



AYDIN ADNAN MENDERES UNIVERSITY

ADÜYES-2023

**AYDIN ADNAN MENDERES UNIVERSITY
INTERNATIONAL STUDENT PLACEMENT SYSTEM**

APPLICATION GUIDE

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1. ADÜYES PLACEMENT CALENDAR

	Start Date	Finish Date
ADÜYES Application Procedures	05 June 2023 10:00	17 July 2023 23:59
ADÜ Application Proficiency Exam (ADÜBYS)* <small>*For candidates who will apply with a different exam score</small>	05 June 2023 10:00	14 July 2023 23:59
ADÜ Application Proficiency Exam (ADÜBYS) Fee Payment Dates <small>* Please pay attention to the deadline dates</small>	05 June 2023 10:00	14 July 2023 23:00
Uploading of ADÜYES Application Documents	05 June 2023 10:00	17 July 2023 23:59
Control of ADÜYES Application Documents	05 June 2023 10:00	17 July 2023 16:59
Completion of Missing Application Documents	05 June 2023 10:00	23 July 2023 23:59
Approval of Application Documents	24 July 2023 10:00	31 July 2023 09:59
Announcement of Final ADÜYP	31 July 2023 10:00	06 October 2023 17:00
Program Preference Period	31 July 2023 10:00	06 August 2023 23:59
Placement Procedures	07 August 2023 10:00	11 August 2023 16:59
Announcement of Placement Results	11 August 2023 17:00	08 September 2023 17:00
Publishing of Acceptance Letters on Application System	11 August 2023 17:00	08 September 2023 17:00
Registration Dates	04 September 2023 08:00	08 September 2023 17:00
Announcement of Additional Placement Quotas	12 September 2023 10:00	06 October 2023 17:00
Additional Placement Preference Dates	12 September 2023 10:00	17 September 2023 23:59
Additional Placement Procedures	18 September 2023 00:00	22 September 2023 09:59
Announcement of Additional Placement Results	22 September 2023 10:00	06 October 2023 17:00
Publishing of Additional Placement Acceptance Letters on Application System	22 September 2023 10:00	06 October 2023 17:00
Registration Dates for Additional Placement	02 October 2023 08:00	06 October 2023 17:00

NB: This Application, Placement and Registration Calendar may be updated by the Rectorate in accordance with ÖSYM examination/registration dates.

2. GENERAL INFORMATION, BASIC PRINCIPLES AND RULES

2.1 Useful Links:

2.1.1 International Students Office:

<http://www.akademik.adu.edu.tr/internationalstudents/default.asp?lang=1>

2.1.2 ADÜYES, Aydın Adnan Menderes University International Student Placement System:

<http://yes.adu.edu.tr>

2.1.3 ECTS Information Package and Course Catalogue

<https://akts.adu.edu.tr>

2.2. This guide has been produced with the aim of giving information on Aydın Adnan Menderes University International Student Placement System (ADÜYES) for the **2023-2024** Academic Year.

2.3. <http://yes.adu.edu.tr> link provides detailed and up-to-date information about applications, quotas quota requirements and explanations, accepted exam results/diploma scores, tuition fees and placement results. Announcements made on this page are official announcements.

2.4. Applications made out of the application period, by post or in person will not be accepted.

2.5. An application to ADÜYES indicates that the candidate has accepted all provisions stated in this guide and the relevant website.

2.6. ADÜYES is used for applications to associate and/or bachelor degree programs at Aydın Adnan Menderes University and cannot be used for transfer applications (internal and external transfer) and/or graduate degree programs.

2.7. In the applications to ADÜYES, candidates' own declarations regarding whether they meet the application conditions, and the application documents they upload to the system are taken into consideration. Candidates, selected to be placed in a program by applying to the placement system with a **false** or **incomplete declaration** and/or **false/fake document** even if he/she has completed his registration or is still studying, will be dismissed from the university.

2.8. Aydın Adnan Menderes University is not responsible for dealing with issues involving scholarships, living expenses, accommodation, visa and residence permission in Türkiye for international students.

