

**REGISTRAR'S OFFICE  
METU, ANKARA**

July 2009

To our new International Students,

Welcome to the METU community. We wish you success in your studies here.

International students admitted to METU for the 2009-2010 Academic Year should be on campus for registration on August 31- September 1,2,3. This brochure gives information about registration, English language requirements and other procedures required of international students at METU.

Registration will be in the Cultural and Convention Center. There will be a separate desk for international students. If you want to apply for a dormitory room, you can do that immediately after you have registered.

We would like to ask you to carefully read the "Form for English Proficiency/Placement" that is in your package. Please note that if you want to take METU's English Proficiency Examination, it is held in two phases on September 8, 2009 and September 10, 2009.

METU has an Orientation Program for all its new students to be held on September 11, 2009. We hope you will attend the activities planned for you.

Please keep in mind that you can stay temporarily in our dorms during the registration period for a fee of 20.00TL per night (approximately \$ 15/day).

Finally, your METU student number is written on the bottom left side of the acceptance letter. This number, which you will need for all official transactions at the university, will be yours during your time at METU. You should use this number at the bank when you pay your tuition fee.

We look forward to seeing you soon.



*Prof. Dr. Ahmet ACAR*

*President*

## ACADEMIC CALENDAR

### FALL SEMESTER

August 31 – September 1,2,3	REGISTRATION FOR NEW STUDENTS
September 8, 2009 (10:30)	METU ENGLISH PROFICIENCY EXAM FIRST STAGE
September 10, 2009 (10:30)	METU ENGLISH PROFICIENCY EXAM SECOND STAGE
September 11, 2009	Orientation days for all new students
September 15, 2009 (10:30)	Department of Basic English PLACEMENT EXAMINATION
September 23-25, 2009	INTERACTIVE REGISTRATION and ADVISOR APPROVALS (All students)
<b>September 28, 2008</b>	<b>CLASSES BEGIN</b>
October 5-9, 2009	ADD-DROP, LATE REGISTRATION and ADVISOR APPROVALS
November 27-30, 2009	Religious Holiday (Kurban Bayramı)
December 4, 2009	Last day to WITHDRAW from courses
January 1, 2010	New years holiday
January 8, 20010	Last day of classes (undergraduate and graduate programs)
January 11-23, 2009	FINAL EXAMS (Graduate and undergraduate programs, Vocational High School)
January 22, 2010	Last day of classes (Department of Basic English)

### SPRING SEMESTER AND SUMMER SEMESTER

January 25, 2010 (10:30)	METU ENGLISH PROFICIENCY EXAM, First Stage
January 27, 2010 (10:30)	METU ENGLISH PROFICIENCY EXAM, Second Stage
February 13-14, 2010	IS 100 Exemption Examination
February 15-17, 2010	REGISTRATION and ADVISOR APPROVALS (All students)
February 17, 2010	Last day to pay TUITION FEES
<b>February 18, 2010</b>	<b>CLASSES BEGIN</b>
March 1-5, 2010	ADD-DROP, LATE REGISTRATION and ADVISOR APPROVALS
March 5, 2010	Last day to pay TUITION FEES with fine
April 22, 2010	Last day to WITHDRAW from courses
April 23, 2010	National Holiday (National Sovereignty and Children's Day – Monday)
May 28, 2010	Last day of classes, undergraduate, graduate programs
May 28, 2010	METU DAY
May 31-June 12, 2010	FINAL EXAMS (Graduate and undergraduate programs)
June 11, 2010	Last day of classes (Department of Basic English)
June 18, 2010	METU ENGLISH PROFICIENCY EXAM First Stage
June 23, 2010	METU ENGLISH PROFICIENCY EXAM Second Stage
June 26, 2010	Alumni day
June 27, 2010	Graduation ceremony
June 28-30, 2010	Registration and advisor approvals for Summer Semester
June 28-July 2, 2010	Period to pay tuition fees for SUMMER SCHOOL (students of DEPARTMENT OF BASIC ENGLISH)
June 30, 2010	The last day to pay TUITION FEES for Summer Semester
July 5-30, 2010	SUMMER SCHOOL Department of Basic English
July 5-August 13, 2010	SUMMER SCHOOL (Undergraduate and graduate students)
August 02, 2010	ENGLISH PROFICIENCY EXAM First Stage (for the Summer School students of Basic English Department )
August 04, 2010	ENGLISH PROFICIENCY EXAM Second Stage (for the Summer School students of Basic English Department )
August 30, 2010	National Holiday (Zafer Bayramı Thursday)

<b>DATES OF REGISTRATION and ENGLISH PROFICIENCY EXAMINATIONS</b>	<b>Registrar's Office</b> <b>Phone:</b> (312) 210 34 14 <b>Fax:</b> (312) 210 71 73 <b>e-mail:</b> oidb@metu.edu.tr <b>URL:</b> http://www.oidb.metu.edu.tr
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## REGISTRATION

**Dates:** August 31-September 1,2,3, 2009

**Hours:** 9.00 – 12.00 and 13.00 – 16.30

## DEPARTMENT of BASIC ENGLISH

### *English Language Proficiency*

As all courses at METU are taught in English, students need to prove they have a suitable level of English to be able to follow lectures and labs, and do exams. If you think you have a good level of English, you can take the English Proficiency Exam (see below); if you do not get a sufficient grade you will study in the Department of Basic English. If you think you do not have enough English, you will need to take the English Placement Examination.

## BASIC ENGLISH PLACEMENT EXAMINATION

You should take this examination if you want to attend the English Preparatory Class.

**Date:** September 15, 2009 (Tuesday)

**Hour:** 10:30 p.m. (Students should be at their exam center on 10:00 a.m.)

**Place:** Department of Basic English

## ENGLISH PROFICIENCY EXAMINATION

You should take this examination if you want to directly begin the first year of your academic program. This exam will take place in two sessions.

**Date:** September 8, 2009 -First Stage  
September 10, 2009 -Second Stage

**Hour:** 10:30 p.m. (Students should be at their exam center on 10:00 a.m.)

**Place:** Department of Basic English

**Students should apply to these examinations during registration. Students will be given an entrance card which gives the date and place of the examination. Application form and other details about these examinations are given on the following pages.**

## FORMS YOU NEED TO FILL OUT BEFORE REGISTRATION

- Application form for English Proficiency Examination / Placement Examination (to be ripped out from this booklet)
- Student Residence Permit Application Form (to be ripped out from this booklet)

<b>REGISTRATION PROCEDURE</b>	<b>Registrar's Office</b> Tel : (+90 312) 2103414 Fax : (+90 312) 2107173 e-mail : oidb@metu.edu.tr URL : http://www.oidb.metu.edu.tr
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## **REQUIRED DOCUMENTS FOR REGISTRATION**

### **1. Original High School Diploma**

### **2. Original Exam Result Card** (if not submitted during application)

### **3. Equivalence Letter**

(A letter certifying that your High School Diploma is equivalent to a Turkish High School Diploma) It can be taken from the Turkish Embassy in your country or the National Education Directorates in cities in Turkey. In order to apply for this letter, you should submit your original and translation of high school diploma and your transcript showing all the courses you have taken in High School, their grades and credit hours.

