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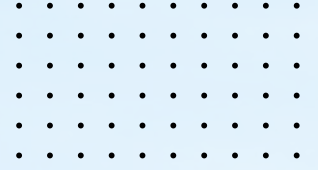
# **INTERNATIONAL STUDENT APPLICATION/REGISTRATION GUIDE**



## **INTERNATIONAL STUDENTS OFFICE**

Anafartalar Campus, 1st Floor

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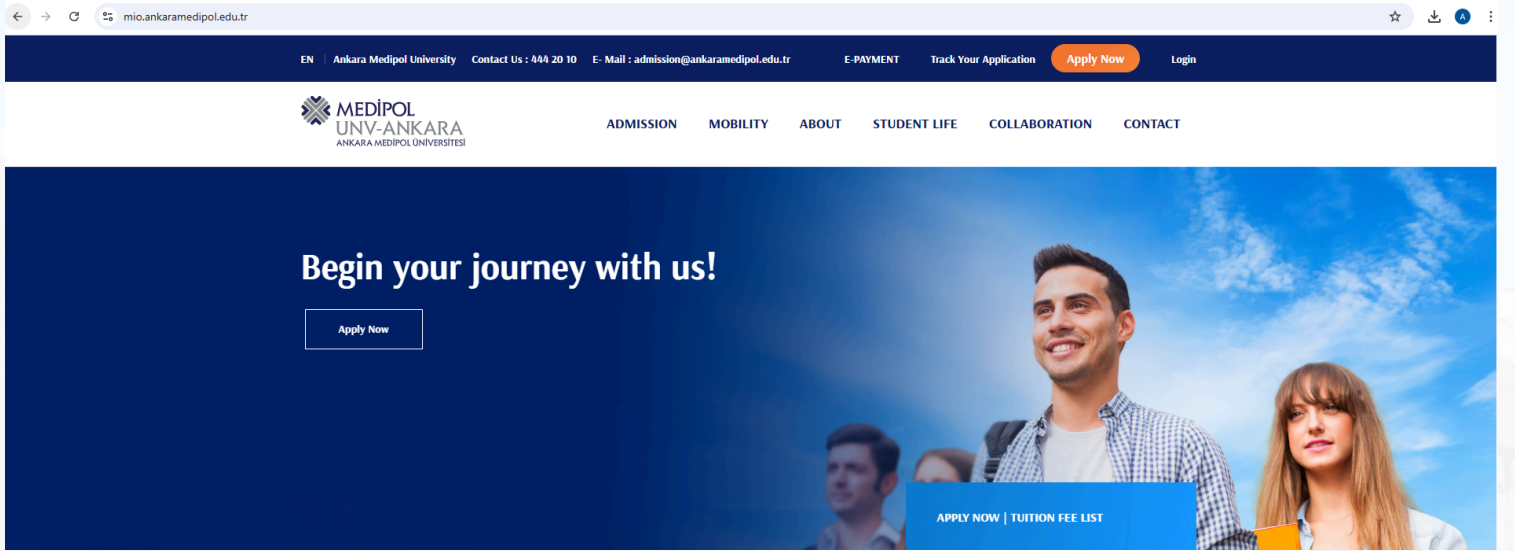
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**PRE-REGISTRATION**



## 1. Where can I find general information about International office at Ankara Medipol University?

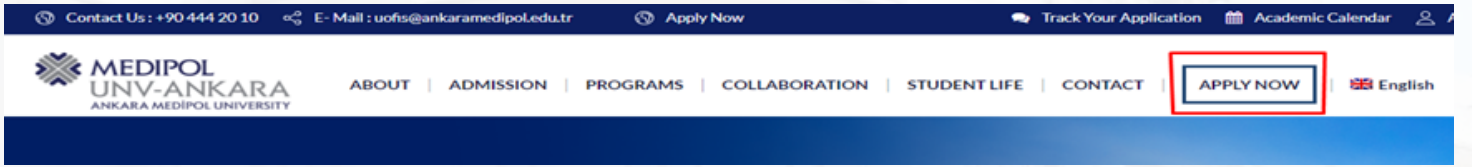
You can find all general information by clicking on the following link  
<https://mio.ankaramedipol.edu.tr/>





