# EGE UNIVERSITY 2020 SCHOLARSHIP STUDENTS REGISTRATION GUIDE

Registration of candidates who are placed in our university for the first placements within the framework of the student acceptance quota from abroad will be carried out in two ways.

## A. ELECTRONIC REGISTRATION

Candidates who are placed in our university's programs with scholarship are required to log in via the link https://ebys.ege.edu.tr/ogrenci/ogr0712/default.aspx?lang=tr-TR. Student numbers and passwords will be sent to the candidates' e-mail address. Regardless of their nationality, candidates must select the "Foreign National" tab to enter the e-registration system.



By clicking the "Start Registration" button on the screen that opens, they can start their e-registration process.

	Ōğrenci no.	Program	Kayıtlanma şekli	Durum	Başvuru durumu	Başvuru tarihleri uygun mu?
Kaydı başlat	01200000005	Tıp Fakültesi / Tıp Fakültesi / Lisans ve Yüksek Lisans	YÖS ile eğitime alınan	Kayıtlanmayan		Evel.

Candidates will upload their photos by clicking the "Select" button in the "General Information" section, enter their e-mail and click the "Send Verification Code (e-mail)" button.

The system will then send a verification code to the candidates' e-mail addresses. Candidates will verify the code by entering the "Verification code" section. If you cannot upload a photo to the photo section on the screen that opens, you will need to right click on the section where the photo will be uploaded and click "allow".

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Candidates who log into the system will be able to upload their documents from the "Documents" section.

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On this screen, after selecting the "Document Type", you can select the document you will upload from among the saved files on your computer with the "Select" button just below it. Then you can upload it to the system by clicking the "Add to list" button. After all the necessary documents for your registration are uploaded to the system, you can complete your e-registration with the "Complete Registration button". If you do not enter all the documents defined for the detail situation you selected, the system will not complete your registration.

Önemlil Bir belge tipi için birden fa resim dosyaları ise jpg2pdf sitesin	ızla dosyanız var ise bu dosyaları bir klasör içine atıp sonra o klasörü sıkıştırıp(7zip, winzip den JPG to PDF sekmesi üzerinden resim dosyalarınızı birleştirip pdf olarak sisteme yükl	o, winrar) sisteme yükleyiniz. Yada elinizdeki dosyalar eyebilirsiniz.
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Belge:	Listeye ekle	
	Belge tipi	Yükleme tarihi
Sille Indir	Finansal Garanti Mektubu (Ek-1)	14.09.2020 11:10

After clicking the Complete Registration button, the status of the candidate will change to "Waiting for Approval" in the registration system..

Durum	Başvuru durumu	Başvuru tarihleri uygun mu?
Kayıtlanmayan	Onay Bekleniyor	Evet

Documents added to the system will be checked by the registration staff and if they are not suitable, an explanation will be written and a re-arrangement will be requested from the candidate. Registration of candidates for re-arrangement has not been completed. In this case, a warning will appear as follows.

Durum	Başvuru durumu	Başvuru tarihleri uygun mu?
Kayıtlanmayan	Düzenleme bekleniyor	Evet

For applications whose application status is displayed as "Pending editing", candidates will make an application editing by clicking the "Start Registration" button again. In the "Messages" section just below, the explanation of the registration staff regarding the arrangement to be made can be seen. In this case, candidates must make a re-arrangement for registration. After making arrangements as requested by the registration staff, the candidate will enter the registration system, delete the old document requested to be edited, upload the new document and press the "Complete Registration" button. In this case, the status of the candidate will appear in the registration system as "Waiting for approval after editing".

## In this respect, it is very important for candidates to check their registration status on the registration system.

E-registration will be completed after the registration application approved by the registration staff. In this case, a "Registration Complete" warning will appear in the candidate's registration system.

Durum	Başvuru durumu	Başvuru tarihleri uygun mu?
Aktif	Geçici kayıt tamamlandı	Evet

THOSE WHO COMPLETE THEIR ELECTRONIC REGISTRATION THROUGH THE SYSTEM (WHO SEE THE REGISTRATION COMPLETED IN THE SYSTEM) WILL NOT COME TO THE UNIVERSITY FOR REGISTRATION. ELECTRONIC REGISTERED CANDIDATES (WHO SAW REGISTRATION COMPLETED MESSAGE IN THE SYSTEM), will bring the ORIGINALS of their documents in 20 DAYS (ORIGINAL HIGH SCHOOL DIPLOMA, ORIGINAL TRANSCRIPT AND ORIGINAL TRANSLATIONS) BY POST OR CARGO DELIVERY TO "ÖĞRENCİ İŞLERİ DAİRE BAŞKANLIĞI (KAMPÜS/BORNOVA) YABANCI UYRUKLU ÖĞRENCİ İŞLEMLERİ BİRİMİ" ADRESS CANDIDATES WHO DO NOT SEND THEIR DOCUMENTS, WILL TAKE PLACE IN OUR SYSTEM AS "INACTIVE" AND WILL NOT TAKE THE CLASSES. IT IS IMPORTANT THAT THE CANDIDATES SEND THEIR REGISTRATION DOCUMENTS IN A SHORT TIME FOR THEIR ATTENDANCE OF THE COURSES.

THE REGISTRATION OF THE CANDIDATES WHO DO NOT SEND THEIR DOCUMENTS IN 1 MONTH WILL BE DELETED.

## Candidates Enrolled in a Same Level Higher Education Programs.

According to the decisions of the Council of Higher Education of Turkey students can not attend two undergraduate or two associate degree programs at the same time excluding Open Education and Distance Education programs.

