

**INFORMATION ON PRE-REGISTRATION AND REGISTRATION PROCEDURES
FOR NEWLY ADMITTED GRADUATE STUDENTS
IN THE SPRING SEMESTER OF THE ACADEMIC YEAR 2012-2013**

I. PRE-REGISTRATION

Pre-registration for newly admitted graduate students to Boğaziçi University for the Spring Semester of the Academic Year 2012-2013 will take place on **February 5, 2013** from **10 AM to 5.00 PM**, at the **Registrar's Office** located at Boğaziçi University's South Campus.

II. ONLINE REGISTRATION

Students who have completed pre-registration must enroll classes online by sending their course programs for their advisor's approval. Those who will attend to English language preparatory class are not required to register online.

Course preparation (except English language preparation class) is made online through the Student Information and Registration System (ÖBİKAS-Turkish acronym) that can be accessed by <http://registarion.boun.edu.tr>. The system will be open to students' access on **February 11, 2013 at 10 am** and will be closed on **February 13, 2013 at 7 pm**. Students may visit their advisor for a consultation on their course schedule on **February 12, 2013**.

- Students who have pre-registered will be given a username (student number) and a password to access the online registration system.
- Students who are admitted to Second Education Master's Programs can enroll courses only after they pay the required tuition. On-line payment system will be open during **7 February 2013 (7 am) – 13 February 2013 (5 pm)**. (Further information on payments can be acquired at the website <http://registarion.boun.edu.tr> following the links "General Service" and then "Tuition and Fees".
- To prepare a course list, go to website <http://registarion.boun.edu.tr>. Then click on the link "**Students**" and choose "**Course List Preparation**".
- Access to the system using the username and password provided.
- Send the course program to the academic advisor for approval.
- Registration will be completed once the advisor approves the course program.

DOCUMENTS REQUIRED FOR GRADUATE STUDENTS (FOREIGN STUDENTS)

- 1) The original and 2 photocopy of
 - (a) B.S/B.A diploma for candidates admitted to Master's programs,
 - (b) M.A/M.S diploma for candidates admitted to Ph.D. programs with master's degree,
 - (c) B.S/B.A diploma for candidates admitted to Ph.D program with undergraduate degree.
- 2) The original of GRE or GMAT Score card.
- 3) TOEFL/IELTS score card for those admitted to Ph.D programs
- 4) Student visa (issued by Turkish Consulates abroad)

- 5) 6 Passport-size photographs
- 6) Photocopy of the passport
- 7) Information form filled by the candidate (will be provided during registration)

IMPORTANT REMARKS

- A) Candidates must apply in person. Registration by mailed documents is not accepted.
- B) The unauthorized photocopies of the documents are not accepted. The photocopy is only accepted if the original is also presented at the time of submission.
- C) Registration cannot be completed if all the required documents are not presented.
- D) The registration must take place during the stated registration period.
- E) Legal action will be taken for those who present false information.