## 2. How can I apply?

You can visit <https://mio.ankaramedipol.edu.tr/apply-now>. From there, you can select your preferred program. You will need to create an account on the website then, the original documents required for the selected program will be available to you on the last page such as high-school diploma, transcript and passport, Turkish/English exam score(if applicable). Finally you can complete your application after scanning and uploading the relevent documents (in PDF/JPEG format) by clicking on the **“SUBMIT”** button.



## 3. What are the application requirements?

In order to apply, it is sufficient to be a high school graduate, and to have sufficient average depending on the department you are applying to.

## 4. How much are the tuition fees and where can I find out?

You can find out the department fees by visiting <https://mio.ankaramedipol.edu.tr/annual-tuitions-rates>. You can also get information via phone and e-mail on our website.



## **5. Do I have to pay any fees to apply?**

When applying to Ankara Medipol University, no fee is required and it is completely free of charge.

## **6. Is the registration fee refundable incase of no registration or visa rejection?**

The first registration fee is considered as a first semester fee and is therefore non-refundable (in any condition).

## **7. Do I need to come to Turkey for registration?**

Applications are made online. It is not necessary to be in Turkey to apply/register, hence, you can apply from outside of Turkey through our website. Once your application is approved and the registration fee is paid, your registration will be opened. Your registration process will be completed once you submit your registration documents to our University in full before the deadline of submission that is written in the Letter of Acceptance sent to you.





## 8. Do the documents need to be translated and notarized for university registration?

Yes, notarized Turkish translations of the documents is required for registration to Ankara Medipol University.

## 9. I have submitted my application, how can I track the result?

You can track your application result in the "**Track your Application Status**" section at <https://mio.ankaramedipol.edu.tr/apply-now/check-status> page by entering your passport ID and Date of Birth.

### *2022/2023 Academic Intake Application Form*

Applications for the School of Medicine and Dentistry will be opened on the 1st of May, 2022.

 Have you already applied? Track Your Application

## 10. Which email should I contact for registration/application?

You do not need to send any e-mail for registration. For any questions regarding the application process, you can contact [admission@ankaramedipol.edu.tr](mailto:admission@ankaramedipol.edu.tr) **or** [intoffice@ankaramedipol.edu.tr](mailto:intoffice@ankaramedipol.edu.tr)



## **11. Does the university have phone/WhatsApp numbers?**

International Office contact information:

**WhatsApp:** +90 312 508 8779  
+90 312 508 8772

**Phone:** +90 312 508 8779-77-76-72  
+90 552 904 4094  
+90 552 904 4096

## **12. In which foreign languages does the International Office of the University provide services?**

Our International Office currently provides services in Turkish, English, Persian, French, Arabic, German, Urdu and, Hindi and Punjabi.

## **13. Do I need to take the University Entrance Exam?**

You do not need to take any exam to study at our university.

## **14. Is YÖS Exam Result Document Required?**

YÖS Exam result certificate is not required. But it may change in the coming years.





## 15. Is the International English Exam Certificate required?

The result of the International English Exam is not required to study in English, but in order to be exempt from the English Preparatory Class, it is necessary to have an international language proficiency certificate with a minimum score provided in the table below.

**International English Proficiency Exams and Minimum Scores :**

EXAM	TOEFL IBT	C1 ADVANCED (CAE)	İTEP	C2 PROFICIENCY (CPE)	PTE ACADEMIC	Medipol University English Proficiency Exam
SCORE	84	B	3,5	B	71	75

**Turkish Proficiency Exams and Minimum Scores:**

EXAM	Yunus Emre Institute Turkish Proficiency Exam (YTS)	Medipol University Turkish Proficiency Exam
SCORE	B2	75

## 16. What is the English/Turkish Exemption Exam?

In order to measure the language proficiency of the department you will study in, an English/Turkish exemption exam is applied. If the medium of instruction of your department is Turkish or English, an exam is given that provides the opportunity to pass the Preparatory Class. If you pass the exam, you will proceed to your department, otherwise you need to study Language Preparatory School for one or two semester (Medicine and Dentistry students are required to study for one year).



