


# ISTANBUL ESENYURT UNIVERSITY


## Info-Sheet for International Students 2021/2022



GENERAL INFORMATION		
Full legal name of the institution	T.C. İSTANBUL ESENYURT ÜNİVERSİTESİ	
Full legal name of the institution in English	ISTANBUL ESENYURT UNIVERSITY	
Address	ADİLE NAŞİT BUL. NO:1/1 ESENYURT/ISTANBUL	
Head of Institution	PROF. DR. SUDİ APAK	
Institution's web site	<a href="http://www.esenyurt.edu.tr">www.esenyurt.edu.tr</a>	
CONTACT DETAILS FOR INTERNATIONAL STUDENTS		
INTERNATIONAL STUDENTS DEPARTMENT	DR. MELTEM ÖZEL - Head of Office E-mail: <a href="mailto:meltemozel@esenyurt.edu.tr">meltemozel@esenyurt.edu.tr</a> Telephone: 444 9 123/ 1122 Institutional Mail: <a href="mailto:international@esenyurt.edu.tr">international@esenyurt.edu.tr</a>	
	NESLİHAN YETKİN KAYIŞ Telephone : 444 9 123/ 1120 E-mail: <a href="mailto:ogrenciisleri@esenyurt.edu.tr">ogrenciisleri@esenyurt.edu.tr</a>	
Postal address:	Adile Naşit Bul. No : 1 Esenyurt - İstanbul / Türkiye	

<b>Web site:</b>	<a href="https://esenyurt.edu.tr/hakkimizda/mudurlugumuz-hakkinda">https://esenyurt.edu.tr/hakkimizda/mudurlugumuz-hakkinda</a>	
<b>e-mail:</b>	<a href="mailto:international@esenyurt.edu.tr">international@esenyurt.edu.tr</a>	

## GUIDANCE AND PRACTICAL INFORMATION FOR NEW STUDENTS

<p><b>Information on admission procedure</b></p>	<p>Prospective students who wish to apply at Istanbul Esenyurt University at undergraduate level will use our easily operated Online Application System.</p> <p>We are advising students to have their Passport Copies or ID Cards, High School Diploma and their Transcript of Records scanned and on hand in JPEG or PDF format. Students have to upload those documents to the system along with their personal information and their chosen field of study and can complete the process in a matter of minutes.</p> <p>The students will be notified via e-mail about their acceptance to the university and if needed for a student visa, they will be issued Acceptance and Invitation Letters. The issuing of those documents will be done after the necessary payment and the amount is not refundable. We can send the Letters to them and Turkish Diplomatic Missions they apply for a visa to.</p> <p>The registration of the students will require the original copies to be submitted. More information about registration process is given at the relevant section.</p> <p>Any questions about the procedure may be sent to the following mail address:</p> <p><a href="mailto:admissions@esenyurt.edu.tr">admissions@esenyurt.edu.tr</a></p> <p>Students applications are evaluated according to the University Regulations and current COHE Regulations. They may be asked for additional documents, verifications and YÖS Exam Results depending on their documents.</p> <p>Please consider that the university will use the submitted details for any contact with the students. It's important that the contact data is from the student and not from any third parties.</p>
<p><b>Online Application Portal</b></p>	<p><a href="https://uom.esenyurt.edu.tr/index.aspx/">https://uom.esenyurt.edu.tr/index.aspx/</a></p> <div data-bbox="1222 1599 1445 1839">  <p>Application Link for the Undergraduate</p> </div>

<p><b>Visa Process</b></p>	<p>All students residing abroad are required to have student visas for the inbound travel to Turkey.</p> <p>The documents required at each Embassy might differ depending on the country they apply the visa in or depending on their citizenship.</p> <p>We are advising the students to check the website of the relevant Turkish Diplomatic Missions and the official web site of the Ministry of Foreign Affairs:</p> <p><a href="http://www.mfa.gov.tr/sub.en.mfa?cc4e437c-6769-4d79-9017-10b63c651224">http://www.mfa.gov.tr/sub.en.mfa?cc4e437c-6769-4d79-9017-10b63c651224</a></p> <p>The required documents may change according to current situation. During the Covid-19 Pandemic, many countries issued travel warnings as well as limitations.</p> <p>Diplomatic Missions list of required documents may also change with the applicants age and situation. Consider all possibilities before applying.</p> <p>For every student who needs to apply for a visa, we will prepare an Acceptance and Invitation Letter for a basic fee and the issued letters will also be sent to the Turkish Diplomatic Missions they have to apply for the visa.</p> <p>Please read the document lists carefully and ask the International Student Department for the documents you are required of only. Any late and/or missing documents may result in the rejection of your visa application.</p> <p><b>Students have the sole responsibility for their visa applications.</b></p> <p>The University can not guarantee the outcome of a visa application. The prospective students application may get rejected based on other stimulus and/or situation the University is not privy to.</p> <p>In the case of a rejection, there will be <b>no refund</b> for the Acceptance Letter / Invitation Letter Fee.</p> <p>In the case of a rejection, if the students were required for a deposit payment to the university, they will get back the refund of that after submitting the rejection document to the University - International Students Department.</p> <p>Students are required to apply and register at the institution which gave them their acceptance. If not, their residence permit applications may get rejected.</p>
----------------------------	---