### **4. Passport copy**

Students who come from outside Turkey should get a "Student Visa" from the Turkish Embassy in their country. During METU registration passports should be shown to the International Student's Advisors, and photocopies of the pages that include identification information and "Student Visa" should be submitted. Students who live in Turkey should give the photocopies of their Student Residence Permit (instead of the Student Visa).

Tourist visa is not acceptable for registration. Students who have a diplomatic passport or a "blue card" do not need to submit student visa or residence permit.

### **5. 12 Color Photos**

4,5 x 6 cm or 3 x 2,5 cm photos must have been taken in the last 6 months. Your face on the photo must be clearly visible and recognizable, thus male students must be beardless and female students should not wear a head scarf or turban.

You are recommended to bring 24 photos since you need extra photos for dormitories.

### **6. Bank Receipt of Semester Tuition Fee**

The relevant bank account numbers are available below.

**7. Bank Receipt** indicating your English Proficiency exam fee payment. 17 TL Payable to one of the following bank account numbers:

- İş Bankası : 4229/ 431564
- Yapı Kredi Bankası : 72415359
- Vakıflar Bankası : 971-20000102
- Akbank : 656-24689
- Garanti Bankası : 483-6201891
- Ziraat Bankası : 8965427-5005

### **8. Health Insurance**

All foreign students at METU are required to have valid health insurance. If you have a health insurance that is valid in Turkey, you should bring the original health insurance document/receipt. This document/receipt should include a description of coverage. If you do not have a health insurance you can purchase it during registration. It is expected to cost between \$ 150 – 250 annually and students should bring this fee when coming to registration. For more information, please see the page about medical service.

Travel insurance or emergency insurance is not accepted.

**9. 15 TL Student ID Card (Smart Card) Fee Receipt**

**10. Residence Permit Application Form** (available in this bulletin.)

**(Moreover, if there is a Turkish origin document, it must also be submitted during the registration.)**

**IMPORTANT EXPLANATION**

Former METU students who have gained right to register for a new department, firstly should withdraw from their previous department by using the program 155 in Student Affairs Information System. These students should take their original documents from the Registrar's Office and submit them again for registration.

**Student ID number:**

All students attending METU have a student number. Your number is given on the letter of acceptance you received from METU. Your student number also appears on the temporary ID card that you will be given after registration. This number will be used throughout your study at METU, during registration, when paying your fees and for all other official procedures in the university. You should memorize this number as soon as possible. You will also give this number at the bank to pay your semester tuition fee.

**Registration as a freshman (first year student):**

Students who have submitted an acceptable English Proficiency examination score like TOEFL or IELTS during registrations or have successfully passed the English Proficiency Examination will be registered as freshmen. These students additionally need to do their interactive registrations on September 23-25, 2009. You should select the courses online and take your academic advisor's approval during this period of interactive registration.

**Students with incomplete registration documents:**

Registration is only complete if you submit all required documents. If your registration documents are not complete you need to bring the missing documents until the registration period is over. After your registration is complete you can take your ID card and International Student Information Document for your residence permit. Deadline for submitting all documents is October 9, 2009.

**Students, who would like to be exempted from certain courses, because they have already taken these courses:**

Students who have already taken certain courses from METU or another equivalent university may apply to be exempted from these courses if they pass the English proficiency requirements. These students must submit a petition addressed to their Department Chair and their transcript before the end of the interactive registration period. The documents should be submitted to the Documentation Office (Evrak ve Arşiv Müdürlüğü) in the basement of the President's Office.

<b>REGISTRATION PLACE</b>	<b>Registrar's Office</b> <b>Tel</b> : (312) 2103414 <b>Fax</b> : (312) 2107173 <b>e-posta</b> : oidb@metu.edu.tr <b>URL</b> : <a href="http://www.oidb.metu.edu.tr">http://www.oidb.metu.edu.tr</a>
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**Place:** METU Cultural and Convention Center

There is a separate desk for international students and international students can register any time between the dates above. For official matters related to registration and the university, new international students should consult the International Students Office. Students who have a valid excuse and cannot come during the registration period, may register later (until October 9, 2009) in the International Students' Office (in the President's Office).

**Transportation to the campus:** There will be free transport between the intercity bus terminal (AŞTİ) and METU campus during the registration period. Students and their companions may take the blue buses with the METU logo on them in the parking lot next to the Ankaray subway exit. Follow the signs "Ankaray" and exit from the stairs or take the elevator up to the parking area. You will see the buses in the big parking area next to the exit. Transportation will be available according to the following time table on

**August 31, September 1-2-3, 2009 (From the Bus Terminal to METU):** 06:00, 06:30, 07:00, 07:30, 08:00, 08:30, 09:00, 10:00, 10:30, 12:30, 13:00, 14:00, 14:30, 15:00

**August 31, September 1-2-3, 2009 (From AnkaraTrain Station to METU):** 07:45, 09:45, 11:45, 13:45

If you are arriving by plane, from the airport take the Havas airport bus into the city. The final stop is at ASTI bus terminal, from which you can get the METU bus.

METU Campus is also accessible with public transportation from Kızılay, Ulus and Ayrancı. Blue METU "Ring buses" will provide transportation from the main gate (A1) and the registration place during the registration period.

Registration will be held at the METU Cultural and Convention Center.

Students have to register themselves. Parents and other companions are welcome to wait at the waiting area and are not allowed to enter the registration area. International students' advisors and assistants will be in the registration area to assist you.

## **OUTSIDE THE REGISTRATION AREA**

**Information Desk (Public Relations Office and METU Alumni Association):** You can visit this desk if you want to have more information about activities of METU Alumni Association.

**Dormitory Desk:** METU recommends international students to stay in university dorms. Please visit this desk if you want to get more information about dormitories.

## **INSIDE THE REGISTRATION AREA:**

You can pay your semester tuition fee to one of the bank account numbers given on the next page before coming to registration. Please don't forget to bring the bank receipt with you. Alternatively, you can pay your fee to a bank cashier in the registration area, where temporary stands will be set up.

A photographer and a photocopy machine will be available in the registration area for your convenience.

**1. International Students Registration Desk (Entrance Floor):** You will submit your registration documents at this desk. All documents should be complete for registration.

**2. Health Insurance Desk (Entrance Floor):** You can buy a health insurance here. (A valid health insurance is obligatory for registration)

**3. Computer Center Desk (Entrance Floor):** You will be given a username and password to be able to use the interactive programs and computers in the campus. You will get an information booklet explaining these facilities

**4. Dormitory Desk (Bottom Floor):** If you want to apply for a place in the dormitories, you will visit this desk.

**5. Tuition Fee Desk (Bottom Floor):** Students who have a Turkish origin document can change their payment status from this desk.