## **17. Is IELTS result accepted?**

IELTS test is accepted but minimum score should be 6.5 (may change from year to year).

## **18. Does the University have (Girl/Boy) Dormitories/Guest Houses?**

There are two separate guest houses for girls and boys on the main campus of our university.

## **19. How many people can stay and how many meals are served in the Dormitories/Guest House?**

Our Guest House is in the form of an apartment. Students share rooms in a house. Between three and seven people live in these houses. There is a kitchen, toilets and a bathroom. The girl's Guest House has double and single rooms.

An apartment in the boys's Guest House has single, double and, triple rooms.

The guest house has a shower, WC, sink, kitchen, electric stove, kettle, microwave and mini fridge. Wi-Fi service is provided. Meals are not provided in the guest houses.





## **20. How can we have access to food in the university and in the Guest House?**

Students can have lunch in dining halls located on our campuses. Students can also cook their own breakfast and dinner in the kitchen provided in the guest houses or have breakfast and dinner in restaurants located on campus.

## **21. Does the University have Hospitals?**

Dental Hospital serves as a starting point in our university along with nurse rooms on campus.

## **22. Is there a sibling or spouse discount?**

Yes, students who prove that they are spouses or siblings from the same family members will receive a 10% discount on the tuition fee. Family certificate from the embassy of your country is required as proof.



### **23. Is there any possibility of domestic/international transfer?**

There is a possibility of domestic/international transfer only if your previous courses match the courses provided at Ankara Medipol University. This decision will be made by the relevant Faculty and Department which is not guaranteed.

### **24. In which countries is Ankara Medipol University's diploma valid?**

Ankara Medipol University diplomas are valid in all countries. It is also involved in the BOLOGNA process that is aligned with EU.

### **25. I completed high school in Turkey and enrolled in the Turkish department. Should I take the Turkish preparatory exam?**

No, if you have studied and graduated from high schools affiliated to the Ministry of National Education (not international high schools in Turkey) for at least 3 years and you have enrolled in a department where the language of instruction is Turkish, you do not need to take the Turkish Proficiency Exam.





**26. I completed high school in a native English-speaking country and enrolled in the English department. Should I take the English preparatory exam?**

No, you are exempt from the English Proficiency Test if you study high school in a native English speaking country (such as United States, England, Australia, Nigeria, India, Pakistan and Bangladesh) for at least 3 years and enroll in an English department.

**27. I have a Blue Card, but I went to high school abroad, do I have to study Turkish Preparatory School in order to study the department where the medium of instruction is Turkish?**

In this case, if your medium of previous education is not Turkish, you will have to take the Language Exemption Exam in order to be exempt from Turkish Preparatory School at our university.

**28. Is Language School/TÖMER certificate obtained from Private and State Universities accepted in Turkey?**

TÖMER **C1** certificate obtained from other universities is accepted in our university. Students who have studied the last 3 years of their education in Turkey or abroad at the high school affiliated with the Ministry of National Education (MEB) or have obtained a **TYS certificate** from **Yunus Emre Institute (B2)** are exempt from the preparatory course for Turkish departments. Students who do not have a Turkish exemption certificate can take the exemption exam held by the School of Foreign Languages after registering to our university.



**29. I applied, but I did not receive an Offer Letter or an e-mail regarding my application, what should I do?**

After applying, you can track your application status at <https://mio.ankaramedipol.edu.tr/apply-now/check-status>. If there is a different problem , you can contact us at [admission@ankaramedipol.edu.tr](mailto:admission@ankaramedipol.edu.tr).

