



YILDIZ TECHNICAL UNIVERSITY
GRADUATE SCHOOL OF NATURAL & APPLIED SCIENCES
CANDIDATE STUDENT ONLINE APPLICATION GUIDE

This guide explains how to use online application system to create your online application form.

You can apply to graduate schools:

- On any computer that has an internet connection,
- During the application week period.

Caution:

- In order to evaluate your application, you must submit your application form and necessary documents to Graduate School of Natural & Applied Sciences within the application period.
- To finalize your application you need to submit your application form and a whole set of application documents to Graduate School of Natural & Applied Sciences. Necessary documents for different application types are listed below¹:

MSc non-thesis	MSc	PhD
Bachelor's diploma	Bachelor's diploma	Bachelor's diploma
Bachelor's transcript	Bachelor's transcript	Bachelor's transcript
-	-	MSc diploma
-	-	MSc transcript
Diploma equivalency certificate from YOK	Diploma equivalency certificate from YOK	Diploma equivalency certificate from YOK
-	ALES/GRE score	ALES/GRE score
-	Foreign Language exam score	Foreign Language exam score
1 photograph	1 photograph	1 photograph

¹ Graduation is not a must condition for applications. If you have not graduated or have not received your diploma yet you can finalize your application with an actual transcript dated 1 month back.

- Photocopies of the original documents will be filed under your application; however the originals must be present while finalizing your application.
- Candidates whom will apply for programs that are instructed in Turkish must have a TOMER Turkish Language Certificate (at least C1) as an additional document.
- Candidates who will apply to Phd programs can apply to only 1 program, candidates who will apply for MSc programs can apply to 2 different programs².
- There are two type of quotas for each program; in-field and out-field. It is important that you know correctly which type you should apply to be able to finalize your application.

How to learn program quotas:

The full list of the programs that will open courses and quotas for the application semester is announced at the <http://www.fbe.yildiz.edu.tr> website.

How to determine quota type:

If the name of the department which you graduated from is exactly same with the name of the department which you want to apply, the quota type you will be applying for is in-field. If not the type of quota you will be applying is out-field. **To be able to apply in-field quotas, names of the departments must be exactly the same.**

² Candidates whom applied for 2 different programs must prepare 2 sets of documents.



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Checklist

- I have determined the quota type I should apply.(In-field / Out-field)
- Quota is available for the programs I want to apply.
- I have registered at the online application system³.
- I have completed my online application via online application system.
- Application form print-out. (1 copy for each application)
- ALES or GRE result (1 copy for each application)
- Foreign language exam result (1 copy for each application)
- Diploma (1 copy for each application)
- Transcript (1 copy for each application)
- I have finalized my application by submitting my application form and documents to Graduate School of Natural & Applied Sciences.
- I have received my candidate student entrance examination card and have it sealed by.
- My entrance examination date: _____

³ Non-Turkish nationality candidates must register to online application system using their Passport ID's. It is also important you use a valid e-mail address while registering because your user passport will be send to this e-mail address and it will be used for communication purposes later on.

- 1.** To be able to apply online you must register to **online application** system.
To create a user account click the link marked with red circle below.

[Kullanıcı hesabınız mevcut değilse tıklayınız...](#)

FEN BİLİMLERİ ENSTİTÜSÜ
Lisans Üstü Başvuru Sistemi Kullanıcı Giriş

TC / Pasaport No

Şifre

Giriş Yap

[Şifrenizi unuttuysanız tıklayınız...](#)

Figure 1. Online application system homepage



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2. To create your user account you have to fill in all the fields below than click **kaydet**. After creating your user account an e-mail will be send to your submitted e-mail address. After receiving your user password you can log in to system by your Passport ID.

Uyruk (Nationality)	: <input checked="" type="radio"/> TC <input type="radio"/> Diğ er (Other)
Tc Kimlik No (Passport ID)	: <input type="text"/>
Adı Soyadı (Name Surname)	: <input type="text"/>
E-Mail	: <input type="text"/>
<input type="button" value="Kaydet"/>	

Figure 2. Creating new user account webpage

After logging on to system you will see the menü shown below:



Figure 3. Homepage menu

You can use the **change** password menü to change your automatically created password⁴. You can make new applications or revise the existing one by using Applications menu.

3. When you click to **New application** under the Applications menu, you will see the identity information page, the first step of **Graduate Education Application Form**. To proceed following steps you have to fill in all the fields required and upload a **passport-size photo**. **Passport ID** field will be filled in automatically, however you need to choose nationality manually. After filling in all the fields click **next** button to proceed..