After registering and paying the tuition fee, you will be issued STUDENT IDENTIFICATION CARD. You will need this ID card to enter the campus and to use any facility on the campus, such as the library, computer rooms, swimming pool and other sports facilities.

You must also show your Student ID card with the “EGO Bandrol” sticker to take advantage of the many student discounts available at cinemas, buses, trains and on certain days, on Turkish Airlines and in many shops around the city.

After completing your registration, you will be given a student certificate which also shows the date and place of the English Proficiency Exam. You are recommended to keep this certificate since any other student certificate will not be given during the registration period.

After completing your registration, you have to get your “**Student Residence Permit**”. For this, you have to first complete the “International Student Information Form” during your registration. You will submit this form to the international students’ advisors. We will prepare a document about your registration status addressed to the Security Office in Ankara. You should visit our office two weeks after your registration to take this document and submit it to the Directorate of Security/Bureau of Residence Registration (Emniyet Müdürlüğü/Yabancılar Şubesi), approximately 20 minutes from METU with minibuses to Ulus.

**When you first apply for a residence permit, you will need:**

1. International Student Information Document (This document will be given in closed envelope and should be opened only by authorized personnel.)
2. Your PASSPORT with STUDENT VISA
3. Three passport size PHOTOS
4. A FEE of approximately \$50 in Turkish Liras (subject to change)
5. Residence Declaration: Four copies of a one-paged FORM, answers TYPEWRITTEN (Forms can be obtained from the Foreign Department of the Security Dept.).
6. A RECEIPT from a Bank or Official Change Office stating you have transferred foreign currency equivalent to \$1200 (Twelve Hundred American Dollars) into Turkish Liras. This sum is equivalent to \$100.00 per month for one year, the minimum requirement for a one year Residence Permit. If you are a SCHOLARSHIP STUDENT, the institution providing your funds will provide you with the necessary document.
7. If you are staying at dormitory, a document from the dormitory
8. Acceptance letter

International students have to get their residence permit within maximum one month after entering Turkey. You should extend the period of your Residence Permit when it expires. Legal procedures will be applied to students who do not follow the above mentioned procedures.

<b>TUITION FEES FOR ONE SEMESTER</b>	<b>Student Tuition Fees Office</b> <b>(Dean's Office of the Faculty of Arts and Sciences 2<sup>nd</sup> floor)</b> <b>Tel</b> : (312) 2103409 <b>Fax</b> : (312) 2103529 <b>Email</b> : register@metu.edu.tr <b>URL</b> : http://www.oidb.metu.edu.tr/odeme/index.html
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<b>FACULTY</b>	<b>TC (TL)</b>	<b>INTERNATIONAL (TL)*</b>
Engineering and Architecture	464	1392
Arts and Sciences	341	1023
Economic and Administrative Sciences	376	1128
Education (Physics Educ. and Chemistry Educ))	170 170	510 510

*\*International Students will pay the tuition fee above in dollars according to the exchange rate of that day.*

Ministry of Education scholars and IDB scholars do not pay tuition fee or health insurance. However they pay for ID card and English Proficiency Exam.

Students who have a valid document which shows that they are Turkish originated can pay as Turkish citizens.

**Tuition fees can be paid to one of the following bank account numbers:**

<b>YTL ACCOUNT**</b>	<b>USD ACCOUNT</b>
<b>Türkiye İş Bankası</b> : Online account (payable from bank branches and internet)	<b>Türkiye İş Bankası</b> : Online account
<b>Akbank</b> : Online account (payable from bank branches and internet)	<b>Akbank</b> : Online account
<b>Garanti Bankası</b> : Online account (payable from bank branches and internet)	<b>Garanti Bankası</b> : Online account
<b>Yapı Kredi Bankası</b> : Online account (payable from bank branches)	<b>Yapı Kredi Bankası</b> : Online account
<b>Vakıflar Bankası</b> : Online account (payable from bank branches and internet)	<b>Vakıflar Bankası</b> : Online account

*\*\* Students from Turkish Republics and Turkish-originated countries (Azerbaijan, Bashkortostan, Bosnia and Herzegovina, Dagestan, Karachay-Cherkessia, Kazakhstan, Kyrgyzstan, Macedonia, Mongolia, Moldova, Nahcevan, Uzbekistan, Tadzhikistan, Tatarstan, Turkmenistan, and Ukraine) pay the same tuition fees as Turkish nationals.*

*Note: Cost of living in for international students is expected to be 400-600 USD per month. METU does not award any scholarship to international students.*

***You should indicate your student ID number to the bank during the payment. You are recommended to keep the bank receipt of your tuition fee.***

**SUNY PROGRAMS:**SUNY students will pay the tuition fee to the banks above, SUNY UOLP On-line tuition fee accounts.

## ENGLISH EXAMINATIONS

### Registrar's Office

Tel : (+90 312) 2103414

Fax : (+90 312) 2107173

e-mail : oidb@metu.edu.tr

URL : <http://www.oidb.metu.edu.tr>

#### **a) Placement Examination (September 15, 2009 / 10.30 a.m.):**

The aim of this exam is to determine the students' level of English knowledge and to group them according to their levels. Students who will study English for one semester or one academic year will take part in this examination.

These students are not allowed to take both this exam and the English Proficiency Examination together. Students qualifying from high schools where the medium of instruction is not English are highly recommended to take this exam. Students who fail at the first stage of English Proficiency Exam should also take this exam.

#### **b) English Proficiency Examination (September 8, 2009 / 10.30 a.m. 1<sup>st</sup> Stage and September 10, 2009 / 10.30 a.m. 2<sup>nd</sup> Stage):**

This examination is held in two stages. Students who are unsuccessful in the first stage are not allowed to take the second stage. The aim of this exam is to determine whether or not the student has the qualifications to continue as a freshman. Students who would like to begin their studies as freshmen are required to take this exam or submit an acceptable exam result (see international exams at the bottom for details). Students who take part in this examination are not allowed to take the Placement Examination at the same time.

Students who obtain 59,5 or more in this exam are required to register as a freshman. Students who obtain a lesser grade will be placed to the appropriate group levels in the Department of Basic English. Students who fail at the first stage of this exam should take the Placement Examination on September 11, 2008. Students who fail at the second stage of this exam are placed to the appropriate group levels in the Department of Basic English.

Students who obtain the following grades from the English Proficiency Examination are exempted with credit from the compulsory English course ENG 101. Credits and grades for exempted courses will not be counted in the semester's Grade Point Average, but will be counted in calculation of the General Grade Point Average. 85 and above: for exemption from ENG 101

#### **c) International Examinations:**

You may also submit an internationally recognized English Proficiency Examination result to start your freshman year. Minimum acceptable scores will be decided by the University Senate and announced before the academic year begins. You need to submit the original of your result card during registration. You may take a photocopy of this result card with a true copy stamp from the Registrar's office when you need it.

If students take the English Proficiency Examination in METU and obtain an acceptable result they will be exempted with credit. These students must tick the b box in the form. Even if they cannot obtain an acceptable score, they will still be able to be exempted without credit since the result card they submit will be enough.