**30. I have applied, in how many days will the result be announed so I can book my plane ticket accordingly?**

Applications are evaluated on a daily basis. In exceptional cases, you will receive positive/negative results about your application within 2-3 days at most. It will be more logical to apply for a student visa and buy your plane ticket after you pay for registration to our university and receive the Final Acceptance letter.

**31. What is the language of education at this institute?**

Education at Ankara Medipol University is provided bilingually in **Turkish and English**.





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# Questions Regarding Payment





## **1. How much do I have to pay to Registration?**

When your application is successful, you must pay the registration fee written in the Offer Letter sent to you. The registration fee varies depending on the department you apply for. Our Registration Fee is half of the annual department fee and is counted as the first semester fee of the academic year you are enrolled in.

## **2. Can I pay in installments?**

Yes, students who wish to study at our university can pay in installments, however, a 10% discount applies to advance payment. Please note that the option to pay in installments is not available for two-year Vocational Schools.

## **3. How many installments can I pay at most?**

It is possible to pay the annual fee in maximum 2 installments.

## **4. Where can I get account number for payment?**

Payment can be made to the Bank account details mentioned in the Offer Letter.



## 5. To which banks can I make payments?

### 1. Ziraat Bank

**NAME OF BANK:** ZİRAAT BANK ANADOLU MEYDANI-ANKARA  
BRANCH (USD)

**RECIPIENT NAME:** ANKARA MEDİPOL ÜNİVERSİTESİ

**USD IBAN:** TR820001001282953189495002

**SWIFT CODE:** TCZBTR2AXXX

## 6. Can I make Online transfer payment?

Yes, payment can be made to the bank account of our university using internet banking through the SWIFT CODES provided in Question no. 5 of this section.



## **7. Can I pay tuition fees from abroad?**

Yes, you can, but there may be some delays when the payment process is made from abroad.

## **8. Where can I find dormitory related information such as fee?**

After registering to our university, you can get information about current prices through e-mail. You can also view dormitory images for boy's dormitory at <https://yurt.teba.org.tr/erkek-ogrenci-yurdu/> and for girl's dormitory at <https://yurt.teba.org.tr/kiz-ogrenci-yurdu/>

## **9. What would happen if my visa gets rejected? Is the payment refundable?**

Registration fee is not refundable in any circumstance.

## **10. Is it possible to pay the tuition fee by hand?**

No, payment can only be made to our university's accounts written in Question No.5 of this section.





### **11. To whom, where and how can I give the receipt after payment?**

After applying, you can upload the payment receipt individually to the system. You can also send the receipts by e-mail to [admission@ankaramedipol.edu.tr](mailto:admission@ankaramedipol.edu.tr). If you are in Turkey, you can bring it directly to the International Office.

### **12. Do I need to fill out any forms after I submit the receipt?**

No, it is not required.

### **13. Is the fee for the preparatory class course materials included?**

Course materials for the preparatory class are not included in the preparatory course fee.

### **14. Do I have to pay again if I do not transfer to the preparatory class?**

In case of attending the preparatory classes and failing, there is no need to pay again. However, if the class is to be repeated due to absenteeism, payment must be made.



### **15. How can we freeze our semester(s)?**

A semester freeze petition can be filled out and hand-delivered to the International Office. Students can freeze a maximum of two semesters before course registration but payment for the whole year is to be made beforehand.

### **16. I have paid the tuition fee, do I need to pass any interview?**

You do not need to take any interview after paying the tuition fee. However, for the Medicine and Dentistry departments, a certain discount is provided according to the results of the interviewees.

### **17. How much do I have to pay for the English/Turkish Preparatory Program?**

The English Preparatory Program fee (except for the Faculty of Medicine and Dentistry) is the same as the department fee you are enrolled in. Turkish Preparatory Program fee is published on our website every new academic year.





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# During Registration





## **1. What documents (Passport/ID/Diploma/Certificate) are required during registration?**

Registration documents include notarized Turkish translations of your High School Diploma, transcripts and passport along with the original documents. In addition, you must hand over a copy of the residence permit card once you receive it from the Immigration Office.

