

## **Information for candidates who want to enroll for II course**

### **The documents which are needed:**

1. Diploma
2. Transcript
3. Course Content

Documents 1,2,3 should be legally verified and translated.

### **Steps:**

1. Have to be registered in the first block (Foreign Students Department) 1154A, 1154B
2. After the registration in the first block, from office 3242 you will receive a document (SVEDENIE).
3. With the document and the needed documents (diploma, academic transcript and course content) you will get the list of the lecturers, whom have to be visited in order to accept the disciplines studied in Turkey or in other country.
4. After recognition of at least 7 disciplines from the first year you may continue your bachelor education from the second year. The disciplines not recognized in the first year will be visited along with courses from second year. The disciplines of the first winter semester will be taken together with the disciplines of the winter semester of the second course, and the disciplines in summer semester of the first course will be taken during the summer semester of the second course.
5. After returning the document back to the office(3242) the students cannot take back the documents.
6. In order to validate the semester, the students have to collect all the signatures (unrecognized disciplines in the document winter/summer + 2nd course signatures winter/summer semester) in their students books.

If there is a missing signature for the semester you have the right of red/dean's signature. You can use red/ dean's signature only once during your education. But using it means that during the next year you will visit the lectures/ laboratories and get the signature from which you have used red/ dean's signature. This kind of right can be used only once during your all education.

Completed a two-year university / college in Turkey can only recognize the first year disciplines according to the Technical University's curriculum .

**The students cannot:**

-start their education from 3<sup>rd</sup> year.

-recognize disciplines of the 2<sup>nd</sup> course according to the Technical University's curriculum .