#### **d) Former METU students who have been accepted to their freshman year:**

Students who have been accepted to their freshman year in the last two year are not required to study in the Department of Basic English. Former students who have obtained the right to be exempted from compulsory English courses with credit lose this right when they register at METU again. To obtain this right once again, students must take the METU English Proficiency Examination. These students must tick b box in the form. They will start their freshman year even if they have a grade below 59.50.

**e) Former METU students who have left the University while studying at the Department of Basic English:**

Students who have a NA grade have the right to enter the English Proficiency Examination in September but they cannot reregister to the Department of Basic English. These students must tick the b box in the form.

Students who have studied one year at the Department of Basic English and have obtained an average between 49.50 and 64.49 during the year are allowed to reregister to the Department of Basic English for one year. These students must tick the b box in the form.

Students with an average below 49.50 are not allowed to reregister to the Department of Basic English but have the right to take part at the METU English Proficiency Examination. These students must tick the b box in the form.

**Exam Place:**

Placement Examination and English Proficiency Examination will be held at the School of Foreign Languages buildings. Names and examination halls will be announced on the Bulletin Boards at the School of Foreign Languages and at the web page. In addition, during registration, students will be given a student certificate which gives the date and place of the examination.

**SUNY PROGRAMS**

*English proficiency limits are different for SUNY Programs.*

**SUNY/Binghamton International Joint Degree programs:**

To be exempted from English Prep. Class: METU EPE: 64.50, IELTS: 6.5, TOEFL (IBT): 79, TOEFL (CBT): 213

(To be able to go the United States: TOEFL (IBT): 79, Paper-based TOEFL: 550

**SUNY/New Paltz International Joint Degree Programs:**

To be exempted from English Prep. Class: METU EPE: 64.50, IELTS: 6.5, TOEFL (IBT): 79, TOEFL (CBT): 213

(To be able to go the United States: TOEFL (IBT): 74, Paper-based TOEFL: 537





**APPLICATION FORM FOR  
ENGLISH PROFICIENCY/ PLACEMENT EXAMINATION  
And  
EXEMPTION FROM COMPULSORY ENGLISH COURSES**

Please read the instructions above before filling out the form

- a) I would like to attend the English preparatory class and therefore take part in the English Placement Examination on **September 15, 2009, Tuesday, 10:30 a.m.**
- b) I would like to be enrolled as a freshman. Therefore, I would like to take part in the English Proficiency Examination on **September 8 and 10, 2009, Tuesday and Thursday 10:30 a.m.**
- c) I am submitting my English proficiency exam result card: (TOEFL, IELTS)  
Name of the exam:..... Date of entry: ..... Score: .....
- d) I was a student in 2007-2008/ 2008-2009 (draw a circle around the appropriate one) at METU. I had the right to register as a freshman. My student ID number was: .....
- e) I was a student of the Department of Basic English in 2007-2008/ 2008-2009 (draw a circle around the appropriate one) at METU. My student ID number was: .....

STUDENT ID NUMBER	
SURNAME, NAME	
DEPARTMENT	
ADDRESS IN ANKARA	
HOME ADDRESS	
TELEPHONE	
CELLULAR PHONE:	
E-MAIL	
DATE	
SIGNATURE	

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**DEPARTMENT OF BASIC  
ENGLISH  
CONDITIONS FOR  
ATTENDANCE AND SUCCESS**

**Registrar's Office /Entrance Floor**  
**Tel** : 2103419-3472  
**Fax** : 2107960  
**E-mail** :oidb@metu.edu.tr

**Regulations:** Rules, regulations and practices in the Department of Basic English are available in the Student Booklet prepared by the department and it is given to all the students at the beginning of the academic year. This booklet is also available on the following web page: <http://www.oidb.metu.edu.tr/english/engindex.html>

**The minimum score that should be taken in the METU English Proficiency Exam:** Please see the section "Evaluation of Academic Performance at the Department of Basic English".

**Internationally recognized English proficiency exam results:** Students of Basic English Department can submit internationally recognized exam results based on the conditions determined by the University Senate. The deadline to submit those scores is the last day of the add-drop and late registration period. More explanation is given in the "Proficiency Exam" section.

**June English Proficiency Exam:** Besides the conditions given below, students must not exceed the limit for unexcused absence in order to take the June Proficiency Exam:

**Transferring to the universities where medium of instruction is Turkish:** Students, who are dismissed from the Department of Basic English due to academic inadequacy or non-attendance, can transfer to the same programs in other universities where medium of instruction is Turkish. Those students should meet the conditions stated on the guide prepared by Student Selection and Placement Center (ÖSYM). Application dates and required documents are announced on the bulletin boards of the School of Foreign Languages. Students should apply to Registrar's Office in the given dates. Students can apply only in the academic year that they are dismissed. YÖS scores of those students should be equal to or higher than the YÖS base score of the program (in their entrance year) to which they want to transfer.

Dismissed students (even if they have the right to submit exam results such as TOEFL or to take English Proficiency Exams) can withdraw their registration and take all the documents in their files back. If they transfer to other universities, where medium of instruction is Turkish, they keep their right to take English Proficiency Exam.

### **SUMMARY INFORMATION FROM THE REGULATIONS**

#### **Students with an academic yearly total of 65 (64.50) and above:**

- Have the right to take the Proficiency Exam which will be given at the end of the academic year (in June). Those, whose score is 59.00 or below in this exam, can attend the Summer School and take Proficiency Exam at the end of Summer School. They can take the Proficiency Exam that will be given in September. Those who fail the exam in September can attend the Department of Basic English for one year.
- If they are still unsuccessful at the end of the second year, they are dismissed from the university due to academic inadequacy.
- Those students have right to take Proficiency Exam for three years. The first one of those exams is the Proficiency Exam that is held in the last week of September in the year that they have been dismissed.

#### **Students with an academic yearly total of between 50 (49.50) and 64 (64.49):**

- Do not qualify to take the June Proficiency Exam, but they have the right to attend Summer School and take the Proficiency Exam which will be given at the end of Summer School. They have the right to take the Proficiency Exam which will be given in September. Those who fail the exam in September can attend the Department of Basic English for one year.

- If they are still unsuccessful at the end of the second year, they are dismissed from the university due to academic inadequacy.
- Those students have right to take Proficiency Exam for three years. The first one of those exams is the Proficiency Exam that is held in the last week of September in the year that they have been dismissed. They have to apply for these exams by giving a petition to the Registrar's Office.

**Students with an academic yearly total of below 49 (49.49):**

- They can neither take the June Proficiency Exam nor attend Summer School. They have the right to take the Proficiency Exam which will be given in September. If they fail the September Proficiency Exam, they do not have the right to repeat the year (i.e., attend classes) and they are dismissed.
- Those students have right to take Proficiency Exam for three years. The first one of those exams is the Proficiency Exam that is held in the last week of September in the year that they have been dismissed. They have to apply for these exams by giving a petition to the Registrar's Office.