3. APPLICATION REQUIREMENTS

3.1. On the condition that they are in the final year of high school or have graduated;

a) those who are foreign nationals, (provided that those who are studying in secondary education institutions (high schools) in Türkiye have enrolled before the 2022-2023 academic year [except for embassy schools, international private education institutions included in the MOBIS system and foreign nationals brought to Türkiye within the framework of the project carried out by the Ministry of National Education of Türkiye])

b) those who are Turkish citizens by birth, but acquired permission to leave Turkish citizenship from the Ministry of the Interior and holders of the Blue Card issued upon request to those who have renounced their Turkish citizenship (provided that those who are studying in secondary education institutions (high schools) in Türkiye have enrolled before the 2022-2023 academic year) (According to the provision in Article 7 of the 5901 Numbered Turkish Citizenship Law “(1) those who were born in Türkiye or abroad to a Turkish citizen mother or father within a conjugal union are Turkish citizens by birth”. Therefore, applicants as international students are advised to read the aforementioned law),

c) those who are foreign nationals by birth but have acquired Turkish citizenship later and therefore hold dual citizenship (provided that those who are studying in secondary education institutions (high schools) in Türkiye have enrolled before the 2022-2023 academic year),

d) **1)** among Turkish nationals who attended secondary education abroad before the date of 01/02/2013, those who completed the last three years of their secondary education (high school) in a foreign country other than the Turkish Republic of Northern Cyprus (TRNC), (including those who have completed their entire secondary education (high school) in Turkish schools affiliated with the Ministry of National Education of Türkiye in a foreign country, other than the TRNC),

2) among Turkish nationals who started secondary education abroad after the date of 01/02/2013, those who completed their entire secondary education (high school) in a foreign country other than the TRNC, (including those who have completed their entire secondary education (high school) in Turkish schools affiliated with the Ministry of National Education of Türkiye in a foreign country, other than the TRNC),

e) those holding TRNC citizenship who reside in the TRNC, have completed their secondary (high school) education in the TRNC and hold General Certificate of Education Advanced Level

5 (GCE-AL) exam results and also those registered and educated at colleges and high schools in a different country between 2005-2010 and possess or will possess GCE-AL exam results,

f) Applications of candidates who have Exam for Foreign Students for Higher Education in Türkiye (TR-YÖS) 2023 results conducted by Aydın Adnan Menderes University, or examination conducted by a state university for international students in Türkiye (DÜYÖS) results (which is valid until the end of the calendar year conducted) or one of the international exam results/diploma scores in the Accepted Exam Results and Diploma Grade List under the Application Procedures menu on <https://yes.adu.edu.tr> website, within the validity period specified in the same list.

will be accepted.

3.2. Candidates whose applications are not acceptable are:

a) those who are Turkish citizens and have completed all their secondary (high school) education in Türkiye or the TRNC,

b) those holding TRNC citizenship (except those who have completed their secondary (high school) education in the TRNC and hold GCE-AL exam results and also those educated at foreign high schools in a different country between 2005-2010 and have or will have GCE-AL exam results),

c) those defined by article 3.1 clause b, with dual nationality of which the first nationality was Turkish at birth (except for those who fulfil article 3.1 clause d),

d) those who have dual citizenship of which one is TRNC, (except those who have completed their secondary education in the TRNC and hold GCE-AL exam results and also those registered and educated at foreign high schools in a different country between 2005-2010 and have or will have GCE-AL exam results,

e) those with Turkish citizenship who have studied in a foreign high school in Türkiye and schools within the structure of Embassies in Türkiye or those stated in article 3.1, clause b defining Turkish citizens by birth with dual citizenship.

f) those with TRNC citizenship who will enroll in secondary education institutions in Türkiye from the 2022-2023 academic year, those who have left their Turkish citizenship/Blue Card holders and foreign nationals (other than embassy schools, International private education institutions in the MOBIS system and foreigners staying in our country within the framework of the project carried out by the Ministry of National Education)

4. APPLICATION PROCEDURES

4.1. ADÜYES applications will be taken on between the dates specified in the ADÜYES Placement calendar on <https://yes.adu.edu.tr> internet page. After this period, the application system will automatically close. Applications will **not** be accepted out of the application period, in person or by post.