## **2. Are original documents required during registration?**

Yes, original documents and notarized Turkish translated documents are required for registration.

## **3. What is Equivalence Certificate?**

The process of determining which class, field, branch or department in Turkey is equivalent to the documents obtained from schools opened by private education institutions and embassies at the international primary and secondary education level and from the primary and secondary education institutions at home and abroad in Turkey is called equivalence.



#### 4. How to apply for Equivalence Certificate?

After registration, and receiving your residence permit, you need to apply through <https://edenklik.meb.gov.tr/> and upload high-school diploma, transcript, passport and residence information requested from our University.

#### 5. When do I need to give University Equivalence Certificate?

After registration, it is necessary to start the equivalence process as soon as possible after receiving your residence permit. The deadline for submission of documents varies every year, but considering the intensity and possible mishaps that may occur, it will be useful to obtain the Equivalence Certificate as soon as possible.

#### 6. How do I apply for a residence permit?

You can click on **"I LODGE AN APPLICATION FOR RESIDENCE PERMIT FOR THE FIRST TIME"** section at <https://e-ikamet.goc.gov.tr/> for your residence permit application, the application is completed after filling out the form on the next page.



## **7. What are the documents required for residence permit application?**

When applying for a residence permit, you need;

1. Residence Permit registration/application form (first 4 pages)
2. Passport photocopy along with a copy of visa and entry-exit stamp pages
3. 4 biometric photographs
4. Valid health insurance
5. Address proof; -if you are staying in your own house, a copy of the title deed, -if you are staying with a rental agreement, a notarized copy of the rental agreement, -If you are staying in accommodations such as hotels, etc. proof of your stay in these places,- If you are staying in a student dormitory, document showing that you are staying in the dormitory,- If you are staying in a third person's residence, the notarized undertaking of the host (if the host is married, also the notarized undertaking of the spouse)
6. Residence permit document fee receipt (565TL card charge for 2024)
7. For foreigners under 18 years of age; for those arriving with a visa exemption or with a visa for a different purpose; the document containing the information of the parent/guardian (birth certificate, family certificate, etc.) and the deed of consent given by the parent/guardian/legal representative (for those arriving with a visa suitable for the purpose ((education visa)); the deed of consent and the document containing the information of the parent/guardian will not be added). Birth Certificate and deed of consent should be notarized in Turkey and translated to Turkish.
8. You need to collect and prepare these listed documents in a transparent paper file and submit them to the International Office in a pink file. You can get the pink file from the box office/stationary shops in both campuses as well as from off-campus.



## **8. Is the Student Certificate for Residence Permit Application different? How and where can I get a student certificate?**

Yes, the student certificate required for residence permit is different. You can get the Student Certificate to be prepared for the residence permit from the International Office.

## **9. How to get a residence permit under the age of 18 and what are the conditions?**

Students who are under the age of 18 must submit a 'Consent Letter' and birth certificate notarized either in Turkey or by the Turkish Embassy in your country to the Migration Management in addition to other application documents when applying for a residence permit.

## **10. How can I get insurance done?**

Every student in Turkey must have health insurance in order to obtain a residence permit. There are two types of health insurance. It can be easily obtained from a private or state (SGK) institution. If you do not want to have private health insurance, you must apply to SGK within 3 months after your registration date.



## **11. How can I get my Letter of Acceptance?**

After payment, the Letter of Acceptance is will be sent to the e-mail address entered during the application. If your application is made through an agent/agency, they will forward the acceptance letter to you. You can use the Letter of Acceptance for your visa process.

## **12. What are the requirements for staying in the dormitory?**

In order to stay in the dormitory, it is necessary to be a fully registered student in our university.

