ADMISSION TO MASTERS PROGRAMMES:

A. GENERAL GUIDANCE NOTES.

This informal offer will be turned into a formal offer on completion by the applicant of a number of checks and further steps. In principle you can complete these steps quite speedily. These General Guidance Notes outline the steps required and the reasons for them.

- On receipt of this letter and guidance notes, you should immediately pay the first semester’s tuition fees. Immediate payment of this fee signals two things: first that you intend to take up your place with us, and second that your first semester of study is already fully covered. Furthermore, immediate payment of this fee will allow us to send to you, especially international students, a hard copy of acceptance letter with which you will be able to apply for a Turkish Transit Visa. Please visit www.mfa.gov.tr for visa information.

This initial payment should be deposited before 1st August 2011 for the value of 3,000 TL (2000 USD). It must be paid into the account detailed below, and you must keep a receipt of this payment. See Section B.2 below

(If subsequently you are unable to register, this fee will be refunded to you upon a request made before 30th September, subject to a small administrative charge).

- International students (i.e. those who are not citizens of the Turkish Republic of Northern Cyprus [TRNC] or the Republic of Turkey) MUST apply for Turkish Transit Visa through the local Embassy / Consulate of the Republic of Turkey. Details of this procedure can be found in Section B and Section C below.

- All students (international students especially) should take special note that (a) northern Cyprus is an island of ‘higher education’ in which there is very heavy airline use at the beginning and end of academic semesters, and (b) travel to METU NCC on Turkish Transit Visa must be via Turkey. Together these factors mean that you should book your flight tickets as early as possible. Further details can be found at http://ncc.metu.edu.tr/49/transportation.html

- It is anticipated that postgraduate students will wish to have university accommodation. (This is not obligatory, but it is rather difficult to find private accommodation in the locality without prior knowledge and contacts). On receipt of this letter you should contact the Graduate Office nccgroff@metu.edu.tr indicating your wish to have university accommodation and you will be given guidance about how to apply. By default, all graduate students are accommodated in the Graduate Hall, located in the entry floor of Dormitory II (for dormitory information: http://ncc.metu.edu.tr/50/dormitory.html). Graduate Hall dormitory fee is half the regular rate of Dormitory II i.e. it is expected to be 3150 TL/year (approximately 2,100 USD) with ~75 TL/month of utility fee.

- Official Registration and Enrolment in courses for graduate students will take place between 19th - 21st of September 2011. There will be course registrations between 21st -23rd of September 2011.
- If you have been awarded any form of assistantship or scholarship you have been notified individually.

- You should bring with you to registration original copies of your original undergraduate diploma, transcripts, degree certificates, language proficiency certificates attested by Ministry of Education & Turkish Embassy, ALES certificates (if applicable) and any other certificates that may have been asked for.

- As you know the language of instruction at METU NCC is English for which a certificate of proficiency is required. That you have received an offer, confirms that we believe that your English language competence is sufficient for the Masters degree, however a condition of registration is that we do require seeing an original copy of a recognised English proficiency certificate. You must have an original copy and the certificate must be no older than 24 months since issued. (If you have a certificate which is older than 24 months then you must sit a new English proficiency exam and provide evidence of the score, in the form of the copy of a transcript or certificate before July 15th).

As a reminder, the minimum English language proficiency scores we require are tabulated below:

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<th>Minimum</th>
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<tbody>
<tr>
<td>IELTS</td>
<td>6.5</td>
</tr>
<tr>
<td>TOEFL – PBT</td>
<td>550 + 4</td>
</tr>
<tr>
<td>TOEFL – CBT</td>
<td>213</td>
</tr>
<tr>
<td>TOEFL - IBT</td>
<td>79</td>
</tr>
<tr>
<td>METU Proficiency*</td>
<td>65</td>
</tr>
</tbody>
</table>

(*)If previously obtained

- Applicants who are citizens of Republic of Turkey must also submit a certificate of successful completion of the ALES graduate entry exam (minimum score 55 of Equal Weight category). Entry in “Special Student” status can be offered to those who have not yet taken ALES, but who must take the exam at the earliest subsequent opportunity after registration.

NB. Wherever a web link is listed in the following pages, you must follow the link and read the information therein.
### B. ESSENTIAL STEPS REQUIRED BEFORE TRAVELLING TO TRNC (IF OUTSIDE TRNC), AND REGISTRATION

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
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| **1** | Acknowledge Receipt of this Letter to nccgroff@metu.edu.tr Include:  
  a) Confirmation of intention to take up the place offered;  
  b) whether you intend to apply for on-campus accommodation (strongly recommended for international students),  
  c) your correct and up-to-date secure postal address (for receipt of formal offer letter). |

| **2** | As confirmation of your intention to study at METU NCC you should now pay the Fall Semester fee to METU NCC  
This deposit will be set against the annual fee payable on local registration (the current tuition fee rate is 3000 TL / $2000 per semester). This deposit should be submitted by international bank transfer in Turkish Lira, (TL) or US Dollars ($) to the following Turkiye Is Bank account number and address:  
IBAN (TL) : TR69 0006 4000 0016 8220 0093 82  
Account (TL) : 6822 9382  
IBAN ($) : TR87 0006 4000 0026 8220 0018 89  
Account ($) : 6822 0001889  
SWIFT : ISBKTRISXXX  
Turkiye Is Bank, METU NCC Campus Branch, Kalkanli, Guzelyurt, Mersin 10, Turkey.  
Be sure to retain the receipt of this transaction. |