4.2. Candidates who meet the application requirements mentioned above under the Application Requirements section can apply to ADÜYES by using only one of the exam results or diploma grades in the Accepted Exam Results and Diploma Grade List under the Application Procedures menu through the ADÜYES <https://yes.adu.edu.tr> website. Candidates make their applications by choosing one of the methods stated below, under the Application Methods and Exams part of this guide.

4.3. Candidates check the ADÜYP scores by entering the exam score/diploma result from the 'ADÜYP Calculation' menu under the 'About ADÜYES' menu on the ADÜYES website <https://yes.adu.edu.tr>, then choose the highest exam result/diploma score and completes the application with one of the methods listed in article 5 below.

Candidates must check the validity date of their documents and then upload them to the system. Otherwise, the applications of those candidates will be rejected as the documents that do not comply with the validity dates in the Accepted Exam Results and Diploma Grade List under the Application Procedures menu since the documents will be considered invalid.

4.4. Applications can be made either in Turkish or English. If the original documents required for the application are not available in Turkish or English; candidates must upload official Turkish or English translations of the documents to the system at each step where the document is requested. Candidates who do not upload notarized official Turkish or English translations of the original documents that are not in Turkish or English to the system are considered to have made an application with a missing document and thus their applications will be rejected.

4.5. To apply for ADÜYES between the dates specified in the ADÜYES Placement Calendar, candidates must click on the 'Login' on the ADÜYES website to fill his/her personal information (name-surname, date and place of birth, gender, nationality) and contact information (e-mail address, phone number) and register in the system by creating a user account. The e-mail address requested from the candidate must belong to the candidate himself/herself and each candidate must use only one e-mail address. Candidates who register for the ADÜYES system are automatically sent an e-mail. The email will contain the applicant's **Candidate Number and Password** which are needed to login the <https://yes.adu.edu.tr> internet page. All correspondence with ADÜ must

contain the **Candidate Number**. Emails or petitions which do not state the **Candidate Number** will not be processed. Candidates enter the Candidate Number and Password by clicking on the 'Log In' button to log back into the User Account. The candidate entering the Application System proceeds by carefully reviewing this Guide and the Application Calendar included in the ADÜYES Application System and choosing one of the application methods on the candidate portal.

5. APPLICATION METHODS and EXAMINATIONS

5.1. Candidates can apply by choosing **only one** of the application methods below. It is not possible to apply using **more than one** of the methods below.

5.1.1. Method 1 /Application with Turkish State University International Student Exam (DÜYÖS) Score: Candidates must be successful in ADÜBYS that he/she will enter on the dates specified in the ADÜYES Placement Calendar, to apply with this exam result. Detailed information about these exams is under the 'Examinations' menu on the website <https://yes.adu.edu.tr> and articles 5.2. and 5.3 below. On the condition that a candidate is *successful* from ADÜBYS, **80%** of the score on the DÜYÖS result document, which is in compliance with the validity date specified in the Accepted Exam Results and Diploma Grade List heading under the Application Procedures menu on the <https://yes.adu.edu.tr> website that has electronic verification feature is used for application. **80%** of the score in the DÜYÖS (*face-to-face exam*) result document and **65%** of the score in the DÜYÖS (*held remotely*) result document (electronic or online) are used as ADÜYP.

The conversion formula for these exams is available on the ADÜYES website, on the Accepted Exam Results and Diploma Grade List under the 'Application Procedures' menu. Candidates can calculate their ADÜYP score on the ADÜYES website under the same menu on the 'ADÜYP Calculation' menu.

5.1.2. Method 2 / Exam for Foreign Students for Higher Education in Türkiye TR-YÖS 2023, Application with International Exam or Diploma Score: exam result/diploma grade listed in the menu of Accepted Exam Results and Diploma Grade under the Application Procedures menu, minimum/maximum qualifying scores, validity period and the conversion formula for the relevant exams are available on the ADÜYES website under the menu of Accepted Exam Results and Diploma Grade List of Application Procedures menu. Candidates must be

successful from ADÜBYS to apply using this exam result/diploma score. Detailed information and calendar for this exam are available under the 'Examinations' menu on the website of <https://yes.adu.edu.tr>, and below, in the articles 5.2. In case that a candidate who is successful from ADÜBYS makes an application, the conversion formula of the relevant exam is applied in the evaluation of the international exam result/diploma grade, which is under the Accepted Exam Results and Diploma Grade List menu under the "Application Procedures" menu. **100%** of the converted score is used as **ADÜYP**. Candidates can calculate their ADÜYP scores on the 'ADÜYP Calculation' menu under the same menu on the ADÜYES website.