<p><b>Registration</b></p>	<p>The documents need to be admitted in original forms, photocopies will only be accepted if the verification is done by the university or official departments of governments. If in any case some documents are not on hand, the registration will not be completed.</p> <p>1- Originals of the High School Diploma or the Equivalent and notarized translations if the documents are not in English or Turkish.</p> <p>2- Transcript of Records ( Originals and the translations in Turkish and/or English)</p> <p>3- Passport and its translated and notarized copy</p> <p>4- The receipt showing that the necessary amount of the tuition fee has been paid.</p> <p>5- Language Proficiency Certificates- For English or Turkish depending on the choosen department</p> <p>6- A valid Student Visa and/ or Residence Permit</p> <p>7- Photos taken in the last 6 months, easily recognizable as the prospective student, sized 4,5 cm x 6 cm,</p> <p>8-Blue card photocopy for the students who possess them.</p> <p>9- For the students who have double citizenships they need to admit a copy of their citizenship register.</p> <p>( The document needs to have the date of the citizenship status change.) e-devlet documents with barcodes and/or verification codes are accepted.</p> <p>10-“Equivalency Documents” showing that the High School Diplom on hand can be acknowledged at the same value as the ones gained in Turkey. Those documents will be issued at the Turkish Embassies-Consulates or the District Departments of the National Educations Ministry.</p> <p>The registration will be completed upon all documents were submitted or students are ready to sign a commitment letter about completing the missing document.</p> <p>The Student Affairs Department will issue Student Certificates the day after, the systems of the university will synchronize with the central student systems of COHE.</p> <p>Foreign Students have the same rights as the Turkish ones and are issue to the same regulations, if not explicitly stated otherwise.</p>
----------------------------	--

<p><b>Transfer Students</b></p>	<p>The applicants who have already earned an Associate or Bachelor's Degree or who want to transfer to our university while continuing their studies in a different university need to provide the documents listed below:</p> <ul style="list-style-type: none"> <li>- Diploma (Bachelor's /Associate Degree, If the applicant is a graduate)</li> <li>- Student Certificate (If the applicant is not graduate)</li> <li>- Transcript of Records (Signed- Stamped)</li> <li>- Detailed course descriptions (Signed-Stamped)</li> <li>- Passport</li> <li>- High School Diploma (Translated to Turkish or English)</li> <li>- Transcript (Translated to Turkish or English)</li> <li>- Certificate of Equivalence (It is requested during exact registration.) (Proof of equivalency can be provided from Turkish Embassies in the home country or Provincial Department of Education, Istanbul.)</li> <li>- For the departments which have Turkish Medium of Instruction; TÖMER Certificate which is awarded by Universities (level as determined by the University Senate and University board)</li> <li>- For the departments which have English Medium of Instruction( Check the English Language requierements explained above.)</li> <li>- Passport-size photographs</li> <li>- Residence Permit and/or Student Visa (If available)</li> </ul> <p>Students will be able to get accepted to our programs if they fullfill the requiremements for regular studies at our university. They will be regarded as new students and will apply for the acknowledgement/recognizement of their classes already taken wit their valid transcripts.</p> <p>They will be subject to regular student regulations and evaluations.</p> <p>The Recognizing /Acknowledging of their transcripts will be depending on the decision of their relevant faculties/schools.</p> <p>The program head may require additional documents and/or translations of some documents in order to complete the process.</p> <p>The results will be shared with the student and the Student Affairs Department for the system input and relevant class appointment will be clear by the students study advisor.</p>
---------------------------------	---

<p><b>Residence Permit</b></p>	<p>Every foreign student who wishes to stay in Turkey, needs to be registered in the system of residence. After the registration process of the university has been completed, the university takes over the residence permit issues of their students. The applications will only be done at the official web site via the following link:</p> <p><a href="https://e-ikamet.goc.gov.tr/">https://e-ikamet.goc.gov.tr/</a></p> <p>At this level, our personel will accompany the students during the application process and will advise according their needs.</p> <p>For more information about the first time application, you can watch the following video:</p> <p><a href="https://www.youtube.com/watch?v=YatGUrzOP0Y">https://www.youtube.com/watch?v=YatGUrzOP0Y</a></p> <p>If you wish to complete the application for yourself, you can follow the directions as shown in the following videos:</p> <p><a href="https://www.youtube.com/watch?v=YatGUrzOP0Y&amp;list=PL_3H97kZKVHKxFB3y_YWSppuQX_Engfhn">https://www.youtube.com/watch?v=YatGUrzOP0Y&amp;list=PL_3H97kZKVHKxFB3y_YWSppuQX_Engfhn</a></p> <p>The necessary documents have been announced by the Residence Permit Offices of the Ministry of Internal Affairs. Students are exempt from any additional fees, they just pay the amount for their residence permit cards.</p> <p>Students are required to submit their applications to the university and sign the additional documents. The documents are submitted to the immigration offices by the university. Even if the application procedure has been completed by third parties like agencies, the documents have to be submitted by the university, if not they will not be processed.</p> <p>A residence permit card is considered to be a private documentation, therefore only the student may receive it or parties who have been granted the right by the applicant during the application.</p> <p>The student is required to submit a copy of the residence permit card for the student file after receiving it.</p> <p>Students may not register if they do not have a valid visa or residence permit at the time of their application/registration date. They are limited with the same regulations in term of entering Turkey and/or applying for residence permit.</p> <p>The University can not guarantee the result of an application. Residence Permit Offices (Immigration Departments) are the only authority to evaluate and grant it.</p> <p>Applicant will be notified via the method they choose at the time of their application. The results of the application are to be shared with the university. The student may be called for a meeting and/or required to pay fees and/or to submit additional documents.</p>
--------------------------------	--