## **13. How can I pay for the dormitory?**

You can make your payment to the following bank account:

TÜRKİYE HALK BANK ( USD )

ALTUNİZADE COMMERCIAL BRANCH: 1451

ACCOUNT NO: 58100755

IBAN NO: TR020001200145100058100755

RECIPIENT'S NAME: Türkiye Eğitim Sağlık Bilim Ve Araştırma Vakfı  
İktisadi İşletmesi (TEBA Vakfı İktisadi İşletmesi)



#### **14. Do I need to apply separately for the dormitory?**

Yes, you need to apply separately for the dormitory. After your payment and registration once you are fully enrolled as a student, you need to inform the International Office. We will inform you about the quota, availability, fees, and process.

#### **15. Where can I find out when and where the Language Proficiency exams will take place?**

For the place and date of the Exemption Exam, you can visit the announcements section at Ankara Medipol University SFL (School of Foreign Languages) website <https://ydyo.ankaramedipol.edu.tr/?lang=en>.

#### **16. Where can I find out when the preparatory classes will start and their syllabus?**

You can visit the announcements section at Ankara Medipol University SFL (School of Foreign Languages) website.

#### **17. I paid the school fee and uploaded the receipt but did not receive any notification. What do I need to do to be sure?**

Once your payment has been confirmed and your registration is opened, you will receive a Letter of Acceptance. If you do not receive any notification, you can contact the International Student Office.





**18. I couldn't pay the tuition by the due date. How do I pay the tuition fee now?**

In this case you can contact the International Office. You will be assisted according to the quota situation.

**19. I wanted to apply directly to Ankara Medipol University, but I applied through the agency by mistake and they asked me for a service fee, what should I do?**

Application to our university is free of charge. If you do not want to apply through an agent, you can create a personal application free of charge at <https://mio.ankaramedipol.edu.tr/>. The companies we work with cannot charge you an application fee, but they may charge a service fee for your consultancy and paperwork. This distinction must be known to all who apply.

**20. How can I find out if the acceptance letter I have received through the agent is authentic?**

You can confirm whether your document is authentic by scanning the QR Code on the Acceptance Letter prepared by our university and sent through the agencies. You may also contact our office through [intoffice@ankaramedipol.edu.tr](mailto:intoffice@ankaramedipol.edu.tr) or [admission@ankaramedipol.edu.tr](mailto:admission@ankaramedipol.edu.tr)

**21. I applied but lost my diplomas, what is the deadline for final registration?**

You can submit your documents until the Registration/Document Submission Date written in the Acceptance Letter sent to you.



**22. Where should I send the printout/photocopy of my documents? Is there an address I can send to?**

After registering, you must hand in your original documents, not photocopies, to the International Student Office. If you want to send by mail, you can send it to our address below, but this will be risky hence we would advise you to submit them in person.

Hacı Bayram, Talatpaşa Blv No: 4, 06050 Altındağ/Ankara

**23. I have applied, but I will not be able to continue my education this year due to some special circumstances. Should I freeze or cancel my registration?**

In this case, you need to either freeze or disenroll your registration. To do so, you must visit the International Student Office and write and submit a petition. If you are currently outside the country, you can contact us via email.

For your registration to be approved, you must pay the annual tuition fee. If you choose to disenroll, your request will be approved if you pay the tuition fee in full for the period in which you are actively registered.



## **24. I have applied and I wonder when the interview will be?**

The interview is only held for Medical and Dental Student's applications. After the application, an e-mail will be sent you for the interview.

## **25. Is there a possibility that the application will be rejected after payment? If so, will the payment be refunded?**

After applying, if the result of the evaluation of the documents is positive, you will receive an Offer Letter. If you make the payment by the due date, your registration will be opened. The fact that you have received an Offer Letter indicates that your application has been approved. Your registration will open once you pay according to the deadline mentioned in the Offer Letter and when the payment is confirmed.