5.2. ADÜBYS

5.2.1. Candidates who will apply to the quotas for associate and undergraduate programs, with Turkish state university international student exam scores (DÜYÖS) (Method 1) or TR-YÖS 2023/international exam/diploma scores (Method 2) must take the application proficiency exam. The score obtained in this exam is not considered in the calculation of ADÜYP. The result document related to this exam is not issued. The ADÜBYS result is valid only in ADÜYES and for the year of the exam.

5.2.2. Candidates who successfully complete ADÜBYS and are considered “competent” will be entitled to apply to ADÜYES.

5.2.3. ADÜBYS fee has been determined as **400 Turkish Lira (TRY)** for a single exam. Candidates, whose exam results state “incompetent” in ADÜBYS, can pay the ADÜBYS fee and enter again until the a “competent” result is obtained from the exam on the ADÜBYS dates specified in the ADÜYES Placement Calendar.

5.2.4. ADÜBYS fee paid by candidates is for a single exam and cannot be transferred. Candidates who renounce their applications despite paying the fee, who do not or cannot take the exam for any reason, who are not allowed in or taken out of the exam for a reason, who fail in the exam, who paid a fee for a process that is not required or urged, or who paid more than once for the same process; are not refunded for their payments as well as those candidates whose applications or exams are deemed invalid.

5.2.5. ADÜBYS is a test that includes multiple choice questions. It consists of **10** questions including mathematics and logic. Exam duration is **20** minutes. Candidates who answer 40% of the questions (at least 4 of 10) accurately in ADÜBYS are considered as “competent” for the application to ADÜYES.

5.2.6. Application steps for ADÜBYS:

ADÜBYS applications will be made on the website <https://yes.adu.edu.tr> within the application period. After this period, the application system automatically close. Applications made in person or by mail other than the specified application period, will **definitely not** be accepted.

1) Registration: Within the application period, candidates click on the 'Login or Register' menu on the <http://yes.adu.edu.tr> website to fill out his/her personal information (name-surname, date and place of birth, gender, nationality) and contact information (e-mail address, phone number) and register to the system by creating a user account. The e-mail address requested from the candidate must belong to the candidate himself/herself and each candidate must use only one e-mail address. Candidates who register for the ADÜYES system are automatically sent an e-mail. Candidates log in the <https://yes.adu.edu.tr> website with their **Candidate Number** and **Password** in the mail. It is obligatory to indicate the "**Candidate Number**" in any correspondence with ADÜ. E-mails and petitions without a **Candidate Number** will not be processed. The candidate enters the Candidate Number and Password by clicking on the 'Log In' button to log back into the User Account. Candidates who enter the Application System can take a 20-minute practice exam, consisting of 10 questions, by clicking on 'Practice Exam' button on the same screen, shown in blue, before applying for the exam. Number of rights to take the practice exam is unlimited. At the end of the Practice Exam, the candidates' answers and the answer key are shown to the candidates. Candidates, who will enter ADÜBYS, must apply for ADÜBYS on the main page by clicking on the "Apply" button in green.

2) Payment of the Exam Fee: Payment can be made by bank card or credit card. This card must be a VISA or MASTERCARD. The candidate does not have to be the card holder. The candidate must pay the examination fee, which is stated in Article 5 Clause 5.3.3 of this Application Guide (**400 TRY**), by entering the card details on the Payment menu of the website. The candidate will be forwarded to a 3D Secure Payment Page. The payment page of the bank to which the card is affiliated will appear on the screen and the amount to be paid will be calculated according to the monetary unit of the card. All additional costs

associated with this payment are the responsibility of the candidate. Payment must be completed by 23:00 on **14 July 2023**.

3) Starting the Exam: The candidate who clicks on 'Start The Exam' button by reading the warnings on the screen after the 'Exam Fee Payment' step, can take the exam.