<p><b>Equivalency (Denklik)</b></p>	<p>The Diploma Equivalence (Denklik Belgesi) states that your high school diploma is equivalent to a Turkish high school diploma and that you can enter studies in a higher education institution in Turkey. This document is requested from and issued by the Provincial Directorate of National Education of the city the student will study in (Or, if possible, from a Branch in the Turkish Embassy of the student's country of origin).</p> <p>Diploma Equivalence is mandatory, students are ultimately responsible to have and submit the document to the university. Failure to obtain a Diploma Equivalence certificate would cancel any pre-registration and acceptance status to the University.</p> <p>The University advises the students to obtain the equivalency at the home country if the Turkish Mission has an Educational Relations Department. A list of it can be found below:</p> <p><a href="https://abdigm.meb.gov.tr/www/yurt-disi-temsilciliklerimiz/icerik/27">https://abdigm.meb.gov.tr/www/yurt-disi-temsilciliklerimiz/icerik/27</a></p> <p>The department at the home country will know your local High School diploma system and how to adapt it to the Turkish Education system.</p> <p>If you are already in Turkey or your country does not have the Educational Relations Department at the Turkish Diplomatic Mission, the equivalency application will be done via the following web site:</p> <p><a href="https://edenklik.meb.gov.tr/">https://edenklik.meb.gov.tr/</a></p> <p>The website works in many languages. Students are required to upload the following documents and go to the appointment with the original copies. The Equivalency Document will be issued with an e-signature and verification code.</p> <p>Document List:</p> <ul style="list-style-type: none"> <li>- Diploma Equivalence Application Form</li> <li>- Passport/ Residence Permit Card</li> <li>- Original Diploma</li> <li>- Transcripts (must cover ALL/or the last three high school years and must be stamped by Ministry of Education / Foreign Affairs or other relevant institution in your country (fresh stamp, not photocopy)/ apostilled.</li> </ul> <p>The Equivalency application will be evaluated by the Provincial Directorate of National Education Ministry.</p> <p>They may require additional translations of your documents to Turkish or additional documents to verify your documents.</p>
---	---



**TÖMER  
(Turkish  
Language School)**

The University has its own TOMER- Turkish Language Centre and also accepts individual applications. The Department is also responsible for the evaluation of the applicants for Turkish Programs at the university if they do not have a certificate to prove their level of Turkish Proficiency and for the education of the Turkish Preparation Year of the registered students. The level of the required Turkish Proficiency is determined by the University Board. Please ask the International Students Department for current details.

Registered students pay the tuition fee at the time of their registrations. Their level of proficiency is evaluated bi-yearly and allows them to enter regular education also mid-year. The level of Turkish Proficiency may change according to the Decision of University Board. Please check the website or ask the International Students Department for the relevant information.

Turkish Proficiency Levels are determined according to the Common European Language Criteria.

<b>Beginner Level</b>	<b>Basic Language Usage</b>	<b>A1 - A2</b>
<b>Intermediate Level</b>	<b>Independent Language Usage</b>	<b>B1 – B2</b>
<b>Advanced Level</b>	<b>Proficient Language Usage</b>	<b>C1</b>
<b>Academic Turkish</b>		<b>C2</b>

Individual applicants may come to the offices and apply personally with their passports/residence permits and pass-photos.

They are required to fill the application forms and pay the tuition fees. The payment will be done to the University Banking Account. The education of the student starts with the first starting courses after the payment. Students may change the start of their education or withdraw. If they notify the University within two-week time of the course start, they may get refunded.

The Language School is open throughout the year and active between 9.00 AM-9.00 PM save for the national and religious holidays. Any other missed classes will be compensated to prevent any problems to the students.



<b>Instruction Language And Language Requirements</b>	<p>The main language of instruction is Turkish but some of the courses are held in English.</p> <p>The university offers two Programs complete in English. For the English Programs, the offer for the Foreign Language Class is usually Russian.</p> <p>It is possible for the international students to learn Turkish at the University via some courses that will be opened upon requirement).</p> <p>Students are expected to prove their Language Levels with certificates or they have to pass exams conducted by the university.</p> <p>Any failure will result in Language Preparation Year for the students be it in Turkish or English depending on their chosen field.</p> <p>The level of Turkish Proficiency may change according to the Decision of University Board- University Senate. Please check the website or ask the International Students Department for the relevant information.</p> <p>Students applying for English Programs are exempt from Language Instruction if any of the following is the case:</p> <ul style="list-style-type: none"> <li>- They graduated from a Turkish University's Preparation-School after at least a year-long instruction.</li> <li>- They can pass the EUYDS Proficiency exam with 70 or above results.</li> <li>- They graduated from High School after studying at least the last three years in a country which uses English as a native and/or official language.</li> <li>- They can prove any of the following results/certificates</li> </ul> <table border="1" data-bbox="461 1317 1431 1892"> <thead> <tr> <th>Exam</th><th>Least Acceptable Grade/Result</th></tr> </thead> <tbody> <tr> <td>TOEFL-IBT (Internet-Based</td><td>84</td></tr> <tr> <td>TOEFL-CBT (Computer-Based)</td><td>221</td></tr> <tr> <td>TOEFL-PBT (Paper-based)</td><td>561</td></tr> <tr> <td>TOEIC</td><td>950</td></tr> <tr> <td>IELTS</td><td>6.00</td></tr> <tr> <td>FCE</td><td>C</td></tr> <tr> <td>CAE</td><td>C</td></tr> <tr> <td>CPE</td><td>C</td></tr> <tr> <td>YDS</td><td>70</td></tr> </tbody> </table>	Exam	Least Acceptable Grade/Result	TOEFL-IBT (Internet-Based	84	TOEFL-CBT (Computer-Based)	221	TOEFL-PBT (Paper-based)	561	TOEIC	950	IELTS	6.00	FCE	C	CAE	C	CPE	C	YDS	70
Exam	Least Acceptable Grade/Result																				
TOEFL-IBT (Internet-Based	84																				
TOEFL-CBT (Computer-Based)	221																				
TOEFL-PBT (Paper-based)	561																				
TOEIC	950																				
IELTS	6.00																				
FCE	C																				
CAE	C																				
CPE	C																				
YDS	70																				

