

GRADUATE ADMISSIONS QUICK GUIDE 2019-20

What are the supporting documents needed?

| Document | What is it? | Important notes |
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| Resume / CV | Personal and educational background information in an academic or professional format. | Must be in English. File should be a PDF document with no encryption or password protection. It should highlight your academic and/or professional achievements, skills you have developed which are relevant to academic research in your field and any experiences that would make you a great researcher and teacher. |
| English Language Proficiency Test scores | Accepted test scores: Test of English as a Foreign Language (TOEFL) Internet Based Test (IBT) Minimum score: TOEFL 80 IBT | <p>If your native language is not English (your country is not classified as an English speaking country) you must provide official TOEFL scores due to Turkish Higher Education Council regulations.</p> <p>If you completed your undergraduate or Master’s degree at an English medium institution but your native language is not English you still need to provide the official TOEFL score.</p> <p>If you don’t have your scores when you submit your application you can indicate the date when you have registered to take the exam. Once you receive the results you can send them to the relevant Graduate School. Please note that if you submit your GRE scores 2-3 weeks after the application deadline your admission chances diminish considerably.</p> <p>IELTS is not accepted in Turkish universities for international Admissions. If you have a valid IELTS test score you can include in your application but if you are admitted you will be asked to provide an official TOEFL IBT score to complete your registration as a student.</p> |

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| <p>GRE Graduate Record Examination</p> | <p>A graduate admissions test required by most graduate schools in the United States and selected universities in other countries.</p> <p>The test results help admission committees have a common measure for comparing candidates' qualifications.</p> <p>More information about the GRE including official test centers and test dates in your country is here http://ets.org/gre</p> | <p>Graduate admission decisions at Koç University are made based on a range of factors. GRE scores are used to supplement your undergraduate transcripts, reference letters and other qualifications for graduate-level study.</p> <p>Some Graduate Schools specify a minimum score they will require for shortlisting candidates. Please check carefully the relevant Graduate School website to make sure you meet the eligibility criteria.</p> <p>You should plan ahead to take this exam 3-4 months before you submit your online application. If you don't have your scores when you submit your application you can indicate the date when you have registered to take the exam.</p> <p>You will be able to leave these spaces empty if your scores are not available at the time of application.</p> <p>Once you receive the results you can send them to the relevant Graduate School but please note that if you submit your GRE scores 2-3 weeks after the application deadline your admission chances diminish considerably.</p> |
| <p>Transcripts</p> | <p>Official transcripts from all completed undergraduate and graduate degree programs, showing courses taken, grades obtained and Grade Point Average (GPA) issued by an accredited higher education institution.</p> <p>Minimum GPA varies between 2.5 to 3.75 according to the program.</p> | <p>They should include the grading system of the institution and include a certified English translation if not originally in English. Certification can be done by a notary.</p> <p>We strongly encourage applicants to submit a scanned image of the transcript at the time of application, which can speed processing; however, a final, official transcript will be required of all admitted students during registration.</p> <p>Please check the relevant Graduate School websites to see minimum GPA requirements (if specified).</p> |

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| <p>Reference Letters</p> | <p>These should be by persons well qualified to speak from first-hand knowledge about the applicant's potential for graduate study.</p> <p>References are essential in helping faculty decide whether to make you an offer of a place or not.</p> <p>For PhD applications: 3 reference letters For MA/MSc applications: 2 reference letters</p> | <p>Must be submitted online by the referee.</p> <p>The candidate only provides the name and contact detail of the referee and the Graduate School will contact them to submit the letter.</p> <p>Make sure you tell your referees they will be contacted after you submit your online application and that you explain the nature and topics of research of the program you are applying to.</p> <p>You'll need to think carefully about who is best placed to act in this capacity for you.</p> |
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