**Students who exceed the limits for unexcused absences:**

- Students who exceed these limits fail because of absenteeism. After exceeding the attendance limits, they may not attend the lessons in their classrooms. They will be dismissed from the university during/at the end of the first or the second year. They may not take the English Proficiency Exam in June. They are not allowed to attend the Summer School. However, they may take the English Proficiency Exam in September. If they fail this exam, **they will be dismissed from the University with no rights.**
- Their dismissal date from the university will be affective at the end of the first term for the ones who exceed the attendance limits during the first term and the end of the second term for the ones who exceed the attendance limits during the second term.

**Students who have failed at the Department of Basic English in their first year with an academic yearly total between 50 (49.50) - 64 (64.49) and are accepted by METU again:**

- Have the right to study at the DBE for only one more year. If they are unsuccessful at the end of one year, they are dismissed from the university due to absenteeism or academic inadequacy depending on the student's status.

**Students who have failed at the Department of Basic English in their first year with an academic yearly total below 49.49 and are accepted by METU again:**

- Cannot attend the Department of Basic English. They have the right to take Proficiency Exam in the year that they register and the following year.

**Students who have studied at the Department of Basic English for two years and have failed**

- Cannot attend the Department of Basic English if they are accepted by METU again. These students only have the right to take the September Proficiency Exam in the year that they register and the following year.

**Students who have failed due to absenteeism and are accepted by METU again**

- Cannot attend the Department of Basic English. These students only have the right to take the September Proficiency Exam given the year they fail and the following year.

**PLEASE NOTE THAT INTERNATIONAL STUDENTS DISMISSED FROM METU LOSE THEIR RIGHT FOR RESIDENCE AS A STUDENT. READMITTED STUDENTS, WHO DO NOT HAVE THE RIGHT TO ATTEND BASIC ENGLISH DEPARTMENT, DO NOT REGAIN THEIR STUDENT RESIDENCE PERMIT UNTIL THEY GAIN THE RIGHT TO BEGIN THEIR FRESHMAN YEAR.**

**IS 100**  
**INTRODUCTION TO INFORMATION**  
**TECHNOLOGIES AND**  
**APPLICATIONS COURSE**

**Graduate School of Informatics**  
**Tel:** (312) 210 37 39  
**e-mail:** [selda@ii.metu.edu.tr](mailto:selda@ii.metu.edu.tr)  
**URL:** <http://www.ii.metu.edu.tr/is100>

### **CONTENTS OF IS 100**

IS 100 (9010100- Introduction To Information Technologies And Applications) course aims to equip students with basic computer skills, which will be useful during their studies and also later during their professional life.

IS 100 course includes the following subjects: Introduction to computers, computer software and hardware, computer networks, Internet applications, Windows operating system, MS Word and MS Excel. Subtitles can be summarized as follows:

Introduction to Computers, Computer Software and Hardware: Basic Notions and Components of Computers, Basics of Computer Software and Hardware

Computer Networks, Internet Applications: Basics of Computer Networks; Areas of Internet Usage, Electronic Mailing and Communication

Windows Operating System: Starting Windows; Administering Programs, Creating, Finding and Saving Files and Folders; Desktop Options

MS Word: Creating Word Documents, Inserting Text to Word Documents, Editing, Sending and Saving Word Documents, Administering Word Documents

MS Excel: Creating and Saving new Excel Files, Adding and Administering Work Sheets, Editing Work Books, Sheets, Cells and input

IS 100 course is a non-credit course two hours a week. Attendance is required. Courses take place at Dept. of Basic Eng. 1<sup>st</sup> and 2<sup>nd</sup> PC Rooms, Dept. of Mechanical Eng. 2<sup>nd</sup> PC Room, Dept. of Industrial Eng. 2<sup>nd</sup> PC Room. dersin,

**IS 100 Course is obligatory for all undergraduate students except Computer Education and Instructional Technologies**

**The following students are required to take this course:**

First year students of the following departments in the fall semester

Faculty of Engineering	All Departments
Faculty of Economic and Administrative Sciences	All Departments
Faculty of Architecture	City and Regional Planning
Faculty of Education	Comp. Education and Instr. Tech.

First year students of the following departments in the spring semester

Faculty of Architecture	Industrial Design
Faculty of Education	All departments except CEIT
Faculty of Arts and Sciences	All departments

Students, whose names are on the lists of Department of Basic English and Graduate School of Informatics and are studying at Intermediate or Upper-Intermediate courses must take this course.

### **HOW TO REGISTER TO IS 100?**

You should interactively register for this course by choosing the eligible section. Detailed information is available in <http://www.ii.metu.edu.tr/is100>

### **IS IT POSSIBLE TO BE EXEMPT FROM IS 100?**

If you want to be exempt from IS 100 you need to pass the IS 100 Exemption Exam. If you obtain a grade high grade you will be exempted from IS 100 and your grade will be EX. The minimum grade for being exempt is determined by the Graduate School of Informatics.

### **WHEN WILL THE IS 100 EXEMPTION EXAM TAKE PLACE?**

The exam is taken at the weekend before the interactive registration. Please check the following web site for any changes or announcements: <http://www.ii.metu.edu.tr/is100>

### **WHO CAN SIT THE IS 100 EXEMPTION EXAM?**

All students required to take IS 100 can take the IS 100 Exemption Exam. You should register with the exam before you can take it. Detailed announcements will be made at the Announcements section of the following web site: [http://www.ii.metu.edu.tr/~is100/Class\\_Announcements/index.html](http://www.ii.metu.edu.tr/~is100/Class_Announcements/index.html)

### **WHAT SHOULD YOU DO IF YOU ARE NOT SUCCESSFUL IN THE IS 100 EXEMPTION EXAM?**

All students, who are not successful in the IS 100 Exemption Exam are required to take this course. Nonattendance to the course will lead to a NA grade. If you will not be able to attend IS 100 courses you are recommended to drop this course.

### **IS 100 COURSE PROGRAM**

If you register as a freshman in the 2009-2010 academic year fall term and if IS 100 was added automatically to your course load, you will take this course together with your own group. Course schedules of all groups will be available at department announcement boards.

If you register as a student of Basic English Department Intermediate or Upper-Intermediate courses and your name is on the list of students, who are going to take IS 100 you can find out your course schedule by looking at the announcement boards at the Department of Basic English and Graduate School of Informatics. Groups can only be changed if another course is at the same time. You should see the assistant at the Graduate School of Informatics if you have such a problem.

### **EVALUATION IN THE IS 100 COURSE**

Successful students will be given S grade for satisfactory and unsatisfactory students will be given U grade for unsatisfactory. Attendance is required. Students are given NA grade for not attended if you do not participate for 4 or more weeks.