<b>Erasmus Opportunities</b>	<p><a href="https://esenyurt.edu.tr/hakkimizda/misyon-696">https://esenyurt.edu.tr/hakkimizda/misyon-696</a></p> <p>Istanbul Esenyurt University is part of the European Educational Area is taking part of the Erasmus Exchange Program with raising rates of students.</p> <p>It is part of the internationalization policy of the University to support departments and students with their international exchange programs. Erasmus Program enables us with a great opportunity for that.</p> <p>We have a wide list of agreements with many universities and the number is continuously growing:</p> <p><a href="https://esenyurt.edu.tr/ikili-anlasmalar">https://esenyurt.edu.tr/ikili-anlasmalar</a></p> <p>To contact the Erasmus Office for more information:</p> <p><a href="mailto:international@esenyurt.edu.tr">international@esenyurt.edu.tr</a></p>
<b>Library</b>	<p>The University has a library with computer lab's for students use and other media outlets and possibilities for lending books and other products. It has a subscription for online data services for many fields from social sciences to engineering sciences and language studies.</p> <p>Library is equipped with social areas as well as an aula for casual meetings and light readings, for any book club meetings or author meetings and is also suitable for handicapped users.</p>
<b>Student Systems</b>	<ol style="list-style-type: none"> <li>1. Student Information System – UNIPA The most important system for the students use. The school attendance, grades, transcripts and other relevant official documents can be listed here. Students use this system to renew their course registrations and contact their study advisors. The system allows students to generate a password at the first entrance. This password may be changed at any other time. For any problems about entering the system and password use, the Student Affairs Department can annul the passwords and allow the students to set a new one. <a href="mailto:ogrenciisleri@esenyurt.edu.tr">ogrenciisleri@esenyurt.edu.tr</a></li> <li>2. Distance Education System- ESUZEM Istanbul Esenyurt University also uses a Distance Education System for some classes. The system was utilized during the pandemic at the full capacity for every theory based class and also for the exams.  To enter the system students are required to type their ID numbers and student ID numbers. The system may also use the unipa passwords and periodically synchronized with the unipa system.  For any problems concerning the classes students are required to reach out to their class lecturers or research assistants. For technical problems, they may write e-mails to following address: <a href="mailto:esuzem@esenyurt.edu.tr">esuzem@esenyurt.edu.tr</a></li> </ol>

<b>Accommodation</b>	<p>Istanbul Esenyurt University has no dormitory for its students but has agreements with private student hostel and dormitories. Therefore the prices for accommodation is noticeably low in comparison with other places in Istanbul.</p> <p>For more information, please contact the international Students Department.</p> <p><a href="mailto:admissions@esenyurt.edu.tr">admissions@esenyurt.edu.tr</a></p>
<b>Food</b>	<p>The student ID cards in Istanbul Esenyurt University are composed to act also as a food card. Students load credits in their cards and are to use the school canteen.</p> <p>As for other possibilities, the University is in the middle of the city, therefore even between the courses it is possible to eat out.</p>
<b>Travel</b>	<p>All Students studying in İstanbul have the right to have a travel card making it possible to travel at lower prices. For the card the students can take a student document from the Student Affairs Department. With a photo and their student ID they will be issued a travel card by the İETT Offices.</p> <p><a href="https://iett.istanbul/en">https://iett.istanbul/en</a></p>
<b>School Clubs</b>	<p>There are many active Student Clubs in İstanbul Esenyurt University. At the begin of the academic year they will approach new students for their activities and membership opportunities. The clubs have a wide variety from sports to dance, related to any area the students have a fancy and are supported by the departments of the university. The new clubs may be issued to permission of the management. The clubs may be audited and have to provide official documents as well as a statute.</p>
<b>Communication</b>	<p>There are 3 GSM operators which have approximately 95% of coverage area and each has 3G services. Internet access is available across the country. We advise each and every student to have a Turkish number, which is usually needed for communication purposes for the governmental offices like residence permit applications or Equivalency Applications for their High School Documentation.</p>
<b>Important Links for International Students</b>	<ol style="list-style-type: none"> <li>1. E-denklik ( website for equivalency) <a href="https://edenklik.meb.gov.tr/">https://edenklik.meb.gov.tr/</a></li> <li>2. YIMER (Communication Center for Foreigners) Call number: 157 Web site: <a href="https://yimer.gov.tr/EN/Index">https://yimer.gov.tr/EN/Index</a></li> <li>3. Turkey Scholarships <a href="https://www.turkiyeburslari.gov.tr/">https://www.turkiyeburslari.gov.tr/</a></li> <li>4. Migration Department <a href="https://www.goc.gov.tr/">https://www.goc.gov.tr/</a></li> <li>5. Türkiye Maarif Vakfı <a href="https://turkiyemaarif.org/">https://turkiyemaarif.org/</a></li> <li>6. Yunus Emre Enstitüsü <a href="https://www.yee.org.tr/">https://www.yee.org.tr/</a></li> <li>7. Yurtdışı Türkler ve Akraba Topluluklar Başkanlığı <a href="https://www.ytb.gov.tr/">https://www.ytb.gov.tr/</a></li> <li>8. İETT <a href="https://iett.istanbul/en">https://iett.istanbul/en</a></li> </ol>

