

Graduate School Application System User Guide

This guide explains how to complete your application process step by step using the Institute Application System.

It provides all the necessary information for tasks such as registration, entering required details, and uploading documents.

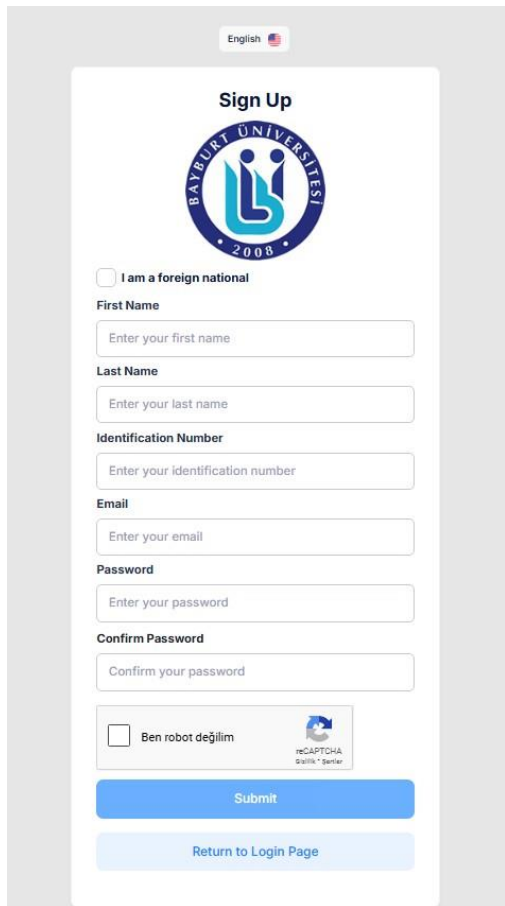
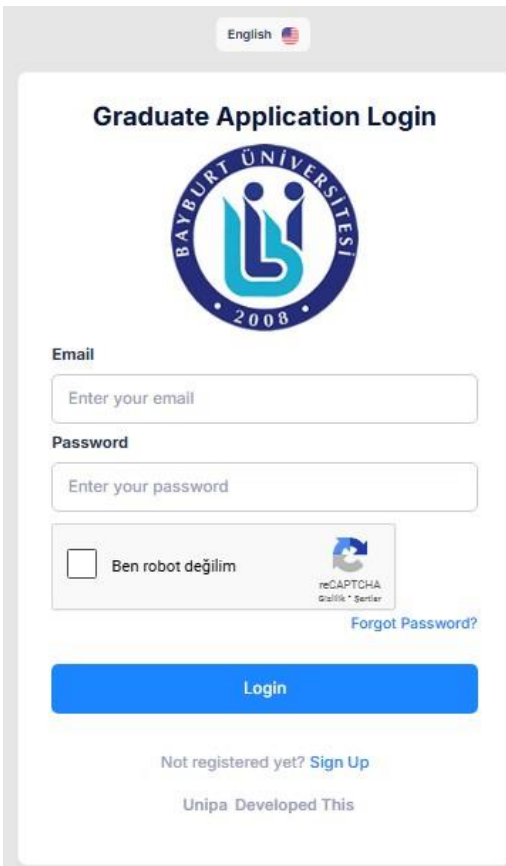
We recommend carefully reviewing the guide to understand the key points and the sequence of steps during the application process.

If you have any questions, you can contact the institute using the provided contact information.

