Number: 63354591 / 310-.. Istanbul, ../**..**/20..

YÖKSIS ID: ………………..

Dear ………………..,

Congratulations on your acceptance to the **………………………** under the **……………………** at Maltepe University. You have taken an important step towards adding an international dimension to your education.

Registration for the 20..-20.. Academic Year will take place between **../../20..** and **../../20..** at the Maltepe University Campus International Relations Office.

Documents required for registration are listed below. Please note that the tuition fee must be paid during the registration in order to secure your enrolment as this cannot be guaranteed if payment is received after registration.

If you have any questions, our International office will be happy to assist you. You are welcome to call us at +90 216 626 1050. You can use this letter of acceptance to get your student visa from the Turkish Consulate.

If you would like to see our Housing options, please visit <https://www.maltepe.edu.tr/ogrenciyurdu/tr>. You can e-mail your application forms to [int@maltepe.edu.tr](mailto:internationaloffice@maltepe.edu.tr) until **../../20..**.

I would like to congratulate you once again on behalf of Maltepe University and wish you success in your academic life.

Best wishes,

Assist. Prof. Dr. Işıl ALTAY  
 International Office Coordinator

**REQUIRED DOCUMENTS FOR FINAL REGISTRATION**

ARTICLE 9- (1) The required documents for final registration in graduate programs are as follows:

1. For master's applications, a bachelor's degree diploma; for doctoral/proficiency in art applications, a bachelor's and/or master's degree diploma along with their certified Turkish translations.
2. For health-related departments, a recognition or equivalency certificate issued by YÖK; **for non-health departments, a recognition certificate (Recognition and equivalency certificates must be obtained from the Council of Higher Education)**
3. A certified undergraduate transcript for master's applications; for doctoral applications, certified undergraduate and master's transcripts (For programs in Turkish, a certified Turkish translation is required; for programs in a foreign language, either a certified Turkish or English version may be submitted).
4. The original or notarized copy of a foreign language proficiency certificate for English master's and doctoral/proficiency in art programs.
5. The original or notarized copy of a Turkish language proficiency certificate for Turkish-programs.
6. The original or notarized copy of a student visa issued by foreign representatives.
7. The original student visa-stamped passport and its Turkish translation.
8. Health Insurance.
9. Six passport-sized photographs (taken within the last six months)
10. A document proving the payment of tuition fees.

**Note**:  (1) A residence permit issued by İç İşleri Bakanlığı Göç İdaresi Başkanlığı (must be obtained after final registration).

(2) Documents requiring translation must be certified by a notary, the Turkish Embassies, or Consulates.