## ACADEMIC CALENDAR AND DEADLINES

<b>Academic Calendar</b>	<a href="https://www.esenyurt.edu.tr/akademik-takvim-umid183.html">https://www.esenyurt.edu.tr/akademik-takvim-umid183.html</a>
<b>Winter semester</b>	Mid of September – End of January
<b>Winter exam term</b>	January ( with the mid-term exams held usually in mid-November) Make up Exams in Beginning of February
<b>Spring semester</b>	End of February – Mid of June
<b>Summer exam term</b>	End of May – Begin of June (with the mid-term exams usually held in April) Make up Exams in the End of June
<b>Course Registrations-Renewals</b>	First years will be registered for their courses instantly at the time of their registrations to the university. But then, each student will have renew the course registration at the begin of each academic semester via the student information system of the university.
<b>Summer Term</b>	Summer School is a special offer of the university, which can allow the students to re-take their failed classes or take some classes before the start of the next term to have a more relaxed class-load. The university will announce a list of offered courses at the begin of the term. If the desired course is not offered at the university, students may take them elsewhere after the approval of their study advisors.
<b>Vacations</b>	<p>Summer holidays- According to the Academic Calendar</p> <p>Half term- According to the Academic Calendar</p> <p>Religious Holidays are held on different days every year accordingly to lunar calendar. (Ramadan and Eid al Adha (Kurban ) )</p> <p>National holidays which are held on the same day every year (Such as 1 January, 23 April, 1 May, 30 August, 19 May, 15 July, 29 October)</p>

## GRADING SYSTEM AND TRANSCRIPT OF RECORDS

The Transcript of Records in English or Turkish can be prepared by the Student Affairs Department on the wishes of the student or can be seen via the UNİPA- Student Information System.

For each course taken, the student is given one of the following grades by the course lecturer. The letter grades, grade points and percentage equivalents are given below:

PERCENTAGE	COURSE GRADE	COEFFICIENT	ECTS
90-100	4.0	AA	A
85-89	3.5	BA	B
80-84	3.0	BB	B
75-79	2.5	CB	C
70-74	2.0	CC	C
60-69	1.5	DC	D
50-59	1.0	DD	E
40-49	0.5	FD	FX
39 and below	00	FF	F

Other grades: I: Not complete, NA: Not Attended, P: Satisfactory, F: Unsuccessful, M: Exempt, T: Transferred, W: Withdrawal

The grade I is given to student who successfully completed the course but unable to attend the exams due to a documented illness and other reasons.

NA is given if a student does not fulfil the attendance requirements of the course.

P is given to the students who are successful in a non-credit course.

F is given to student who was not successful in a non-credit course.

T is given to students who studied at another Institution the given course and successfully completed it.

W is given to student who withdrew from the course in the given timetable with the approval of the student adviser.

**ECTS credits:** 1 full academic year = 60 credits; 1 semester =30 credits

Students can attend a Make-Up Exam for the Midterms, if they have an acceptable reason for their missing the exam. They need to apply to the relevant Faculty/School Secretary with a petition.

To attend the Make-up Exams after the Final Examinations, there is no need for any application. Even if they have not taken the final exam, they may sit the make-up exam.

## HOW TO RENEW COURSE REGISTRATIONS?

### What you need to know for the procedure?

The Course Registration Procedure will be completed via the UNIPA System (Student Information System) of the university for all students. **Even First Year students will need to register for their Spring Semester courses. Registrations in September for the first years is done by the Student Affairs Department.**

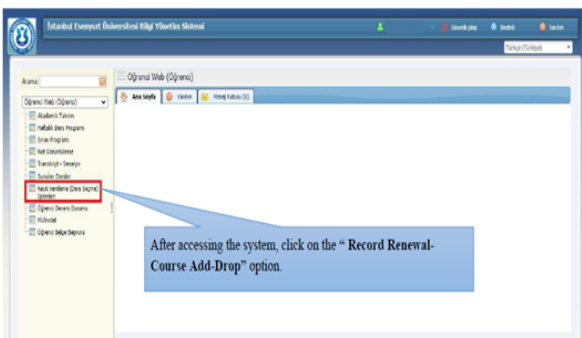
**Please click in order to get access to the system.** ( <https://unipa.esenyurt.edu.tr> )

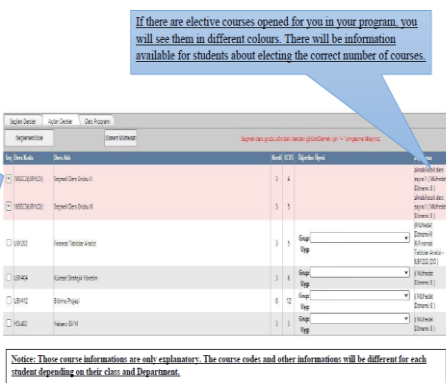
The regular course-load for each student is 30 ECTS Credits for each semester- besides students who need to re-take some classes from their failed ones or those one who had some of their course-load acknowledged from their earlier studies. The maximum load for a student is limited by 45 ECTS. Students wishing to take more courses from their year above, need to apply to their faculty-school secretary via the contact info shared below. Excluding some shared and common courses, each course will only be open for the study program exclusively.