**JOIN THE NEW STUDENTS ORIENTATION PROGRAM  
MEET ALL NEW STUDENTS & DEPARTMENT FACULTY**

**2009 ORIENTATION PROGRAM FOR NEW STUDENTS  
SEPTEMBER 11, 2009**

New Students Orientation Program is organized to give you an opportunity to get to know University life, your department, METU administration, social and cultural services and many other new students. During the orientation program, there will be group leaders for each department to accompany you in all activities. As you will see on the next page, International Students will follow Group A program, and meet at the Cultural and Convention Center D Hall at 16.30 p.m.

**FIRST MEETING IN DEPARTMENTS**

The orientation program will start on September 11, 2009 at 09:15 at the specified places in your departments. During department meetings, you will meet professors and assistants in your department and have chance to get more detailed information about your academic program. After the department meeting the orientation program will continue as presented on the next page.

**DEPARTMENT MEETING PLACES**

**FACULTY OF ENGINEERING**

Aerospace Engineering	AEI28
Chemical Engineering	Z 14
Civil Engineering	DR 1
Computer Engineering	BMB 1
Electrical and Electronic Engineering	<b>S.TAN AMPHI</b>
Environmental Engineering	<b>ÇZ 14</b>
Food Engineering	DEPARTMENT AMPHI
Geological Engineering	GRI27
Industrial Engineering	IE 04
Mechanical Engineering	E200
Metallurgical and Materials Engineering	C AMPHI
Mining Engineering	DEPARTMENT AMPHI
Petroleum and Natural Gas Engineering	DEPARTMENT AMPHI

**FACULTY OF ARCHITECTURE**

Architecture	STUDIO 1
City and Regional Planning	STUDIO 4
Industrial Design	STUDIO 3

**FACULTY OF ARTS AND SCIENCES**

Biology and Molecular Biology and Genetics	Z03
Chemistry	CHEM AMPHI
History	B04
Mathematics	CAHITARF AMPHI
Philosophy	B 103
Physics	SEMINAR ROOM
Psychology	B 102
Sociology	B 202
Statistics	143

**FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES**

Business Administration	G 202
Economics	ÇOBANOĞLU HALL
International Relations	G 111
Political Science and Public Administration	A. PAYASLIOĞLU AMPHI
Business Administration (SUNY)	G109
Global and International Affairs (SUNY)	G166

**FACULTY OF EDUCATION**

Comp. Edu.and Instructional Tech.	EFC 104
Elementary Education	
Early Childhood Education	EF 25
Science Education	EF 25
Mathematics Education	EF 25
Foreign Language Education	EFZ 21
Secondary Sci. and Math. Edu.	
Physics Education	EF 10
Chemistry Education	EF 13

IF YOU HAVE A QUESTION LET US HELP YOU  
Olcay Sezenler: [olcay@metu.edu.tr](mailto:olcay@metu.edu.tr)

## METU ORIENTATION PROGRAM

**THURSDAY**

### GROUP A (September 11, 2009)

9:15-10:40	Meeting at the Departments
10:45-12:30	Computer Center
	Library
	Medical Center
	Psychological Counselling
	Swimming Poul
12:30-13:30	Break
13:30-15:00	<i>Cultural and Convention Center</i>
	Speech of the Rector
	Students Clubs' Activities
15:00-16:30	<i>Sports Hall</i>
	Spots Activities
	Cultural Activities

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#### **FACULTY OF ENGINEERING AND ALL INTERNATIONAL STUDENTS**

Computer Eng., Environmental Eng., Electrical and Electronics Eng., Industrial Eng., Food Eng., Aerospace Eng., Civil Eng., Geological Eng., Chemical Eng., Mining Eng., Mechanical Eng., Metallurgical and Materials Eng., Petroleum and Natural Gas Eng.

*\* Students clubs will make presentations at the Sports Hall on September 11, 2009.*

### GROUP B

9:15-10:40	Meeting at the Departments
11:00-12:30	<i>Cultural and Convention Center</i>
	Speech of the Rector
	Students Clubs' Activities
12:30-13:30	Break
13:30-15:00	<i>Sports Hall</i>
	Spots Activities
	Cultural Activities
15:00-16:45	Computer Center
	Library
	Medical Center
	Psychological Counselling
	Swimming Poul

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#### **FACULTY OF ARCHITECTURE**

Architecture, City and Regional Planning, Industrial Design

#### **FACULTY OF ARTS AND SCIENCES**

Biology, Chemistry, Molecular Biology and Genetics, Histroy, Mathematics, Philosophy, Physics, Psychology, Sociology, Statistics

#### **FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES**

Economics, Business Adminstration, Political Science and Public Adm., Int. Rel.

#### **FACULTY OF EDUCATION**

Computer Educ. And Inst. Tech., Early Childhood Educ., Elementary Science Educ., Elementary Mathematics Educ., Physics Educ., Chemistry Educ., English Educ.

<b>ODTÜ ANKARA CAMPUS- SUNY INTERNATIONAL JOINT DEGREE PROGRAMS</b>	<b>Registrar's Office</b> <b>Tel</b> : (312) 2107170- 2104148 <b>Fax</b> : (312) 2107173 <b>e-mail</b> : <a href="mailto:suny@metu.edu.tr">suny@metu.edu.tr/</a> <a href="mailto:oidb@metu.edu.tr">oidb@metu.edu.tr</a> <b>http://suny.odtu.edu.tr</b>
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- **About the SUNY System:** With its 64 distinct campuses, The State University of New York (SUNY) is the largest and most comprehensive state university system in the United States. For detailed information about the SUNY system, please refer to [www.suny.edu](http://www.suny.edu) and [www.suny.edu.tr](http://www.suny.edu.tr)
- **Partner Universities:** There are three dual degree programs at Middle East Technical University with two partner SUNY universities. “Teaching English as a Foreign Language/ Liberal Arts” program is coordinated between METU and SUNY New Paltz. “Business Administration” and “Global and International Affairs” programs are coordinated between METU and SUNY Binghamton. For detailed information about these universities, please refer to [www.newpaltz.edu](http://www.newpaltz.edu) and [www.binghamton.edu](http://www.binghamton.edu)
- **Tuition Fees:** Tuition fee payments will be made separately to each university. Dual diploma students will pay the METU tuition fee in Turkish Lira when they are at METU (including the Prep year), and the SUNY fee in US Dollars when they are at SUNY. Tuition fees for the 2009-2010 Academic Year are as follows:

	<b>METU*</b>	<b>SUNY*</b>
Global and International Affairs (GIA)	8.560 TL	14.600 USD
Business Administration (BAS)	8.560 TL	14.600 USD
Teaching of English as a Foreign Language (TEFL)	7.600 TL	14.900 USD

- *These are the **annual tuition fees** only, and do not cover living expenses such as food, accommodation, books etc. Expected cost of living in Ankara is approximately **300-400 USD per month**, while such expenses amount to approximately **13.000-14.000 USD per academic year** at SUNY.*
- **Language Requirements:** The language of instruction is English at both METU and SUNY. Students who do not meet the language proficiency criteria upon enrollment are required to register in the English Preparatory Class at METU. Please be informed that the minimum language requirement for exemption from the English Preparatory Class at METU is different from the minimum language requirements at SUNY. In order to proceed to the SUNY campuses, students must submit the scores listed below until the end of their 1<sup>st</sup> year (BAS and GIA) or 2<sup>nd</sup> years (TEFL).