| **3** | You MUST then e-mail confirmation that you have deposited the tuition fee, to nccgroff@metu.edu.tr  
This e-mail will trigger the sending of a signed and stamped paper copy of the formal offer letter from METU NCC. This letter will be sent to a secure address of your nomination as well as a scan copy through e-mail. Please make sure that we have the correct and up-to-date postmail and email address for this letter.  
Receipt of this letter is ESSENTIAL in order to (a) allow you to apply for a student visa (applicable to all non-TRNC and non-Turkish citizens*) and (b) to allow you to register at METU NCC. |
For citizens of countries from which one does not require a visa to travel to Turkey/TRNC see

http://ncc.metu.edu.tr/ISO/Immigration_Updates/

<table>
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<tr>
<th>4</th>
<th>Apply for Turkish Transit Visa (if applicable) to study at METU NCC in the Turkish Republic of Northern Cyprus. It is essential that you provide to the Visa Office of the Turkish Embassy as proof of formal offer from METU NCC three documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The original copy of the offer letter (noted in 3 above);</td>
<td></td>
</tr>
<tr>
<td>b. The Fall semester tuition fee transfer receipt,</td>
<td></td>
</tr>
<tr>
<td>c. A print-out of these informal letters and guidance notes.</td>
<td></td>
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</tbody>
</table>

(See http://ncc.metu.edu.tr/ISO/Immigration_Updates/ and for Embassy and Visa Information see http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa )

| 5 | Gather together original documents attested by Ministry of Education & Turkish Embassy/Consulate of your original diploma, degree certificate, undergraduate transcript and, English language proficiency certificate and ALES certificate. |

| 6 | Submit your completed Accommodation Application Form (Section D, below) to the nccgroff@metu.edu.tr address, in order to apply for on-campus accommodation. |
C. REGISTRATION OF INTERNATIONAL STUDENTS NEWLY ACCEPTED TO THE GRADUATE PROGRAMMES

KEY CONTACT DETAILS:

- METU NCC Graduate Studies Office nccgroff@metu.edu.tr

Registrar’s Office, Administration Building
Tel: +90 (392) 661 2093-94-95
E-Mail: nccreg@metu.edu.tr

- Dr. Ali Muhtaroglu
  Coordinator, Sustainable Environment and Energy Systems (SEES) programme

  Office: R-216
  Phone: +90 392 661 2933
  E-mail: amuhtar@metu.edu.tr
  Web: http://www.metu.edu.tr/~amuhtar

- Dr. Julian Saurin
  Coordinator, Political Science and International Relations (PSIR) programme

  Office: T-131
  Phone: +90 392 661 3008
  E-mail: julian@metu.edu.tr
  Web: http://www.psir.ncc.metu.edu.tr/profiles/saurin.php

IMPORTANT DATES:

- 1st August, 2011: Final date for formal acceptance of offer and final date for pre-registration deposit.

- August 15th, 2011: Late applicants should aim to complete the necessary steps by this date and should give a definitive decision to take up the offer of a place to the Registry nccreg@metu.edu.tr and nccgroff@metu.edu.tr by this date.

- 19th - 21st September 2011: On-campus registration at Registrar’s Office to submit registration documents and obtain temporary Student ID Card + check in with IT office to obtain necessary student user ID and password to access IT services on campus.
- 19th – 22nd September, 2011: Orientation Program
- 21st - 23rd of September 2011: Courses registration
- 26th September, 2011: Classes commence.

REGISTRATION VENUE:

Student Registration Venue: The Registrar's Office
Course Registration Venue: Office of your Programme Coordinator

REQUIRED DOCUMENTS FOR REGISTRATION OF INTERNATIONAL STUDENTS:

1. Full tuition fee receipt;
2. Attested copy of the Bachelor's/Master's Diploma (Students must submit the originals during registration),
3. Original copy of transcript,
4. Original copy of the result of English Proficiency Examination (e.g. TOEFL, IELTS),
5. Passport (Passports should be shown to the officials during registration. Photocopies of the pages that include identification information.
6. ID Card Fee (15TL) receipt (The fee should be paid to the relevant bank account number mentioned.)
7. Six (6) photographs (Male students should appear beardless and female students should appear without headscarf - without any cover on head and neck - in their photos.) Photocopies are not accepted.
8. Health insurance documents. All new international students must apply for 1 year one-year health insurance (90 TL) during the registration.
9. Applicants of Turkish nationality must provide a health report showing that they are not bearers of HIV and Tuberculosis (PBD test) from a state hospital in Turkey or TRNC. For candidates who are not TR or TRNC passport holders, the health report must also include Hepatitis A, B and C, and the report will be provided in TRNC by TRNC health authorities. With this report it will also be possible to proceed with Residence Permit provision in TRNC.
10. For male Turkish nationals, the official notification of Military Service status documents.