### Passwords for the Student Information System:

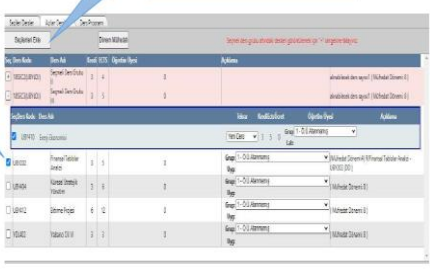
You can set your password using the directives at the unipa system page. You can also re-set your passwords if you wish or if you had forgotten it.

If you have problems with accessing the system, please get in contact with the Student Affairs Department via your university mail account.

1)  After accessing the system, click on the "Record Renewal Course Add-Drop" option.

2)  You can see the available courses after clicking on the "Add".  
Notice: It may be possible that only one course may be available to you.  
If there are elective courses opened for you in your program, you will see them in different colours. There will be information available for students about electing the correct number of courses.  
Notice: These course informations are only explanatory. The course codes and other informations will be different for each student depending on their class and Department.

3)  Please control your elected courses carefully at this page. After sending those courses to your study advisor, they will be able to see them via their own system access.

4)  You can add those courses with the confirmation sign with the "Add" button to your draft for course registrations.  
If you click on the button on the left side of the name of the course you will see the sign for confirmation.  
You can see how many school-internal credits and ECTS Credits your courses take here.  
You can see the informations regarding the courses here.  
If there are problems with your elected courses you can drop them using this button.  
Notice: You will not be able to do this after sending them to your study advisor. In order to be able to do this, your study advisor needs to give his/her approval.



## ACADEMIC UNITS AND PROGRAMS

<b>Faculty of Business and Management Sciences</b>	<p>As the Faculty of Business and Management Sciences, we do know the qualities and characteristics of human capital demanded by the human resource requirements of businesses as well as the needs of our society and follow the global trends. We educate our students in history, political sciences, management, scientific methods, research, sociology, finance, economics, foreign languages and other fields to complete a comprehensive education.</p> <p>We made it our mission to train managers and leaders who will maintain sustainability, adapt to the working conditions of the world and the country, being open to innovation and change, and having the ability of being flexible.</p> <p>During their Education, in addition to theoretical knowledge, we also provide our students with the knowledge and experience they will need after graduation and in the sectors they will work, with our experienced staff who have knowledge and experience in different fields of business administration, political sciences, logistics, international trade and finance and aviation management supported by the students clubs, exchange programs and international atmosphere thanks to our English programs and international students from various countries.</p>	
	<p><b>Website of the Faculty:</b>  <a href="https://esenyurt.edu.tr/akademik/fakulte/isletme-ve-yonetim-bilimleri-fakultesi">https://esenyurt.edu.tr/akademik/fakulte/isletme-ve-yonetim-bilimleri-fakultesi</a></p>	
	<p><b>Programs:</b></p> <p><b>Business Administration (English)</b>  <b>Political Sciences and International Sciences (English)</b>            Business Administration            Political Sciences and International Sciences            Logistics Management            Aviation Management            International Trade and Finance</p>	
	<p><b>Faculty Secretary:</b>            Necla Karayel</p> <p>444 9 123 Extension Line: 1096  <a href="mailto:neclakarayel@esenyurt.edu.tr">neclakarayel@esenyurt.edu.tr</a></p>	<p><b>Dean:</b>            Prof. Dr. Sait YILMAZ</p>



<b>Faculty of Engineering and Architecture</b>	<p>As the Faculty of Engineering and Architecture, we have wide offering of programs covering most of the branches of technical fields with and artful touch with our architecture and interior design programs.</p> <p>We made it our aim to train engineers and architects well equipped with the knowledge and skills in line with the requirements of contemporary advancements in the fields. During their education we support their projects and team works with an emphasis on respect for the nature, academic ethics, scientific and technological developments in national and international level.</p> <p>We educate our students with a mindful approach for interdisciplinary work to be able to transfer their theoretical knowledge and work experience to artful discoveries in their fields with establishing cooperation between academia and industry to complete a comprehensive education.</p> <p>The faculty supports students by encouraging the student's clubs, and various exchange programs and voluntary work.</p>	
	<p><b>Website of the Faculty:</b>  <a href="https://esenyurt.edu.tr/akademik/fakulte/muhendislik-ve-mimarlik-fakultesi">https://esenyurt.edu.tr/akademik/fakulte/muhendislik-ve-mimarlik-fakultesi</a></p>	
	<p><b>Programs:</b>          Computer Engineering          Electrical-Electrical Engineering          Industrial Engineering          Interior Design          Civil Engineering          Architecture</p>	
	<p><b>Faculty Secretary:</b>          Hülya Doğruel          444 9 123 Extension Line: 1200  <a href="mailto:hulyadogruel@esenyurt.edu.tr">hulyadogruel@esenyurt.edu.tr</a>  <a href="mailto:nurdagulyel@esenyurt.edu.tr">nurdagulyel@esenyurt.edu.tr</a></p>	<p><b>Dean:</b>          Prof. Dr. Halil KARADENİZ</p>