Photo Choose File No f...sen	Name	: <input type="text"/>
	Surname	: <input type="text"/>
	Sex	: <input type="text"/>
	Date Of Birth	: <input type="text"/>
	Place Of Birth	: <input type="text"/>
	Mothers's Name	: <input type="text"/>
	Father's Name	: <input type="text"/>
	Passport ID	: 123456789
	Nationality	: <input type="text"/>
	<input type="button" value="Next"/>	

Figure 4. Identity information step screenshot

⁴Your new password must be at least 4 characters long.

4. **2nd step** is the address information page. You must fill in **at least 1 phone** field and address field. E-mail field will be automatically filled in with the e-mail address you submitted while registration. After filling in all the necessary fields you can proceed to next step.

Phone (Work)	:	<input type="text"/>
Phone (Home)	:	<input type="text"/>
Phone (Cell)	:	<input type="text"/>
E-mail	:	<input type="text"/>
Address	:	<input type="text"/>
Address2	:	<input type="text"/>

Figure 5. Spcaes to fill in in the address information step

5. In this step you must choose the level of application and the program. Candidates who will apply for MSc programs can apply to **2 different programs at most**. Candidates who will apply for PhD programs can apply to **1 program only**. After choosing the level of application and the program you want to apply for you can proceed to next step.

You can find the quota information next to the program names in this step. Please pay attention to this information. If a program shows **0** as quota next to it's name, this means that program will not take students for that application semester.

If you want to apply for a non-thesis and a thesis MSc program you should create two different application form each including information for **only 1** program. These candidates should also prepare necessary documents accordinly.

Application Leve	:	<input type="text"/>
Department / Program	:	<input type="text"/> / <input type="text"/>

Figure 6. Fields to fill in in the application information step

6. **4th step** is for the prior education information. In this step candidates who will apply to MSc programs should fill in Bachelor's degree information, PhD candidates should fill in MSc degree information additionally⁵.

This page also includes the summary information of applied department, program, quota type, quota amount and which choice it is.

If the name of the institution you graduated from does not exist in the list please choose **other**.

The system automatically calculates the 100 system equivalent of other CGPA systems. If your transcript does not include 100 system CGPA, please do not convert it yourself.

The screenshot shows a form titled "Bachelor's Degree" with the following fields: University (dropdown menu), Faculty (text input), Department (dropdown menu), Registration Date (text input), Graduation Date (text input), CGPA (dropdown menu), Score system (dropdown menu), Score (text input with value 0), and Out of 100 (text input with value 0).

Figure 7. Bachelor's degree education information

The screenshot shows a form titled "Masters Degree" with the following fields: University (dropdown menu), Faculty (text input), Department (dropdown menu), Registration Date (text input), Graduation Date (text input), CGPA (dropdown menu), Score system (dropdown menu), Score (text input with value 0), and Out of 100 (text input).

Figure 8. MSc education information

The screenshot shows a summary bar with the following information: Choice 1 : Architecture, The Type : ALAN İÇİ (1.Tercihiniz ALAN İÇİ olarak değerlendirilecektir.), and Quota : 1.

Figure 9. Choice and quota information summary

⁵ Graduation date field is not mandatory to fill in.



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7. 5th step is the examination scores page. This step must be filled by the MSc (with thesis) and PhD candidates only. Every candidate must enter one examination score for fields **1** and **2**. **3rd** field is only mandatory for the applicants who are applying to programs that are instructed in Turkish. Every exam is valid for 3 years after the exact date of the examination date. Please pay attention to validity of the exam while filling in this step.

1) Exam :	<input type="text"/>	Date :	<input type="text"/>	Score :	<input type="text"/>
2) Exam :	<input type="text"/>	Date :	<input type="text"/>	Language :	<input type="text"/>
3) Exam :	<input type="text"/>	Date :	<input type="text"/>	Score :	<input type="text"/>

Figure 10. Examination information screenshot

1st exam type is for ALES and GRE, 2nd is for foreign language examinations and 3rd is for TOMER Turkish Language Certificate.

8. The last step is **saving** your application. System allows you to save your application in two different styles:

- a. Save as draft
- b. Save and Send

Save as draft option allows you to make changes and on your application form in the application period. However **Save and send** option does not allow you to make any changes after saving. If you have saved your application with **save and send** option, only graduate school personnel can make changes on your application form.

After you are sure that you have completed your application form fully, save your application with **save and send** option than submit your application form with necessary documents to Graduate School of Natural & Applied Sciences to finalize your applicaiton. Please submit your papers on the dates scheduled for your program.

Your application is **only finalized** when you saved it with **save and send** option and submitted your documents to graduate school. Applications of the candidates who did not submit their documents **will not be evaluated**.

When your application is finalized, please remember to receive your **entrance examination candidate student card** and have it **sealed by**. Candidates who do not have entrance examination cards or have unsealed cards **cannot take the entrance examination**.

Entrance examination dates will be announced on the graduate school's website.