



ISTANBUL  
**GELISIM**  
**UNIVERSITY**

# Documents Required for IGU 2022-2023 Academic Year Final Registration

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## Documents Required for IGU 2022-2023 Academic Year Final Registration

1. Original high school diploma and its notarized translation (If diploma is in Turkish or English, a notarized translation will not be required.) **(Please read the explanation number 1.)**
2. Original high school transcript and its notarized translation (If transcript is in Turkish or English, a notarized translation will not be required.)
3. Original passport
4. Original residence permit card **\*(Those who do not have a residence permit card should contact the International Students Office to apply for it.)** Those who have blue card given by Republic of Turkey, Temporary Protection Identification Document or Republic of Turkey Identity Card must show their card to Student Affairs in the registration process **(Those who have Republic of Turkey Identity Card have to submit a Certificate of Identity Register Copy or Name Equivalency Certificate taken from District Registry Offices).**
5. Acceptance letter
6. High school diploma equivalency certificate **(Please read the explanation number 2.)**
7. Pre-registration payment receipt and first installment payment receipt **(You must pay the first installment amount of your remaining payment when you arrive for final registration.)**
8. Two passport photographs taken in the last 6 months
9. Those who are minor can register with a parental consent letter stating that their legal guardian allows them to register and study at Istanbul Gelişim University. **(The passport copy of mother or father giving consent must be on the consent letter and the letter must be written with the mother or father's own handwriting.).** (\*)
10. For departments requesting special conditions, a medical board report and a criminal record are requested **\*(Criminal record will be requested only from the student who is a citizen of Turkey). (Please read explanation number 3.)**
11. Departments requesting the special talent examination are Graphic Design (undergraduate degree), Coaching Training (undergraduate degree), Exercise and Sport Sciences (undergraduate degree), Exercise and Sports for Disabled (undergraduate degree), Recreation (undergraduate degree) and Sports Management (undergraduate degree) **\*(These departments, except for Graphic Design, require special conditions and a health report).**
12. **Students from domestic and international universities who wish to apply for course exemption at our University must meet the requirements determined by our University.** You can send an e-mail to [yuintibak@gelisim.edu.tr](mailto:yuintibak@gelisim.edu.tr) stating your applicant number and the name of faculty/program you wish to study at our University to apply for course exemption and learn the requirements.

**Note:** please visit the following website to get the forms that are related to the starred articles (Form and documents)  
<https://oidb.gelisim.edu.tr/en/page/form-and-documents>



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<sup>1</sup> If your diploma grade does not meet the criteria determined by our University, you must take YÖS exam (Examination for Foreign or Overseas Students).(\*)

\*\*\* Students who are natural born Turkish citizens and have studied their entire high school abroad must submit a detailed entry-exit statement for the years they attended high school which can be obtained from e-government or District Police Departments during registration.

<sup>2</sup> Those who graduated from a high school in any country except for Turkey or an International School in Turkey must get an equivalency certificate. Students can get the equivalency certificate from the **Turkish Ministry of Education in Turkey or the Education Attaché at the Turkish Embassy in your country\***. When you apply for the equivalency certificate, you must have the acceptance letter from our University, the original diploma and transcript with you. **\*(In order to avoid problems in the equivalency process, the approvals obtained by consulate/embassy/foreign ministry/ministry of national education etc. in your diploma must be complete and you must also have your transcript of the previous years with you along with the last year's transcript.)** You can get an online appointment from Turkish Ministry of Education. <https://e-denklik.meb.gov.tr/Home/OnlineBasvuru?culture=tr-TR>

<sup>3</sup> Departments Requesting Special Conditions: Civil Aviation Cabin Services (associate degree), **(For the Civil Aviation Cabin Services, you must receive a medical board report from the authorized hospitals (\*)**, Civil Aviation Transportation Management (associate degree), Aircraft Technology (associate degree), Flight Operations Management (associate degree), Aviation Management (undergraduate degree), Avionics (undergraduate degree), Aircraft Maintenance and Repair (undergraduate degree). You can get a medical board report from any state or private hospital for these departments, and they are subject to special conditions by the decision of YÖK. To get information on how to get a medical board report or you can contact Student Affairs via [yu@gelisim.edu.tr](mailto:yu@gelisim.edu.tr) (\*)