<b>Faculty of Health Sciences</b>	<p>As the Faculty of Health Sciences, we are one of the leading faculties of this university. We have been active since the founding of the university and had many graduates who are working for a society in healthy conditions.</p> <p>We have wide offering of programs covering physiotherapy and rehabilitation, social work, child care and nutrition. Our students have theoretical and technical experience in classrooms, laboratories and mandatory internships they have to complete before graduating.</p> <p>We made it our aim to train health professionals with the knowledge and skills in line with the requirements of contemporary advancements in the fields. During their education we support their projects and team works with an emphasis on respect for the nature, academic ethics, scientific and technological developments in national and international level.</p> <p>We educate our students with a mindful approach for interdisciplinary work to be able to transfer their theoretical knowledge and work experience to treat illnesses and people with the utmost care.</p> <p>The faculty supports students by encouraging the student's clubs, and various exchange programs and voluntary work.</p>	
	<p><b>Website of the Faculty:</b>  <a href="https://esenyurt.edu.tr/akademik/fakulte/saglik-bilimleri-fakultesi">https://esenyurt.edu.tr/akademik/fakulte/saglik-bilimleri-fakultesi</a></p>	
	<p><b>Programs:</b>  Physiotherapy and Rehabilitation  Child Development  Social Work  Nutrition and Dietetics</p>	
	<p><b>Faculty Secretary:</b>  Ayşe Tekin  444 9 123 Extension Line: 1240  <a href="mailto:aysetekin@esenyurt.edu.tr">aysetekin@esenyurt.edu.tr</a></p>	<p><b>Dean:</b>  Prof. Dr. Canan Hecer</p>

<b>Faculty of Arts and Social Sciences</b>	<p>As the Faculty of Art and Social Sciences, we have been active since the founding of the university and had many graduates who are working for a society in healthy conditions because our programs offer a variety that allows a deep survey of the condition of the social aspect of our daily lives.</p> <p>With programs like Radio Television and Cinema, Public Relations, Sociology and Psychology, we have been educating students who have transient glance in most aspects of social areas and can focus on specializing for their futures.</p> <p>Our students have theoretical and technical experience in classrooms and a filming laboratory-studio for the visual arts. Out theoretically inclined students from the sociology and psychology departments have the leading theoretical knowledge base for an education.</p> <p>We made it our aim to train young professionals with the knowledge and skills in line with the requirements of contemporary advancements in the fields who can appraise the situation they are in, are inquisitive, unique, creative and morally sound. Our students are aware of the power that a media outlet might give them and</p> <p>During their education we support their projects and team works with an emphasis on respect for the nature, academic ethics, scientific and technological developments in national and international level.</p> <p>We educate our students to gain the skills to understand, analyze and use public relations, advertising, press, radio, television and cinema and to combine art, science, technology, aesthetics and creativity in applied communication sciences such as internet, visual design, electronic animation, web design, graphics.</p> <p>The faculty supports students by encouraging the student's clubs, and various exchange programs and voluntary work.</p>	
	<p><b>Programs:</b></p> <p>Radio, Television and Cinema Public Relations Sociology Psychology</p>	
	<p><b>Faculty Secretary:</b> Tuğba Uçar 444 9 123 Extension Line: 1216 <a href="mailto:tugbaucar@esenyurt.edu.tr">tugbaucar@esenyurt.edu.tr</a></p>	<p><b>Dean:</b> Prof. Dr. Şermin Tekinalp</p>

<b>School of Physical Education and Sports</b>	<p>As the School of Physical Education and Sports, we are aware of the wide branch of possibilities sports can have, such as convincing 206 states to collaborate within IOC. Sports organizations like the Olympic Games or Tennis Games have been known to watched by billions of people which turns sports into a whole industry in itself. Sports is also an opportunity for employment with the need for different faculties and branches as well as a tool for social development purposes. Therefore, we have programs in our school which could derive benefits from this huge potential.</p> <p>We made it our aim to train young professionals and managers well equipped with the knowledge and skills in line with the requirements of contemporary advancements in their fields. During their education we support their projects and team works with an emphasis on respect for the ethics, scientific and technological developments in national and international level. We educate our students with a deep knowledge in many sport branches from team efforts to individual excellence.</p> <p>The faculty supports students by encouraging the student's clubs, and various exchange programs and voluntary work.</p> <p><b>Programs:</b> Coaching Education Sports Management</p> <table border="1" data-bbox="515 1070 1452 1211"> <tr> <td data-bbox="515 1070 997 1211"> <b>Faculty Secretary:</b> Tuğçe Adıgüzel <a href="mailto:tugceadiguzel@esenyurt.edu.tr">tugceadiguzel@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1206 </td><td data-bbox="997 1070 1452 1211"> <b>Dean:</b> Prof Dr. Özlem Arzu Azer </td></tr> </table>	<b>Faculty Secretary:</b> Tuğçe Adıgüzel <a href="mailto:tugceadiguzel@esenyurt.edu.tr">tugceadiguzel@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1206	<b>Dean:</b> Prof Dr. Özlem Arzu Azer
<b>Faculty Secretary:</b> Tuğçe Adıgüzel <a href="mailto:tugceadiguzel@esenyurt.edu.tr">tugceadiguzel@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1206	<b>Dean:</b> Prof Dr. Özlem Arzu Azer		
<b>School of Applied Sciences</b>	<p>As the School of Applied Sciences, we made it our aim to train young professionals and managers well equipped with the knowledge and skills in line with the requirements of contemporary advancements in the fields. During their education we support their projects and team works with an emphasis on respect for the ethics, scientific and technological developments in national and international level. The curriculum of each department is prepared to support those goals.</p> <p>The faculty supports students by encouraging the student's clubs, and various exchange programs and voluntary work.</p> <p><b>Programs:</b> Gastronomy and Culinary Arts International Logistics International Trade</p> <table border="1" data-bbox="515 1776 1452 1935"> <tr> <td data-bbox="515 1776 997 1935"> <b>School Secretary:</b> Sibel Bildik <a href="mailto:sibeldede@esenyurt.edu.tr">sibeldede@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1089 </td><td data-bbox="997 1776 1452 1935"> <b>Head:</b> Prof. Dr. Mikail Erol </td></tr> </table>	<b>School Secretary:</b> Sibel Bildik <a href="mailto:sibeldede@esenyurt.edu.tr">sibeldede@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1089	<b>Head:</b> Prof. Dr. Mikail Erol
<b>School Secretary:</b> Sibel Bildik <a href="mailto:sibeldede@esenyurt.edu.tr">sibeldede@esenyurt.edu.tr</a> 444 9 123 Extension Line: 1089	<b>Head:</b> Prof. Dr. Mikail Erol		