	Exemption from English Prep at METU	Proceeding to SUNY	
	All Dual Diploma Programs	SUNY Binghamton (GIA & BAS)	SUNY New Paltz (TEFL)
<b>METU EPE</b>	65	-	-
<b>TOEFL IBT</b>	79	79	74
<b>IELTS</b>	6.5*	6.5*	6.5**

*METU EPE: METU English Proficiency Exam ([www.oidb.metu.edu.tr/english/engindex.html](http://www.oidb.metu.edu.tr/english/engindex.html))*

*TOEFL IBT: Test of English as a Foreign Language (Internet-Based)*

*IELTS: International English Language Testing System*

*\* Average of four components*

*\*\* Average of four components, with each individual band at least 5.00*

- **Visas:** Students accepted to Dual Diploma Programs are responsible for meeting the criteria for obtaining a student visa in order to proceed to their education at the SUNY campus.

**Contact:**

**SUNY Coordination Office**

Tel : 0312 210 7170

E-mail : [suny@metu.edu.tr](mailto:suny@metu.edu.tr)

Website : [www.suny.metu.edu.tr](http://www.suny.metu.edu.tr)

*(The English version of our website is currently under construction.)*

<b>DORMITORIES</b>	<p><b>Directorate of Dormitories</b>  <b>Phone: (312) 210 27 40</b>  <b>e-mail: <a href="mailto:dorm@metu.edu.tr">dorm@metu.edu.tr</a></b>  <b><a href="http://www.metu.edu.tr/home/wwwdorm">http://www.metu.edu.tr/home/wwwdorm</a></b></p>
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METU has three types of campus dormitories; State, Semi-Private and Private. All dormitories furnish bedding. Meals are not included in the fee but dormitories have canteens where students can eat breakfast and other meals for a nominal cost. All dormitories have internet access and the campus wireless network is being extended to cover the dormitory areas as well.

Dormitories are located in the same general area near the campus shopping center with banks, a post office and near the campus medical center and sports facilities. The shopping center has a variety of eateries open daily including weekends and holidays.

Municipality buses and private minibuses (dolmuş) run regularly to and from main parts of the city daily including weekends and holidays from early morning until midnight.

New students may apply for a place in the dormitories as soon as they have completed their registration. There is occasionally a waiting list for dormitory space; however a certain number of dormitory places are set aside for international students.

Economic status and academic success of the students are taken into consideration as criteria for placement to dormitories. Applications will be evaluated and the results will be announced in the Directorate of Dormitories (Dormitory 2).

Students and their families may temporarily (in the registration period) stay in the dormitories with a fee of 20.00 YTL/day (approximately \$ 15/day).

### REQUIRED DOCUMENTS FOR REGISTRATION TO DORMITORIES

1. Student Identification Card or Student Certificate (will be given by the university during registration)
2. 10 photos
3. Passport
4. Residence Permit
5. A recently taken tuberculosis microfilm report (to prove that you do not have tuberculosis, it can be taken from the dispensaries in Ankara)

NAME OF THE DORMITORY	Capacity		Capacity of a single room						FEE
	Girls	Boys	1	2	3	4	6		
METU Dorms (1 <sup>st</sup> Dorm)	376			x		x		135-261-291 TL (Monthly)	
METU Dorms (2 <sup>nd</sup> Dorm)		368		x				135-261 TL. (Monthly)	
METU Dorms (3 <sup>rd</sup> Dorm)	380			x		x		108-258 TL. (Monthly)	
METU Dorms (4 <sup>th</sup> Dorm)		404				x		108 TL. (Monthly)	
METU Dorms (5 <sup>th</sup> Dorm)	356					x		108 TL. (Monthly)	
METU Dorms ( 6 <sup>th</sup> Dorm)		350				x		108 TL. (Monthly)	
METU Dorms (7 <sup>th</sup> Dorm)	356					x		108 TL. (Monthly)	
METU Dorms (8 <sup>th</sup> Dorm)		396				x		135 TL. (Monthly)	
METU Dorms (9 <sup>th</sup> Dorm)		398		x		x		135-261 TL. (Monthly)	
İsa Demiray Student Dorm		604				x		159 TL. (Monthly)	
Faika Demiray Student Dorm	628					x		159 TL. (Monthly)	
Refika Aksoy Student Dorm		640				x		159 TL. (Monthly)	
EBİ Student Guesthouse (1) (*)	115	201	x	x		x		410-1.050 TL (Monthly)	
Faik Hızıroğlu Guesthouse(*)		201				x		231 TL. (Monthly)	
METU Student Guesthouse(*)	142	80	x	x	x			594 – 914 TL. (Annual)	
Osman Yazıcı Guesthouse(*)	214		x	x	x	x		231 - 699 TL. (Monthly)	
METU Guesthouse(*)	202			x		x		231 – 453 TL. (Monthly)	
Sami Kırdar Guesthouse	114		x	x		x		453 - 819 TL. (Monthly)	
<b>Total Capacity</b>	<b>2883</b>	<b>3642</b>							

\* Registrations of these dorms will be taken at the Guesthouse Building during university registrations.

<b>MEDICAL CENTER</b>	<b>Medical Center</b> <b>Next to Dormitory No:2</b> Tel (from 8:30 to 17:00) : (312) 210 49 68 Tel (after working hours) : (312) 210 49 60 Fax : (312) 210 13 65 – 210 49 99 URL : <a href="http://www.mc.metu.edu.tr">http://www.mc.metu.edu.tr</a>
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## **ANNOUNCEMENT CONCERNING MEDICAL INSURANCE FOR THE 2009-2010 ACADEMIC YEAR**

To our new international students,

Students enrolled in METU on a degree program have partial medical coverage. This coverage provides only for services offered by the Medical Center on campus which includes some of X-ray and laboratory tests, general medical examination, and simple first aid care, and covers 90 % of the cost of medication prescribed by the METU Medical Center's Medical Doctors. **However, it does not pay the cost of referrals and hospitalization.** The cost of hospitalization in Turkey increased considerably in recent years. Sophisticated examinations (i.e. CT, MR) and simple operations may cost several thousand dollars.

**For those reasons, all the students newly accepted to METU should have a health insurance that is valid in Turkey and that covers all expenses (including emergencies) when hospitalization is required. Travel insurances or emergency insurances are not acceptable.**

**Those who do not have such a health insurance can purchase it during registration. METU administration is currently negotiating with some health insurance companies and trying to get a special price for METU students. Since our university has a well-established Medical Center and METU students can take many health services in this center, it is possible to get special discounts for METU students. This health insurance is expected to cost between \$ 150-250 and students who want to purchase it during registration should bring this amount with them.**

The METU Medical Center services meet the ISO 9001: 2000 quality standards.