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# After Registration

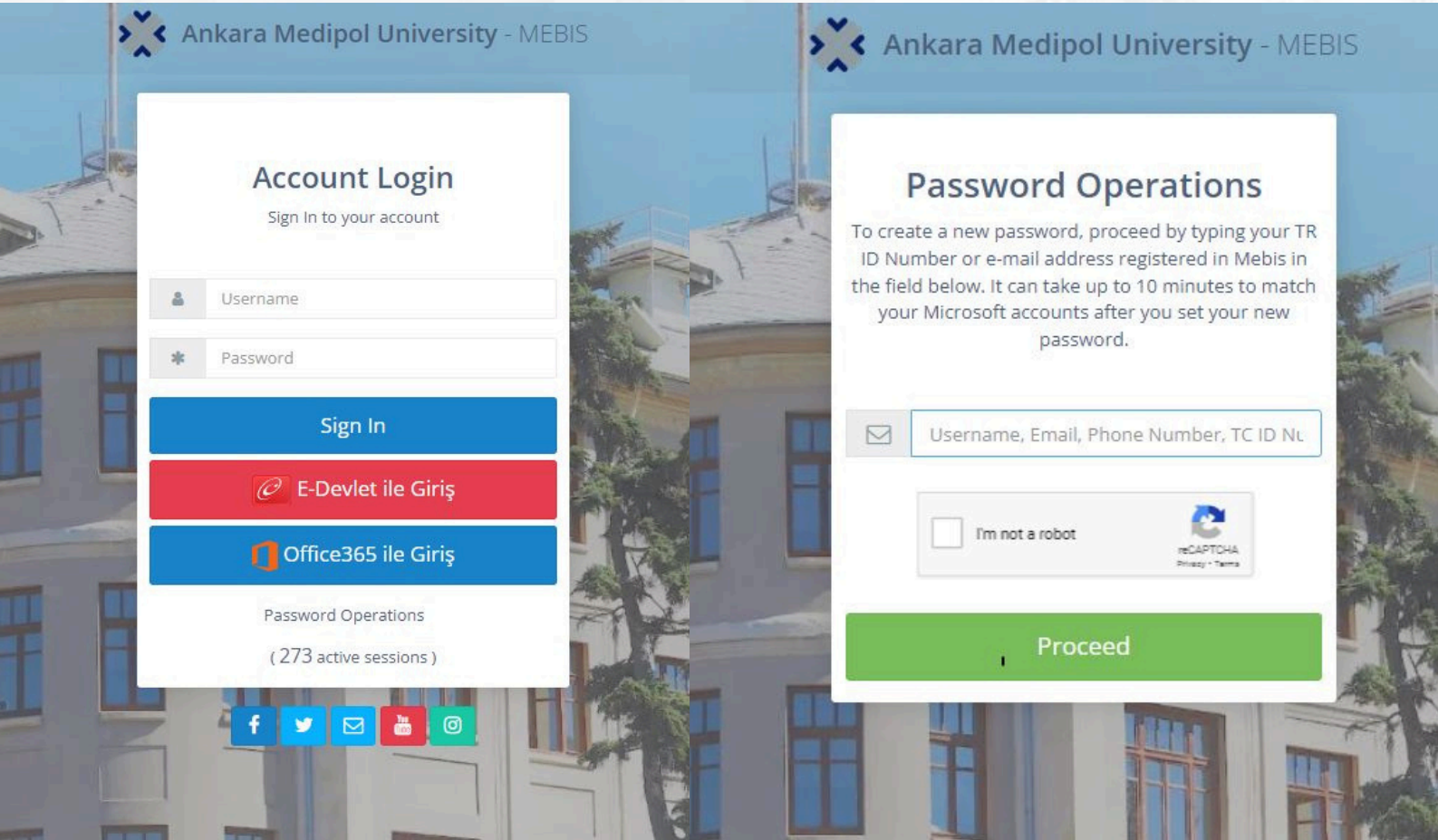


## 1. What is Ankara MEBIS and what can I do through MEBIS?

MEBIS is a portal where students select their courses, see their grades, and request documents such as student certificates, student cards, transcripts.