This situation of the candidates will be examined through the YÖKSİS system.

In case of finding a situation described above, the candidate will be asked to choose only one program.

If the candidate decide to continue his or her education at our university, he or she will need to deregister from the other program

Candidates who do not have YU or a TR ID number will be asked for documents stating that they canceled their registration from the relevant university.

## **Considerations While Uploading Registration Documents**

\* Candidates who have not received their high school diploma can submit their Temporary Graduation Certificate.

\*\* Turkish translations of the documents should be from a certified notary or from a Turkish embassy.

\*\*\* Candidates can fill in the form below for their missing documents and register the relevant documents in the system.

For candidates who do not have a high school equivalence certificate should fill out the following conditional registration petition and select the "Equivalency Certificate - Denklik Belgesi " from the document types in the registration system and submit their petition <u>click for Denklik petition</u>.

Candidates with missing Health Committee report / health report must fill in and sign the conditional registration petition, select the "Committee Report" from the document types in the registration system and upload this petition. <u>Click for the petition</u>.

Candidates who do not have a residence permit are required to fill in and sign the conditional registration petition, select the "Residence Permit" from the document types in the registration system, and upload this petition. <u>Click for petition</u>

The following forms should be added to the petition field.

- Click for the Final Registration Form.

- Click for Information Form.

Candidates who do not have a Turkish C1 certificate or who are not graduates of Turkish high school must fill in and sign their Turkish preparatory class petitions and upload them to the system. <u>Click for the petition for the Turkish preparatory class</u>.

\*\*\*\* The classes of registered candidates vary depending on whether they know Turkish or not. The classes of candidates who do not speak Turkish will be Turkish preparatory education.

In this group of students those who enrolled in departments with a compulsory English Preparatory program will be shown "English Preparation Class" with number 0 in the system

Classes of candidates enrolled in programs with optional preparatory classes will be assigned as 1.

To see the programs with a mandatory or optional English preparatory class <u>Click here</u>.

### REGISTRATION DOCUMENTS FOR UNDERGRADUATE PROGRAMS:

1. High School Diploma (Candidates who have not received their high school diploma yet can upload their Temporary Graduation Certificate).

2.Turkish translation of High School Diploma (Turkish translations, should be notary approved in Turkey or from the Turkish embassy and should be sealed.)

3. High School Transcript,

4. Turkish translation of Transcript (Turkish translations, should be notary approved in Turkey or from the Turkish embassy and should be sealed.)

5. High School Equivalency Certificate

6.Pasaport page showing the Contact Information and Turkish Translation (Turkish translation, should be notary approved in Turkey or from a Turkish embassy / TC seal should be sealed.)

7. Residence Permit (Candidates who do not have a residence permit will upload the missing document petition for now and submit a copy to our Office when they receive it)

8.Health Board Report / Health Report \*

9. Petitions

- Final Registration Form

-Information Form

10.TÖMER Certificate.

- \* For the candidates who will enroll in Faculty of Medicine, Faculty of Dentistry, Faculty of Nursing, the Health Board Report should state that there is no physical and mental disability that prevents to carry out these professions.
- A medical report stating that candidates who will be enrolled in the Faculty of Health Sciences Midwifery Program do not have hearing, sight or speech impairment.

### FOR MASTER / DOCTORATE PROGRAMS:

\* Undergraduate diploma for those who will be enrolled in a graduate program,

\* For those who will be enrolled in the doctorate program, undergraduate and graduate diplomas

\* Turkish Translation of completion of bachelor's degree abroad for the undergraduate education from notaries in Turkey / Turkish embassy.

\* Turkish Translation of MA degree graduate diploma from a notary in Turkey / Turkish embassy.

\* Information page of the passport and Turkish Translation (Turkish translations should be notary approved in Turkey or the Turkish embassy / TC should be sealed.)

\* Residence Permit (Candidates will not upload for now, they will deliver a copy to our Office when they receive it)

\* Graduate Petitions

- Final Registration Form

-Information Form

-Tomer Certificate

NOTE: There are two ways for candidates who want to combine more than one document and upload it to the system. Files in jpg format can be uploaded to the system after being pasted into a Word file and saved as pdf. Be sure to paste the documents in the same Word file, one page each. For pdf format files, candidates can combine their documents and upload them to the system using pdf merging sites on the internet.

### A. REGISTRATION AT UNIVERSITY

Candidates who cannot register online for any reason can register with their registration documents at the Registrar's Office (Campus / Bornova) in working hours within the registration dates determined by YÖK. The candidate can register in person within the final registration period. If the registeration will be made on behalf of someone else, a notary in Turkey will give the power of attorney to this other person.

### **REGISTRATION RENEWAL PROCEDURES**

Candidates who have completed the registration process, and enrolled in the English preparatory class or the 1st class, will pay their fees within the registration renewal dates and complete the registration renewal / course selection process.

Candidates can learn the Academic Calendar including registration renewal dates from the "Student" section on www.oidb.ege.edu.tr.

In the registration renewal process, candidates are required to write their student numbers both user name and password sections via https://kimlik.ege.edu.tr (<u>ogrencino@ogrenci.ege.edu.tr</u>).

Candidates should then make their course selections by entering the ebys.ege.edu.tr system and using Course Selection / Registration Renewal link. Candidates must

complete the registration renewal process by selecting the courses from the Offered Courses section, adding the courses, and sending the courses from the Selected Courses section to the approval of their academic advisor.