FILLING OUT THE ONLINE APPLICATION FORM

Starting on-line application

By clicking the “Online Application Form” the application can be started. To obtain ‘entry code’ and ‘application number’ “obtain entry code” button must be clicked and the required information must be filled in. The personal entry code and application number provided for you will be sent by e-mail to you. Those numbers and e-mail should be kept confidentially for your security.

SESSIONS OF APPLICATIONS

1. Personal Information

On the first page all personal information asked should be filled in the format shown. Unless designated otherwise, foreign applicants are needed to type their passport numbers to file named “TC Kimlik No”. These information should be the same as given in Identification card/passport. If there is any change in personal information (i.e surname change) it should be notified. A permanent address should be given, since the results are sent to applicants by mail. Middle section refers to Turkish citizens and therefore should be left blank by foreigners.

2. Academic Information

Enter the necessary information concerning the universities, institutes, and colleges etc. that were previously attended and are currently attending. Enter in chronological order starting with the most recent one. Specify dates of entrance and completion with degrees (B.S., M.S., certificates). If the program is not finished yet, give the intended date of completion.

Cumulative GPA(s) for the programs should be entered, specifying the base-value (e.g., 3.50/4.00 or 75/100). If you are currently attending a program, specify your cumulative GPA on the basis of the last semester you have completed.

If your school is not listed in the related field, send an e-mail toms-phd@metu.edu.tr and make a request to add it.
3. Graduate Examinations

Applicants are required to submit score reports for the Graduate Exam(s): ALES (in Turkish) or GRE-General.

The applicants who have applied for GRE-General have to make sure that their scores are forwarded to METU before the indicated last date of application. The Institution code for METU is GRE 0692-4. GRE score reports are valid for five years. ALES score reports are valid for two years.

**Graduate Exams**

**ALES**
Given in Turkey twice a year by ÖSYM. Dates of applications may vary, though generally it is within first half of October and first half of March. The exams take place in November and May respectively. To find out exact dates and where to apply for this exam contact ÖSYM [http://www.osym.gov.tr/](http://www.osym.gov.tr/) phone:+90 312 298 80 00

**GRE**
Given world wide by Educational Testing Services based in USA. Computerized test is given within first week of application and the result generally requires a month, please link to [http://www.ets.org/](http://www.ets.org/) (in Ankara, contact Turkish American Association Cinnah Cad. No 20 phone: +90 312 426 26 44)

4. English Examinations

Applicants are also required to submit score report for an English proficiency exam approved by METU (TOEFL, METU-EPE, and IELTS). Applicants who have applied for TOEFL have to make sure that their scores should be forwarded to METU before the indicated last date of application. The Institution Code for METU is TOEFL: 0692-189. Score reports are valid for two years by the date you are applying.
**English Proficiency Exams**

**TOEFL**

"Given worldwide by Educational Testing Services based in USA. Computerized test is given within first week of application and the result normally requires a month, please link to [http://www.ets.org](http://www.ets.org) (in Ankara, Turkish American Association Cinnah Cad. No 20 phone: + 90 312 426 26 44)

**METU-EPE**

Given at METU Ankara by METU School of Foreign Languages. It takes place prior to beginning of each semester. Applications are generally in June, September, and January. Please link to [METU Registrar's office](https://Registrar.METU.edu.tr) (academic calendar) to find out exact dates for application

**IELTS**

Organized worldwide by British Council. The find out details concerning when and how to take this exam, please contact "British Council" (in Ankara, Karum Is Merkezi 5. Kat Kavaklidere, phone: + 90 312 4553600 British Council Turkey)

5. **Employment Information**

Any working-experience including Military Service will be indicated in the relevant field in the format shown on the pages.

6. **Program to be applied**

The desired program or department to be applied may be selected from Table-A. Please notify that City and Regional Planning, City Planning, Regional Planning, Urban Design, Architecture, Building Science, Restoration, Industrial Engineering-Engineering Management, Operational Research are all individual programs, therefore should be applied independently.

7. **Applied degree and Field of Interests**

Target degree (MS, PhD, and PhD-BS) for the desired program can be selected from Programs. The Non-thesis programs of GSNAS are as follows,
• Engineering Management
• Computer Engineering Non-thesis
• Software Engineering
• Structural Mechanics
• Hydrosystem Engineering

Those programs are secondary programs (night program) and required different payments. For detailed information www.oidb.metu.edu.tr

8. Reference Letters

Two reference letters are required for the application.

• If the applicants are being undergraduate students, reference letters can be taken from the lecturers who know them well
• If the application is for doctorate, one of the reference letters must be taken from the master’s supervisor, the other must be taken from head of MS jury or one of the jury members
• If the candidate is working in a period of time the reference letter can be taken from the boss or head

9. Letter of Intention

The letter of intention should include a short CV and the background related to the applied department, the awards, the scholarships, meetings, publications. The letter of intention should be in on-line application form. If the given space is not sufficient the applicants can use extra pages.

10. Source of Support

Indicate the source of financial support for the duration of your program. If you have a scholarship or supported by an institution, attach a letter indicating the amount and duration of the support. The cost including tuition fee and other expenses ranges from $6,000-10,000 per annum, so the support whether in the form of scholarship or otherwise should be sufficient to cover these expenses for the duration of the program.
METU at the current time can not provide research assistantship or other financial assistance to foreign students due to legal rules related to foreigners. However Ph.D. students might be entitled to tuition waiver for their assistance in teaching.

11. Checking the Information

Having finished the session(s), use “CHECK” button to see that all the information is correct and no item is omitted / missing. If the form is in its final form, “FREEZE” the form. Please note that no further input / editing is possible once the FREEZE button is used.

12. Print-out of Application Form

After ‘Freeze’ the application by using ‘Print’ button (or using internet browser; file-print), a clear print-out of ‘Final Copy’ must be taken. A photograph must be affixed on it and the last page must be signed. This signature on the Final Copy means that the information both on the print-out and on the online version on the computer are the same and accurate. The information on the print-out and on the online version must be exactly the same. For this reason, no changes must be made on the print-out.

İmza, çıktısı alınan "Final Copy" deki bilgiler ile sisteme girilmiş olan bilgilerin aynı ve doğru olduğunu kabul alınmalıdır. Bu nedenle, "Final Copy"de yer alan bilgilerle sisteme girmiş olduğunuz bilgiler arasında hiçbir farklılık olmamalıdır. "Final Copy" üzerinde sonraadan herhangi bir düzeltme yapılmalıdır.