4) Exam Evaluation: The answers of candidates and the answer key are shown to the candidate at the end of the exam. Candidates who answer at least 4 of the 10 questions correct are considered as “competent” and are entitled to apply to ADÜYES. On the other hand, candidates, who are “incompetent” in ADÜBYS, can pay the ADÜBYS fee again and re-take the exam until the “competent” result is obtained from the ADÜBYS on the dates specified in the ADÜYES Placement Calendar.

6. ADÜYES APPLICATION

6.1. Candidates who have decided to use one of the three different application methods mentioned above in article 5 must complete their applications by following the steps below on the website of <http://yes.adu.edu.tr> between the dates specified in the ADÜYES Placement calendar.

1) Entering the ADÜYES System: Candidates who have decided which application method to use after completing the steps of ADÜBYS, enter the candidate portal by clicking on the 'Login' menu on the website <http://yes.adu.edu.tr> within the application period.

2) Candidate Application Process: Candidates start the application process by clicking the "APPLY" button on the ADÜYES menu on the homepage. Candidates must carefully read the warnings they see during the application steps.

3) Entering Information about the Candidate’s Application Method and Uploading Documents: Candidates must select from the list according to the exam result or diploma grade they wish to apply with. They fill in the required information on the screen that comes up according to the selection they make and load valid documents following the information entered. It is highly necessary to pay attention to the validity date of the documents, otherwise, the application of the candidate is rejected.

4) Entering Candidate Information and Uploading Documents: Candidates fill in the requested information on the screen and upload valid

documents compatible with the information they have entered. It is crucial to pay attention to the validity date of the documents, otherwise the application of the candidate is rejected.

a) Uploading of Photograph: Candidates who enter the candidate portal upload their portrait photos taken in the last 6 months through the candidate photo upload area. The quality of the photograph is explained in detail in the uploading part on the candidate portal.

b) Uploading of Identity Document: Candidates must upload their identity document in a manner in which all of it is visible and as an image file to the Upload Identity Documents menu. The identity document you will upload must be one of the documents found only in the identity document types options on the candidate portal. The identity document to be uploaded must contain a photo of the person, and the writings must be legible and clear. Candidates must upload his/her identity card with a visible **expiry date** on it. Applications of candidates whose id validity cannot be confirmed, expired or will expire at the time before the exam date, and/or who upload identity cards (eg. Passport) of those belonging to first-degree relatives (parents) are **not accepted**.

c) Citizenship Status: Candidates must choose the appropriate citizenship status by reading the information about the citizenship status on the screen. This selection is accepted as a declaration and constitutes the basis for the placement processes. Candidates, selected to be placed in a program by applying to the placement system with a **false** or **incomplete statement** and/or **false/fake document** even if he/she has completed his registration or is still studying, will be dismissed from the university.

5) Submitting Application: Candidates complete their applications by declaring that the information they enter and the documents uploaded are valid and belong to him. The responsibility of the uploaded documents and information belong to candidates. Documents and information cannot be changed after the application has been submitted.

6) Control of Application: Documents and information of candidates who complete the application steps are examined by the Document Control Commission. Applications of candidates, information and uploaded

documents of whom do not match, are directed to the candidate application screen to upload the missing document or correct the inaccurate information. Candidates can follow their application status on the candidate portal on the dates specified in the exam calendar.

7) Completing Missing Documents or Information: Candidates can log into the ADÜYES system on the dates specified in the ADÜYES Placement calendar and update their documents and information. Applications of candidates who do not update their information until the end of completing missing documents/information period are rejected. Applications of candidates whose information and uploaded documents do not match in the missing document completion period are rejected by the commission. ADÜYP calculation and placement of candidates whose applications are rejected will not be made.

8) Application Approval: Applications of candidates who have successfully completed all the above steps and uploaded valid documents and information will be approved.

9) Calculation of ADÜYP: ADÜYP calculations are made for candidates whose applications have been approved. ADÜYP calculation formula is on the Accepted Exam Results and Diploma Grade List menu under the Application Procedures menu on the <https://yes.adu.edu.tr> website. Following the announcement of the final ADÜYP results of the candidates according to the placement calendar, candidates make their preferences specified in the 7th article below. ADÜYP calculation and placement are not made for candidates whose applications are rejected.