## 2. Where can I get the password for MEBIS?

You can create a password from [mebis.ankaramedipol.edu.tr](http://mebis.ankaramedipol.edu.tr) by clicking on the 'Password Operations' button on the main page of the MEBIS portal with the phone number registered in the system or the code sent to the e-mail address.



The screenshot displays the Ankara Medipol University MEBIS portal interface. The top header features the university's logo and name. The main content area is divided into two primary sections: 'Account Login' and 'Password Operations'.

**Account Login Section:**

- Header: 'Account Login' with the subtext 'Sign In to your account'.
- Fields: 'Username' and 'Password' input fields.
- Buttons: 'Sign In' (blue), 'E-Devlet ile Giriş' (red), and 'Office365 ile Giriş' (blue).
- Footer: 'Password Operations' with '( 273 active sessions )'.
- Social Media: Icons for Facebook, Twitter, Email, YouTube, and Instagram.

**Password Operations Section:**

- Header: 'Password Operations'.
- Text: 'To create a new password, proceed by typing your TR ID Number or e-mail address registered in Mebis in the field below. It can take up to 10 minutes to match your Microsoft accounts after you set your new password.'
- Field: A single input field for 'Username, Email, Phone Number, TC ID No'.
- Form: A checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo.
- Button: A large green 'Proceed' button.

### 3. How do I get my Student Card?

To request a Student Card via MEBİS, follow these steps:

1. Log in to Ankara MEBİS.
2. Go to the **"My Demands"** section.
3. Click on the "+" (plus) sign to create a new request.
4. Select the **"Student Card"** option and submit your request.

After submitting your request, your card will be ready in a few weeks. You can collect it from your department secretary.

### 4. How to get a Student Certificate/Transcript?

After logging in to your MEBİS account, you must click on the 'Documents' button and select 'Student Certificate' from the document type section and write what you want this document for in the description.

You can get it from the International Office one business day after you request (only for the Migration Management) and from the Student Affairs Office for other transactions (EGO card, bank card, etc.) on that day.





## **5. I can not log-in to MEBİS, what should I do?**

MEBİS password must be updated after regular intervals. You can request a new password and update your profile in the "Password actions" section. If the problem persists, you can get support from "MEBİS Support" unit in E Block.

## **6. Who is my advisor and how to choose my advisor?**

It is the academic staff who; approve the courses chosen by students, choose the number of credits of the courses they will take, and course selection. After enrollment, it is determined by the faculty secretary.

## **7. How to choose a course?**

After registration, courses are selected through MEBİS in accordance with the course schedule with the help of the advisor within the course selection date. Courses are first approved by the student then the advisor completes the necessary control and approval.

## **8. When do the lessons start?**

You can find out through the academic calender provided in our university's website.

## **9. Where can I access the syllabus?**

You can access your course schedule from the "Course Schedule" option by visisting [ankaramedipol.edu.tr/akademik/fakülteler/](http://ankaramedipol.edu.tr/akademik/fakülteler/) as well as through MEBİS.



## **10. How do I find out the number of credits in each course?**

You can find out which course has how many credits from the "Program Information" option by clicking on the section you are studying at [ankaramedipol.edu.tr/akademik/fakulteler/](http://ankaramedipol.edu.tr/akademik/fakulteler/)

## **11. I'm registered, but I can't come for some reason, what should I do?**

You can contact the International Student Office and explain your situation via e-mail. Your request will be evaluated according to your situation.

## **12. Can I get a refund of the tuition fee if I freeze the semester?**

No, there is no refund of the tuition fee.

## **13. I have paid for the registration. When should I be at school?**

You can follow the Academic Calendar on our website at <https://ankaramedipol.edu.tr/ogrenci/akademik-takvim/>



# **For more questions, you can visit the International Student Office**



**International Office,  
Hacı Bayram, Talatpaşa Blv No: 4,  
06050 Altındağ/Ankara  
+90-312 508 87 79  
+90-552 904 4096  
+90-552 904 4094**