<b>Vocational School</b>	<p>As the Vocational School of Istanbul Esenyurt University, we aim to educate young professional workers for industry, trade and service sectors with high morals and ethical values, being inquisitive, creative, experienced and skilled and have high levels of contemporary advancements in their fields and the founding knowledge of thereof. We have a wide variety of departments available for our international students with 11 different programs. Some of them are evening education programs specializing in technical expertise.</p> <p>During their education we support their projects and team works with an emphasis on respect for the ethics, scientific and technological developments in national and international level as well as collaboration with industry and other economic fields.</p> <p>The school supports students by encouraging student's clubs, and various exchange programs and voluntary work.</p>	
	<p><b>Programs:</b></p> <p>Cooking  Computer Programming  Computer Programming (Evening Education)  Foreign Trade  Graphic Design  Graphic Design (Evening Education)  Public Relations and Advertisement  Occupational Health and Safety  Occupational Health and Safety (Evening Education)  Business Management  Logistics  Radio Television Programming  Civil Aviation Transportation Management  Civil Aviation Transportation Management (Evening Education)  Civil Aviation Cabin Services</p>	
	<p><b>School Secretary:</b>  Özlem Dinç  444 9 123 Extension Line: 1215  <a href="mailto:ozlemdinc@esenyurt.edu.tr">ozlemdinc@esenyurt.edu.tr</a></p>	<p><b>Head:</b>  Asst. Prof. Hüseyin Gün</p>

<b>Vocational School of Health Services</b>	<p>As the Vocational School of Health Services of Istanbul Esenyurt University, we aim to educate young professional workers for health sector with high morals and ethical values, being inquisitive, creative, experienced and skilled and have high levels of contemporary advancements in their fields and the founding knowledge of thereof.</p> <p>We have a wide variety of departments available for our international students with 8 different programs. Some of them are evening education programs specializing in technical expertise. Our students have theoretical and technical experience in classrooms, laboratories and mandatory internships they have to complete before graduating.</p> <p>We made it our aim to train health professionals with the knowledge and skills in line with the requirements of contemporary advancements in the fields. During their education we support their projects and team works with an emphasis on respect for the nature, academic ethics, scientific and technological developments in national and international level.</p> <p>During their education we support their projects and team works with an emphasis on respect for the ethics, scientific and technological developments in national and international level as well as collaboration with industry and other economic fields.</p> <p>The school supports students by encouraging student's clubs, and various exchange programs and voluntary work.</p>	
	<p><b>Programs:</b></p> <p>Operating Room Services  Operating Room Services (Evening Education)  Anesthesiology  Anesthesiology (Evening Education)  Child Development  Emergency Services and Disaster Management  Emergency Services and Disaster Management (Evening Education)  Social Work  Medical Documentation and Secretarial  Medical Imaging Techniques  Medical Imaging Techniques (Evening Education)  Medical Laboratory Techniques  Medical Laboratory Techniques (Evening Education)</p>	
	<p><b>School Secretary:</b>  Seda Baktemur  444 9 123 Extension Line: 1245  <a href="mailto:sedabaktemur@esenyurt.edu.tr">sedabaktemur@esenyurt.edu.tr</a></p>	<p><b>Head:</b>  Dr. Öğr. Üyesi Ömer Serdar SONCELEY</p>

<b>Graduate School</b>	<p>The Graduate School of Istanbul Esenyurt University has been established as a result of the existing Graduate School of Social Sciences and Graduate School of Technical Sciences into one entity.</p> <p>We aim to educate students in Social Sciences and Technical Sciences in Engineering and Work Safety related areas.</p> <p>The studies in a graduate school requires a willingness for inquisitive and creative work, independent research, reflexive approaches and readiness for hard work. The curriculum of our programs have been prepared to provide an in deep and wide understanding in their fields.</p> <p>We made it our aim to train young professionals well equipped with the knowledge and skills in line with the requirements of contemporary advancements in their fields. During their education we support their projects and team works with an emphasis on respect for the ethics, scientific and technological developments in national and international level.</p> <p>Students are required to write academic works in order to graduate depending on their chosen department. A Graduation Thesis or a Graduation Project will be issue for ethical and academic guidelines of the institution and COHE.</p> <p>The school supports students by encouraging various exchange programs and voluntary work.</p>	
	<p><b>Master Programs:</b></p> <p>Business Administration with a thesis  Business Administration without a thesis  Business Administration / Distance Education  Real Estate Finance and Valuation  Hospital and Health Institutions Management with a thesis  Hospital and Health Institutions Management without a thesis  Civil Engineering without a thesis  Occupational Health and Safety with a thesis  Occupational Health and Safety without a thesis  Clinical Psychology without a thesis  Logistics Management with a thesis  Logistics Management without a thesis  Health Institutions Management /Distance Education  Management and Organization with a thesis  Management and Organization without a thesis</p>	
	<p><b>School Secretary:</b>  Ünal Şahin  unalsahin@esenyurt.edu.tr</p>	<p><b>Head:</b>  Dr. Engin Yörük</p>