



# T.R. BAHÇEŞEHİR UNIVERSITY GRADUATE SCHOOL MASTER'S DEGREE APPLICATION AND ADMISSION PROCESS GUIDE





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## 1. Purpose and Scope

This guide is intended to assist prospective candidates applying for master's programs at Bahçeşehir University and guide relevant academic departments. The graduate application and admission processes are critical steps for candidates to achieve their academic goals, requiring complete preparation of application documents, fulfillment of admission criteria, and effective management of the process.

### **This guide covers the following topics:**

- What is the Application Process?
- Who is Involved in the Application Process?
- What are the Stages of the Application Process?
  - Checking Application Requirements
  - Preparing Application Documents
  - Online Application
  - Evaluation of Your Application
  - Interview and/or Written Examination
  - Announcement of Results
  - Registration Procedures
- Course Selection Procedures
- Units Assisting You During the Application Process
- How Can You Monitor the Process?
- Frequently Asked Questions (FAQ)

This guide explains the necessary steps to apply for master's programs and provides comprehensive answers to frequently asked questions regarding the process.



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## 1. What is the Application Process?

The application process for graduate programs involves various steps, including announcement of application requirements, document collection, evaluation, and finalizing applications.

## 2. Who is Involved in the Application Process?

Once your application is complete, it will be evaluated. Upon acceptance, you must initiate your registration at the Graduate School of Education during the designated Registration Week, followed by visits to the Financial Affairs Department and the Student Affairs Department to complete the registration.

## 3. What are the Stages of the Application Process?

### 1. Checking Application Requirements:

- Follow announcements on the university's official website for application dates and available programs.
- Review admission criteria and quotas for programs.
- Verify if program-specific requirements match your qualifications.



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## 2. Preparing Application Documents:

You may need the following documents depending on your chosen program:

- Military service status certificate for male candidates (available via e-government portal).
- Undergraduate diploma or graduation certificate (e-government issued documents are valid).
- Transcript showing all undergraduate courses and grades (Diploma Supplement is also acceptable). \*Active student transcripts are not accepted.
- A photocopy of the Academic Personnel and Graduate Education Entrance Exam (ALES) or an equivalent exam result document for our Master's Programs with Thesis (ALES results are valid for 5 years).
- Foreign Language Proficiency Certificate for our Master's Programs taught in English (YDS and YÖKDİL exam results are valid for 5 years; TOEFL and BAU Proficiency Exam results are valid for 2 years).
- Resume (CV).
- \*Applications from candidates who have studied abroad will be considered valid only if the institution they attended and the education they received are recognized and approved by the Council of Higher Education (YÖK).

You can access the application documents [here](#).

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## 3. Submitting the Online Application:

- You must apply online using the university's application portal. Complete the relevant fields and upload your documents to finalize your application.
- Monitor the emails sent to you weekly to check whether you have any missing documents.
- You can apply to up to 3 programs simultaneously in the system.

You can access the online application link [here](#).

You must complete the sections marked in red without leaving any fields blank.

EDIT CLOSE

Personal Information Program Selection Job Contact Info Education And Exam Info Documents

ph\_documents\_info

(Candidates who graduated from universities abroad can upload their YÖK Equivalency Certificates from the other documents section.)

Military Status Documentation	Select File...	+	Document Not Loaded
ALES-GRE-GMAT Documents	Select File...	+	Document Not Loaded
Foreign Language Certificate	Select File...	+	Document Not Loaded
Undergraduate Diploma	Select File...	+	Document Not Loaded
Undergraduate Transcript	Select File...	+	Document Not Loaded
Resume	Select File...	+	Document Not Loaded

SAVE

After uploading your documents, click the + icon to save them.



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## GRADUATE SCHOOL

### MASTER'S DEGREE

## APPLICATION AND ADMISSION PROCESS GUIDE

#### 4. Evaluation of Your Application:

- If your documents are complete, your application will proceed to the evaluation stage.
- An interview or academic exam may be conducted for certain programs. Follow the dates communicated to you. You can check these dates [here](#).
- Your application is reviewed based on the evaluation criteria set by the academic staff. You can access the detailed evaluation criteria through our [website](#).

#### 5. Interview and/or Written Exam:

Some programs may require applicants to participate in an interview or a written exam. We kindly ask you to check our website to see which programs require an interview, as this process may vary each semester.

#### 6. Announcement of Results:

- Application results are generally announced on our website and through the UMIS system. If your application is accepted, you will receive an acceptance letter.
- Accepted candidates are announced, and acceptance letters are sent.
- For those not accepted, waiting lists are created.

#### 7. Registration Procedures:

After receiving acceptance, you must complete your registration within the dates specified by the university. The required documents for registration are as follows:

- Military Service Status Document (for male applicants)
- Copy of ID
- ALES Certificate (if you applied for a Master's program with thesis)
- Foreign Language Proficiency Certificate (if you applied for a program in English)
- 1 Photograph
- Undergraduate Transcript
- Undergraduate Graduation Certificate or Diploma

#### 8. Course Selection Procedures:

- After completing your registration, you must log in to the system using the UMIS address and password provided by our Student Affairs Office and proceed with course selection. For further information regarding course selection procedures, you can contact the Graduate School Student Affairs Office.



