FOREIGN STUDENT MEMBERSHIP REGISTRATION PROCEDURES

Figure 1: Membership and Application

The transactions on the membership start page are as follows.

If you already have a membership and an application that you have made and want to make changes to this application, you can click **UPDATE APPLICATION** button to make changes.

In order to create a membership registration, you must read Foreign Student Membership Registration Form information and click **NEXT** button after marking **"I have read the descriptions, and I confirm".**

Figure 2.1: Identity Information (Application with T.R. ID No / Blue Card or Foreign Nationality (FN) Number)

Figure 2.2: Identity Information (Application with Passport No)

In the first step, the candidates;

Candidates with T.R. ID No / Blue Card or Foreign Nationality (FN) Number must enter T.R. Identity No / Blue Card or FN Number, date of birth and T.R. / F.N. / Blue Card document information and click the **Retrieve My Identity Information** button.

Candidates who do not have a T.R. Identity Number / Blue Card or FN Number must enter the Passport Number, date of birth and Passport Document information and click the **NEXT** button.

! NOTE: Only documents in pdf, jpeg and png format can be uploaded to the system.

Figure 3.1: Identity Information

Figure 3.2: Identity Information

In the second step, candidates are required to enter their personal information into the system.

The personal information of the candidates who have an T.R. ID no / Blue Card or FN Number will come automatically. Applicant students should enter their information in the "Double Citizen" and "I have a Blue Card" fields if any and click the **NEXT** button after performing the photo upload to the system.

Candidates without a T.R ID no / Blue Card or FN Number should upload photo in the system, and enter the required personal information fields and click the **NEXT** button.

Photo: The field where the prospective student will upload her/his photo.
Name: The field where the prospective student will enter (view) her/his name.
Surname: The field where the prospective student can enter (view) her/his last name.
Mother's Name: The field where the prospective student can enter (view) the mother's name information.
Father's Name: The field where the prospective student can enter (view) his father's name information.
Gender: The field where the prospective student can enter (view) gender information.
Nationality: The field where the prospective student can enter (view) the current nationality information.
Is your first nationality Turkish Republic?: The field where the candidate student will mark whether his/her first nationality is Turkish or not.
Double Citizen: The field that the candidate student will mark if they have a second nationality.
Certificate of identity register copy: The area where the prospective student will upload the certificate of identity register copy to the system. (Appears when the "Double Citizen" option is checked.)
Second Nationality: The field where the candidate student will enter the second nationality. (Appears when the "Double Citizen" option is checked.)
Place of Birth: The field where the prospective student can enter (view) the place of birth.
I Have a Blue Card: The field where the prospective student will enter the Blue Card information they want to report.
Blue Card: The area where the prospective student will upload the Blue Card document to the system. (It is shown when "I have a Blue Card" option is selected.)

!! NOT: Sisteme sadece pdf, jpeg ve png formatında belge yüklenebilir.

Figure 4: Contact Information

In the third step, candidates must enter their contact information into the system. Contact information must be accurately and completely added by the candidates. After filling in the contact information, they need to click on the **NEXT** button.

Mobile Phone / Home Phone: The field where the prospective student will enter their phone information.

E-Mail: Screen where the prospective student will enter their e-mail information.

E-Mail Verification: The field where the prospective student can verify the e-mail information entered.

Password: The field where the prospective student will enter the password he / she will create for the membership system.

Password Again: The field where the prospective student can verify the password he / she will create for the membership system.

Foreign Correspondence Address: The field where the prospective student can enter the correspondence address abroad.

Turkey Correspondence Address: The field where prospective students may enter the correspondence address in Turkey.

!!! NOTE: Any one of the foreign and Turkey correspondence address must be entered. Both can be entered optionally.

Figure 5: Education Information

In the fourth step, candidates must enter their education information into the system. After entering the education information, they are required to click the **SAVE** button.

After the information in all steps has been entered completely, the registration process for the application is completed. The Membership Number used in the membership system is sent to your e-mail address.

Name of High School You Graduated: The field where the candidate student will enter the name of the high school s/he graduated.

High School Diploma: The field where the prospective student will upload the high school diploma document to the system.

Country of High School of Graduation: The screen where the candidate student will enter the country of the high school s/he graduated from.

Total Duration of Education (Starting from Primary School): The field where the candidate student can enter the duration (in years) of the education received starting from primary school.

!!!! NOTE: Only documents in pdf, jpeg and png format can be uploaded to the system.