The medical doctors at the center consult their patients from 9:00 to 12:00 and from 13:30 to 16:30 Monday to Friday. Emergency service is available 7 days a week 24 hours a day.

### **Getting a Medical Booklet**

TCS scholars should have a medical booklet. You can easily get one from the Medical Center after the registration. Go to the Medical Center 3<sup>rd</sup> floor Accountancy Office (Tahakkuk) with 2 photographs.

### **When you go to the Medical Center**

If you need a medical examination first go to the reception desk at the ground floor. The first time you go there, the receptionist will transfer your information to the computer system. You should present your Medical Booklet and your student ID card and pay 0.80 YTL for each doctor you need to see. The receptionist will provide you with a queue number and send you to see the specialist.

### **Doctor's Note**

When you are too sick to go to class or sit an examination you need to take a doctor's note. This note should be taken either from a doctor in the Medical Center or from a hospital in Ankara. Students can take make-up examinations if they have an approved doctor's note.

If you get sick during national holidays or when the school is closed you can take a doctor's note from hospitals outside Ankara. The doctor's note should always be approved by the Medical Center.

### **Support for Disabled Students**

METU Disability Support Coordinator was appointed in 2004 to develop better ways for students with a disability to be able to study and participate in all activities at METU.

If you feel you may be disadvantaged because of a medical or other condition, please contact the coordinator, Claire Ozel on [eyk@metu.edu.tr](mailto:eyk@metu.edu.tr).

Facilities that are currently available include transport on campus, a growing range of alternative exam formats, an individual orientation program and a nominated doctor at the Health Centre, specialized computer facilities and a student society. For further information, see [www.engelsiz.metu.edu.tr](http://www.engelsiz.metu.edu.tr)

<b>DEPARTMENT CODES</b>	<b>Registrar's Office</b>	
	<b>Tel</b>	: (312) 2103414 (only for international students)
	<b>Fax</b>	: (312) 2107960
	<b>e-mail</b>	: oidb@metu.edu.tr
	<b>URL</b>	: <a href="http://www.oidb.metu.edu.tr">http://www.oidb.metu.edu.tr</a>

#### **FACULTY OF ARCHITECTURE**

ID	125	Industrail Design
ARCH	120	Architecture
CRP	121	City and Regional Planning

#### **FACULTY OF ARTS AND SCIENCES**

BIOL	238	Biology
PHIL	241	Philosophy
PHYS	230	Physics
STAT	246	Statistics
CHEM	234	Chemistry
MATH	236	Mathematics
GENE	219	Molecular Biology and Genetics
PSY	233	Psychology
SOC	232	Sociology
HIST	240	History

#### **FACULTY OF ECONOMIC AND ADMINISTRATIVE SCIENCES**

ECON	311	Economics
BA	312	Business Administration
ADM	310	Political Science and Public Administration
IR	314	International Relations

#### **FACULTY OF EDUCATION**

CEIT	430	Computer Education and Instructional Technology
ESE	412	Elementary Science Education
PHED	421	Physics Education
EME	413	Elementary Mathematics Education
FLE	450	Foreign Language Education
CHED	422	Chemistry Education
ECE	411	Early Childhood Education

#### **FACULTY OF ENGINEERING**

CENG	571	ComputerEngineering
ENVE	560	Environmental Engineering
EE	567	Electrical and Electronics Engineering
IE	568	Industrial Engineering
FDE	573	Food Engineering
AEE	572	Aerospace Engineering
CE	562	Civil Engineering
GEOE	564	Geological Engineering
CHE	563	Chemistry Engineering
MINE	565	Mining Engineering
ME	569	Mechanical Engineering
METE	570	Metallurgical and Materials Engineering
PETE	566	Petroleum and Natural Gas Engineering

**ORTA DOĞU TEKNİK ÜNİVERSİTESİ**  
**YABANCI UYRUKLU ÖĞRENCİLER İÇİN İKAMET BAŞVURU FORMU**  
**RESIDENCE PERMIT APPLICATION FORM FOR INTERNATIONAL STUDENTS**

**BÖLÜMÜ** :  
*DEPARTMENT* :  
**ÖĞRENCİ NUMARASI** :  
*STUDENT ID NUMBER* :  
**SOYADI, ADI** :  
*SURNAME, NAME* :  
**BABA ADI (İlk Adı)** :  
*FATHER'S NAME* :  
**ANNE ADI (İlk Adı)** :  
*MOTHER'S NAME* :  
**DOĞUM YERİ VE TARİHİ** :  
*PLACE and DATE of BIRTH* :  
**UYRUĞU** :  
*NATIONALITY* :  
**PASAPORT NO** :  
*PASSPORT NO* :  
**TÜRKİYE'YE SON GELİŞ TARİHİ** :  
*DATE of LAST ARRIVAL TO TURKEY* :  
**ANKARA'DAKİ EV ADRESİ** :  
*ADDRESS in ANKARA* :  
**MEDENİ HALİ** :  
*MARITAL STATUS* :  
**KAYIT TARİHİ** :  
*DATE of REGISTRATION* :

**AÇIKLAMALAR:**

- İkamet Tezkeresi'nin geçerlilik süresi bitiminde, öğrenciler Öğrenci İşleri Dairesi Başkanlığına gelerek Yabancı Öğrenci Bilgi Formu alacaklardır. Bu formu Emniyet Müdürlüğü/ Yabancılar Şubesi'ne götüreceklerdir. (Migros Çarşısı Yanı-Akköprü ) İkamet Tezkereleri üzerine gerekli onayları yaptırarak, ikametlerinin süresini uzattıracaklardır. İkamet tezkeresinin süresi dolduğu halde, yukarıdaki işlemleri yapmayan öğrenciler hakkında yasal işlemler yapılacaktır.
- Kayıtsız olan, izin alan (kayıt donduran), ilişkisi kesilen, kendi isteğiyle ilişik kesen ve mezun olan öğrencilerin oturma izni iptal edilir. Bu nedenle, bu durumdaki öğrenciler, izin aldıktan, mezun olduktan veya ilişkisi kesildikten sonra maksimum 15 gün içerisinde ülkeyi terketmek veya harçlı ikamet almak üzere Emniyet'e başvurmak zorundadır. Aksi takdirde yasal işlem uygulanır.

**EXPLANATIONS:**

- When validity of "Residence Permit" expires, students should first take an International Students Information Form from the Registrar's Office. They should submit this form to Directorate of Security/Bureau of Residence Registration (Emniyet Müdürlüğü/Yabancılar Şubesi, Migros Çarşısı Yanı, Akköprü ). They should extend validity of their "Residence Permit" by taking the required approvals.
- Legal procedures will be applied for the students, who do not follow above mentioned procedures although the validity of their "Residence Permit" has expired. The Residence Permit of the students, who have not registered, graduated, dismissed, left by own will or have on leave status (freeze the semester), are cancelled. These students must leave Turkey within 15 days or apply to Directorate of Security Bureau for a new residence permit.