Important Note: As a result of the ADÜYES Application, the candidates who are placed with the application of their SAT/ACT exam results will be able to log in with their candidate information from the websites of the relevant exam organizing institutions (the official website that shows the SAT/ACT exam results) under the supervision of university officials, and the exam results will be verified. Candidates whose exam results cannot be verified are not registered in accordance with the 1st clause of the 20th article of the Directive on Foreign Student Admission Principles, or if they are registered, their registrations are deleted.

7. PREFERENCES

7.1. Following the announcement of the final ADÜYP on the date specified in the ADÜYES Placement calendar, the candidate can make their program preferences using this score. Program preferences can be carried out by candidates on the dates specified in the ADÜYES Placement

calendar on <https://yes.adu.edu.tr> internet page on the ADÜYES menu on the ‘Candidate Main Page’. Candidates can choose a maximum of ten different programs. Essential information and minimum acceptable points, special conditions and explanations are available on the preference page. Candidates are obliged to investigate the terms of the program they will prefer. Candidates who make and approve their preferences cannot change their preferences later. Therefore, candidates need to be careful when confirming their preferences.

7.2. Preferences of candidates who make their choices but do not and/or forget to approve their applications are automatically approved by the system after the preference period ends. Candidates are subject to be placed according to these preferences.

7.3. Candidates are **not allowed** to change their preferences in any way after the end of the preference period.

8. EVALUATION and PLACEMENT

8.1. Placement to quotas will be carried out according to the score obtained on ADÜYP, the candidate’s preference order and the minimum acceptable score for the program, the number of candidates with citizenship from the same country and the provision of 8.3 article of this guide. The number of students from the same country who gain the right to register will be no more than 20% of the quota of the relevant program. In situations of equality, priority shall be given to the candidate with the lower age. 20% limitation is not considered for additional placement procedures.

8.2. Candidates who have gained at least forty (40) points from ADÜYP can apply to programs which require the student to take an Aptitude Test. **For the placement of students in the Medicine and Dentistry Programs, the ADÜYP score must be at least 75.** The evaluation of applications made to programs who accept students with Aptitude Tests is done according to the criteria of the Aptitude Test Registration and Acceptance Directive of the relevant faculty/vocational school/ State Conservatory. The number of students from the same country who gain the right to register shall be no more than 20% of the quota of the relevant program. In situations of equality in placement, priority will be given to the candidate with the lower age. However, 20% limitation is not considered for additional placement procedures.

8.3. In accordance with the article 45/f of the Higher Education Law numbered 2547, amended by Law numbered 6287 and regarding the International Students Admission Principles, determined by the Higher Education Council, within the scope of the letter of the Higher Education Council dated 25/07/2019 and numbered 54050, on the condition that the candidates, who are eligible to apply for international student admission quotas and those who have the opportunity to apply, those who have Turkish citizenship by birth under the Turkish Citizenship Act, those who have been granted permission to leave Turkish citizenship from the Ministry of

Internal Affairs, those who have left Turkish citizenship, those who have documented that they have the Blue Card issued upon their request, those who are Turkish citizens who were continuing with their secondary education before 01/02/2013 and completed the final three years of their secondary (high school) education in a foreign country other than the TRNC or citizens of Turkish nationality who completed all of their secondary (high school) education in a foreign country (other than the TRNC), those who are Turkish citizens with dual citizenship apply for international student admission quotas within the framework of the criteria determined by universities, 10% of the quota in the related fields for these candidates cannot be exceeded in the placement of students in the Teacher Education, Medicine and Dentistry programs in the international student acceptance quotas accepted by the Senate.

8.4. The university is free to admit as many students as stated in the quota or less.

8.5. Placement results will be announced on <http://yes.adu.edu.tr> internet page on the ADÜYES menu on the Candidate Portal in the application system on the date specified in the ADÜYES Placement calendar.

8.6. Acceptance letters for candidates who have gained the right to register for associate and undergraduate programs will be available to download on <http://yes.adu.edu.tr> on ADÜYES menu on the Candidate Portal.

