

REQUIRED DOCUMENTS AND FORMS FOR UNIVERSITY ENROLLMENT

Please upload below stated documents, which are required for university enrollment, through Sabancı University Student Information System (bannerweb.sabanciuniv.edu).

Photo

Please upload your passport size photo which will be used on your student ID card. (It should be taken within the last 6 months, easily identifiable and colored)

Citizenship Registration Document

Passport

Turkish citizens are required to upload their citizenship registration document obtained from E-devlet.

Diploma

Bachelor degree diploma is required for master programs or PhD programs after undergraduate degree; master degree diploma is required for PhD programs after master degree (original or e-devlet print out)

Diploma Equivalency Certificate

for TC or KKTC citizens, diploma equivalency certificate issued by YÖK is required for diplomas obtained from and higher education institution abroad; if the diploma is issued in a language rather than English or Turkish, notarized official English or Turkish translation is also required.

Transcript

Original Transcript. If the transcript is issued in a language rather than English or Turkish, notarized official English or Turkish translation is also required.

Exam Result Report

Original exam result reports, of which required scores and the validity period are stated in application requirements, should be submitted.

a) Graduate Programs Entrance Exam Results

Students who are required to submit GRE/GMAT must order their original reports through ETS/GMAC (Sabancı University Institution Code: 7100)

Students who are required to submit ALES/e-ALES must submit the print out of the result report taken from OSYM website.

b) English Proficiency Certificate for PhD Students

- It is a must to submit an English Proficiency Certificate for students who is going to register in a PhD program. Graduation from Sabancı University or Sabancı University English Language Assessment Exam (ELAE) are not considered as English Proficiency Certificate.

- Students who will submit TOEFL (IBT) must submit the print out of the result.

- Students who will submit YÖKDİL, YDS veya e-YDS must submit the print out of the related exam result report taken from OSYM website.

- It is required to take the exams such as TOEFL IBT, PTE etc., in a state university building as the exam center (except YÖKDİL, YDS or e-YDS).

Note: PhD candidates who fail to submit their valid English Proficiency Certificate, with a valid date and required score, in the university registration period will lose their enrollment right.

c) English Proficiency Certificate for Master Students

- It is required for students who will not be taking Sabancı University English Language Assessment Exam (ELAE).

- Students who will submit TOEFL (IBT) must submit the print out of the result.

- Students who will submit YÖKDİL, e-YÖKDİL, YDS veya e-YDS must submit the print out of the related exam result report taken from OSYM website.

- It is required to take the exams such as TOEFL IBT, PTE etc., in a state university building as the exam center (except YÖKDİL, e-YÖKDİL, YDS or e-YDS).

Hard Copy Documents Required to Submit to Student Resources Unit

Below stated documents are required to be delivered to Student Resources Unit on registration dates.

- Diploma/Graduation Certificate (Original). If the original diploma is generated in a language other than Turkish or English, a notarized/attested Turkish or English translation of the diploma with wet stamp (by the Consulate or Notary) is also required along with the diploma.
- Passport
- Original Transcript. If the original transcript is generated in a language other than Turkish or English, a notarized/attested Turkish or English translation of the transcript with wet stamp (by the Consulate or Notary) is also required along with the transcript.
- Graduate Programs Entrance Exam Results (If submitted at the time of application)(GRE-GMAT-GAT)
- Equivalency Certificate (for Turkish citizens who graduated from a higher education institution abroad)
- Candidates applying for the PhD Programs with undergraduate degree must hold a minimum 3.00/4.00 GPA. The candidates graduated from institutions which apply a scale other than “X out of 4.00” system must provide a conversion table or an official letter of evidence from their institutions.
- Candidates applying for the PhD Programs with an MA degree must hold an MA with Thesis” degree. Candidates whose diplomas or transcripts do not contain such information must provide an official letter of evidence stating that they graduated from a “thesis” program, from the institution they graduated from.