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## 9. Units That Will Assist You During the Application Process:

### 1. Graduate School

- Graduate School Application and Admission Unit: Provides support regarding master's programs, admission requirements, scholarship opportunities, and the registration process.
- Graduate School Academic Planning Unit: Assists international students with course assignments and any course-related matters.
- Graduate School Student Affairs Unit: Provides comprehensive support for Turkish students regarding course assignments, course registration, leave of absence, thesis/non-thesis program transfers, and more.

### 2. Student Affairs Department

3. Graduate Program Academic Staff: You can obtain detailed information about the program from your program coordinator or the ECTS page of our university.

4. CO-OP Directorate: Provides support regarding CO-OP collaborations. Detailed information can be accessed [here](#).

## 10. What Can You Do to Monitor the Process?

- Regularly check our institute's website and announcements to avoid missing application deadlines.
- Review and complete any missing documents each week.
- Monitor the acceptance results on the announced dates.
- Add interview and academic exam dates to your calendar.

You can contact the **Graduate School** at any stage of the application process for further information.

The email address of our Application and Admission Unit is: [kabulkayit@gs.bau.edu.tr](mailto:kabulkayit@gs.bau.edu.tr)





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## Frequently Asked Questions (FAQs) About Application and Admission Processes:

### What is the validity period of language exams such as YDS, YÖKDİL, BAU, TOEFL, and PTE?

Each language exam has a different validity period. Here are the general validity periods:

- YDS and YÖKDİL: The validity period for both exams is 5 years.
- BAU Proficiency: The BAU exam results are valid for 2 years. Even if you are a BAU graduate, the validity period starts from the year you took the exam, so it may expire before your graduation.
- TOEFL and PTE: The validity period for both exams is 2 years.

Regardless of whether you are a graduate of Bahçeşehir University or any other English-medium university, you are still required to submit a language certificate. If the validity period of your exam has expired, you will need to retake the language exam.

### How Can I Benefit from the Bar Association Scholarship?

Our Bar Association Scholarship is available for those working at the bar association. After receiving acceptance, you must submit a certificate of employment to our institute during registration to benefit from the scholarship. This document verifies that you are employed at the bar association and are eligible for the scholarship. Once your certificate is submitted, your scholarship will be processed in the system.

### Can Scholarships Be Combined?

- According to the BAHÇEŞEHİR UNIVERSITY Associate, Undergraduate, and Graduate Scholarship and Support Directive, under the Graduate General Conditions, ARTICLE 20 – (4): Scholarship rates defined for graduate programs cannot be combined. The highest scholarship rate the student is entitled to will be applied.
- You can access the scholarship opportunities [here](#).

### What Do I Need to Do to Use My Scholarship as a BAU Graduate?

- If you are a BAU graduate and wish to benefit from the alumni scholarship, you must register with the Alumni Office. The Alumni Office will provide you with the necessary support regarding the alumni scholarship application and other opportunities available to graduates.





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## **Frequently Asked Questions (FAQs) About Application and Admission Processes:**

### **How Can I Benefit from Public, CO-OP, and Corporate Protocol Partial Scholarships?**

- After receiving acceptance, you must submit your employment certificate obtained from your workplace to the institute during the registration process to utilize your scholarship. Once your employment certificate is submitted, your scholarship will be processed in the system.

### **Where Can I Access Information About Program Fees?**

- You can access detailed information about program fees [here](#).

### **What Types of Programs Are Available at Your University, and Are All Programs Offered Every Semester?**

- Our university offers thesis, non-thesis, and distance education programs. However, not all programs are offered every semester. The availability of programs varies depending on the semester.

### **Is There a Place Where I Can Get Information About Payment Procedures for Program Fees?**

- For detailed information and assistance regarding payments and fees, you can contact our Accounts Services Unit. You can reach the Accounts Services Unit at 444 28 64. You can obtain information about payment terms, installment options, and other payment procedures from this unit.

### **Where Should I Apply for Registration as an International Student?**

- If you have been accepted as an international student, you need to contact the International Office for your registration procedures. The International Office will assist you with all registration and documentation processes for international students.



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## Frequently Asked Questions (FAQs) About Application and Admission Processes:

### I Received Acceptance from Two Programs. Which One Should I Choose? What Should I Do?

- First, it is important to evaluate your career goals and areas of interest. Thesis programs are generally more suitable for those aiming for an academic career, while non-thesis programs are more focused on professional development. It is recommended to contact the coordinators of the respective programs to obtain detailed information and make the right choice.

**Note:** To review the ECTS (European Credit Transfer System) information and course contents, you can visit the relevant page on the university's website or contact the program coordinator. You can access the page [here](#).

### How Long Do Thesis and Non-Thesis Programs Last?

- Thesis programs last 4 semesters (2 years). According to YÖK regulations, students have the right to 6 semesters. (Students can take a maximum of 4 courses per semester.) Classes are held face-to-face on weekdays between 19:00 and 22:00.
- Non-thesis programs last 3 semesters (1.5 years). According to YÖK regulations, students are granted 3 semesters of student status. Students who do not complete the program within 3 semesters will be dismissed from the university.

### Which campus are the classes held on?

- The campus where classes are held varies depending on the programs. For the most up-to-date and accurate information, please contact the Institute.

### Are all classes online?

- Online education is available in some programs. For instance, the Distance MBA program is conducted synchronously online. However, the mode of instruction may vary for each program. You can check the specific program details on the website.