’s diploma or a document indicating completion of studies. Students nearing graduation must submit an official letter from their university demonstrating that they will graduate.
c) Undergraduate transcripts for applicants of master’s programs, and undergraduate and master’s transcripts for applicants of doctorate programs.
d) Copy of exam results of GRE (Graduate Record Examination), GMAT (Graduate Management Aptitude Test) or ALES (*Akademik Personel ve Lisansüstü Eğitimi Giriş Sınavı*).
e) Copy of passport.
f) For programs conducted in Turkish, copy of Turkish proficiency document.
g) For programs conducted in English, copy of English proficiency document.
h) Any other documents indicated in the application form.
(2) Documents which are not originally in Turkish or English must be submitted as certified copies translated by either a Turkish consulate abroad or by a sworn translation office in Turkey.

**Evaluation of Applications, Announcement of Results, and Registration**

**ARTICLE 9** (1) Acceptance of applicants who have submitted the necessary documentation as stated in Article 8 of this regulation and who have been accepted into a program of study shall be announced on the university’s website. Accepted applicants shall also be notified via an acceptance letter delivered to the address indicated on the student’s application. To register, applicants must then take this acceptance letter to Kadir Has University’s Student Affairs Office with the originals of the following documents:

a) Students accepted into master’s programs must bring their undergraduate diploma, and students accepted into doctorate programs must bring their undergraduate and master’s diplomas. If these documents are from institutions located abroad, the applicant must submit a document demonstrating that an application has been submitted to the Turkish Council of Higher Education (YÖK) for a letter of equivalence (the letter of equivalence must be submitted by the end of the first semester).

b) Undergraduate transcripts must be submitted for applicants accepted into master’s programs, and undergraduate and master’s transcripts must be submitted for those accepted into doctorate programs.

c) Original exam results of GRE (Graduate Record Examination), GMAT (Graduate Management Aptitude Test) or ALES (Akademik Personel ve Lisansüstü Eğitimi Giriş Sınavı).

d) For programs conducted in Turkish, original Turkish proficiency document.

e) For programs conducted in English, original English proficiency document.

f) Passport and approved Turkish translation.

g) Residence permit (to be submitted after it has been issued).
h) 5 photographs.

i) Receipt demonstrating that the tuition fee, which is annually specified by the University Administrative Board, has been paid; or, documentation of scholarship.

j) With their acceptance letter, applicants must first obtain a student visa from a Turkish embassy or consulate in their home country or nearby country. Students must be in possession of this visa to enter Turkey and register at the university.

(3) Students who have been accepted into programs must submit the documents specified in Clause 1 of this Article; if these documents are not originally in Turkish or English, the applicant must submit, together with the originals, certified copies of these documents translated either by a Turkish consulate abroad or by a sworn translation office in Turkey.

PART III
Final Provisions

Financial Assurance

ARTICLE 10- (1) Applicants must demonstrate that they have the economic means to pursue higher education in Turkey.

Date of Implementation

ARTICLE 10 - (1) This regulation is effective starting June 6th, 2012, the date on which it was approved by the Senate.

Execution

ARTICLE 11 - (1) The provisions of this regulation shall be executed by the Rector of Kadir Has University.

“This text is a translation of the original Turkish regulation, and is solely intended to provide information concerning that regulation. The terms, conditions and stipulations in the original Turkish-language regulation shall be legally binding if any disputes of meaning should arise.”