8.7. Candidates who have gain to right to register must do so according to the information given in Article 9 of this guide on the dates specified in the ADÜYES Placement calendar.

9. REGISTRATION PROCEDURES

Placement results will be announced on the ADÜYES menu on the Candidate Portal on the <https://yes.adu.edu.tr> website on the dates specified in the placement calendar.

9.1. Documents required for registration:

- a) The placement result document downloaded from the ADÜYES website (<http://yes.adu.edu.tr>) and original additional documents specified in its content and notarized Turkish translations of these documents,
- b) Original High School Diploma or original graduation document and a notarized Turkish translation of this document,
- c) ‘Equivalency Document’ of high school diploma or graduation document certifying the equivalency of the applicant’s diploma to that of Turkish diplomas from a Turkish Embassy or Consulate in the student’s own country or from the Turkish Ministry of Education,
- d) Original transcript of records and its notarized Turkish translation,
- e) Original passport and its notarized Turkish translation photocopy,

- f) Bank receipt showing payment of the student's tuition fee into the relevant bank account (*Tuition fee amount and bank payment details can be taken from the relevant Student Affairs Office*),
- g) 6 biometric passport-size photographs (4.5cm x 6cm) taken within the last 12 months,
- h) For departments with Turkish education, a Turkish Language Proficiency Level Certificate; for departments with English education, an English Language Proficiency Level Certificate accepted by ADÜ School of Foreign Languages; for departments with French education, a French Language Proficiency Level Certificate accepted by ADÜ School of Foreign Languages; for departments with German education, a German Language Proficiency Level Certificate accepted by ADÜ School of Foreign Languages (if available),
- i) Original Certificate of Identity Register Copy (*Vukuatlı Nüfus Kayıt Örneği*). This document is mandatory for those who have double nationality- one of which is Turkish- and must show the nationality registration in detail,
- j) Health Report taken from a general state hospital in Türkiye for students to study in programs requiring a health report for registration, as shown in the quota conditions,
- k) Signed Declaration of Financial Security Form.

9.2. Registration must be carried out by the candidate **in person** or **a representative who has been given a power of attorney with a notarized power of attorney in case he/she cannot apply in person** at the Student Affairs Office of the faculty/school/vocational school to which admission has been gained during working hours (08:00-17:00).

9.3. The documents of candidates who have come for registration will be checked.

9.4. The candidate will be given information on the necessary tuition fees and payment methods.

9.5. Payment of tuition fees should be paid through the bank machine of the bank with which our University is affiliated with, by choosing the education payments screen, then Aydın Adnan Menderes University and entering personal identity information.

9.6. The bank slip showing payment of the tuition fee should be submitted with the other documents necessary for registration to the relevant student affairs office.

9.7. After all registration documents have been received, the student's registration will be completed and the student will be given a student certificate.

10. ADDITIONAL PLACEMENT

10.1. Quotas for Additional Placement will be announced between the dates specified in the ADÜYES Placement calendar on <https://yes.adu.edu.tr>.

10.2. In order to be placed in one of the program at Aydın Adnan Menderes University, candidates who completed the additional placement preference during the dates stated in the Placement Calendar and upload their preferences to the system, *but have not been previously placed on a program* can apply for an additional placement place.

10.3. Applications to additional placement quotas should be made on <http://yes.adu.edu.tr> Applications made out of the application dates will not be processed.

10.4. Candidates can make their additional placement preferences on <http://yes.adu.edu.tr> internet page on ADÜYES menu on the Candidate's Main Page on the dates specified in the ADÜYES Placement calendar.

10.5. Additional Placement procedures will be carried out according to the score obtained on ADÜYP, the candidate's preference order and the minimum qualifying score determined for the program and the provision of 8.3 article of this guide. In situations of equality in placement to the quotas, priority shall be given to the candidate with the lower age. 20% limitation is not considered for additional placement procedures.

10.6. The university is free to admit as many students as stated in the additional placement quotas or less.

10.7. Additional Placement results will be announced on <http://yes.adu.edu.tr> internet page on ADÜYES menu on the Candidate's Page on the dates specified in the ADÜYES Placement calendar.

10.8. Acceptance letters for candidates who have gain the right to register with Additional Placement will be available to download on <http://yes.adu.edu.tr> internet page on the ADÜYES Candidate Portal in the application system on the dates specified in the ADÜYES Placement calendar.

10.9 Candidates who have gain to right to register with Additional Placement must do so according to the information given in Article 9 of this guide on the dates specified in the ADÜYES Placement calendar.

11. LANGUAGE REQUIREMENTS

11.1. Turkish Programs

Candidates to register on programs of which the language of education is Turkish need to prove their Turkish language level on registration. Turkish proficiency levels will be determined by:

- a) A pass mark on the Turkish Language Proficiency examination carried out by ADÜTÖMER at the start of the Academic Year,

- b) Turkish Language Proficiency document issued by a Turkish Language Teaching Research and Application Centre in a Turkish state university,
- c) A Turkish Language Proficiency certificate issued by the *Yunus Emre Institute*,

Turkish Language Proficiency certificate is not required from the candidates who have completed all of their secondary education in Türkiye, have completed their secondary education at a Turkish High School affiliated to the Republic of Türkiye Ministry of National Education in a country other than Türkiye or have graduated from a diploma program (associate/bachelor/graduate) of a higher education institution either in Türkiye or abroad of which the language of instruction is 100% Turkish.

Students whose Turkish proficiency level is A or B will be considered as on one year leave on a decision being taken by the management board of the unit to which they are registered in order to increase their Turkish proficiency level to C. Those who obtain a level C Turkish language proficiency at the end of this year must submit their document to the Dean's Office/Head of School's Office of the unit in which they are registered before the start of the academic year. Students who cannot submit a level C Turkish language proficiency document or are not successful in the Turkish language proficiency examination to be carried out by ADÜTÖMER will be considered as on leave on a decision being taken by the management board of their registered unit for another year. Registration at the University of students who have not obtained a level C Turkish language proficiency level at the end of the second year will be deleted.

11.2. English, French and German Programs

11.2.1. Students who are registered on programs of which the language of education is English, French or German are required to pass the relevant language exemption examination carried out by ADÜ School of Foreign Languages, submit a language certificate or an exemption certificate accepted by ADÜ School of Foreign Languages to ADÜ School of Foreign Languages before they start their education. The dates related to these examinations will be announced on ADÜ International Students webpage.

11.2.2. Students who do not pass the relevant language exemption examination or those who do not submit an acceptable language certificate must register to a one-year language preparatory class run by ADÜ School of Foreign Languages.

11.2.3. Below is some information on obligatory language certificates needed for some courses in English, French and German programs:

English Language and Literature: International students starting their education on this program must submit a minimum B2 TÖMER certificate as there are some English-Turkish compulsory courses (for example: IDE221 Translation I course). The language certificate of the above mentioned is compulsory for the compulsory courses required for graduation. For courses on this program, please see <http://ects.adu.edu.tr/>

French Language and Literature: International students starting their education on this program must submit a minimum B2 TÖMER certificate as there are some Turkish compulsory courses (for example: IDE403 English-Turkish Translation I course). Equivalency will be carried out by ADÜTÖMER. The language certificate of the above mentioned is compulsory for the compulsory courses required for graduation. For courses on this program, please see <http://ects.adu.edu.tr/>

German Language and Literature: International students starting their education on this program must submit a minimum B2 ADÜTÖMER certificate as there are some Turkish compulsory courses (for example: ADE209 German-Turkish Translation I course). The language certificate of the above mentioned is compulsory for the compulsory courses required for graduation. For courses on this program, please see <http://ects.adu.edu.tr/>.

English Language Teaching: International students starting their education on this program must submit a minimum C1 ADÜTÖMER certificate as there are some Turkish compulsory courses (for example: ENT403 Translation course). The language certificate of the above mentioned is compulsory for the compulsory courses required for graduation. For courses on this program, please see <http://ects.adu.edu.tr/>.

12. TUITION FEES

12.1. Tuition fees for the 2022-2023 academic year are available on the Program Quotas menu on the <https://yes.adu.edu.tr> website. If there is a change in the lists attached to the Presidential Decree, the necessary updates will be made.

12.2. The candidate should apply to the relevant faculty/school/vocational school Student Affairs Office before payment of tuition fees.