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1. Registration Screen and Login

Registration Screen	Login Screen	Information
 The registration screen features the Bayburt University logo at the top. Below it is a language selector set to 'English'. The main heading is 'Sign Up'. A checkbox labeled 'I am a foreign national' is present. The form includes input fields for 'First Name', 'Last Name', 'Identification Number', 'Email', 'Password', and 'Confirm Password'. A reCAPTCHA widget with the text 'Ben robot değilim' is located below the password fields. A blue 'Submit' button is at the bottom, with a 'Return to Login Page' link below it.	 The login screen features the Bayburt University logo at the top. Below it is a language selector set to 'English'. The main heading is 'Graduate Application Login'. The form includes input fields for 'Email' and 'Password'. A reCAPTCHA widget with the text 'Ben robot değilim' is located below the password field. A blue 'Login' button is at the bottom. Below the button are links for 'Not registered yet? Sign Up' and 'Unipa Developed This'.	➤ The registration screen can be used by both Turkish citizens and foreign candidates. All candidates can complete the registration process by selecting the option “I am a foreign national.” ➤ Turkish citizen candidates must register with their passport number. ➤ After the registration is completed, the system requests for e-mail confirmation. ➤ After confirming the e-mail address, the candidate can log in to the system with their username and password. ➤ The login process is carried out through the screen shown on the side.

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2. General Information

The candidate must check the required information and upload an appropriate photo.

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General Information

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Documents

General Information

First Name :

Last Name :

Passaport No :

Email :

Resim

Dosya Seç

Dosya seçilmedi

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3. Identity Information

The candidate should enter information such as place of birth, marital status, and gender etc. in this section.

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Identity Information

Citizenship

Choose...

Date of Birth

Tarih seçiniz

Place of Birth

Enter your place of birth

Gender

Choose...

Marital Status

Choose...

Mother's Name

Enter your mother's name

Father's Name

Enter your father's name

Registered Province

Choose...

Registered District

Choose...

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3.1. Military Service Information (Optional)

Military service information should be entered in this section.

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Military Information

Military Status

Choose... ▾

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4. Contact Information (Mandatory)

The candidate should provide accurate and complete address information.

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Contact Information

Address

Enter your address

Province

Choose...

District

Choose...

Fixed Phone Number

Enter your fixed phone number

Mobile Phone Number

Enter your mobile phone number

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5. Work Information (Optional)

If the candidate is employed, he/she should tick the “I am employed” box to activate the section for entering employment details and provide the required information.

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Work Information

☒ Are you employed?

Workplace Name

Enter your workplace name

Date of Employment

Tarih seçiniz

Workplace Phone Number

Enter your workplace phone number

Your Task at Workplace

Enter your task at workplace

Workplace Province

Choose... ▾

Workplace District

Choose... ▾

Workplace Address

Enter your workplace address

Work Experience

Please enter your previous work experience

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6. Application Program Information (Mandatory)

On this screen, the candidate selects the department and the type of program to which he/she will apply.

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Application Program Information

Institute

Choose...

Department/Art Department

Choose...

Field of Science

Choose...

Programme

Choose...

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7. ALES/Equivalent Exam Information (Optional)

The candidate applying to the doctoral program enters the ALES or equivalent exam score information in this section.

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ALES/Equivalent Exams

Exam Type

Choose...

Exam Year

Choose...

Exam Entry Date

Tarih seçiniz

Quantitative Exam Score

Enter quantitative exam score

Equally Weighted Exam Score

Enter equally weighted exam score

Verbal Exam Score

Enter verbal exam score

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8. Foreign Language Exam Information (Mandatory)

The applicant should select Turkish Language Exam (Türkçe Dil Sınavı) as the exam type and enter the score if available. If there is no score, they should still select this exam, choose any date for the exam date, and enter '0' in the score field."

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Foreign Language Information

Exam Type

Choose...

Exam Year

Choose...

Exam Entry Date

Tarih seçiniz

Exam Point

Enter exam point

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9. Bachelor's Degree Information

Information regarding the undergraduate program that the candidate has previously completed should be entered in this section.

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Undergraduate Information

☐ Is the license language English?

University

Choose...

Other

Enter other information

Faculty

Enter faculty name

Department

Enter department name

Registration Date

Tarih seçiniz

Graduation Date

Tarih seçiniz

Grade System

Choose...

Transcript Grade

Enter your transcript grade

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9.1. Master's Degree Information (Mandatory)

The applicant for the PhD program must enter the information about the master's program he/she has previously completed in this section.

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Postgraduate Information

University

Choose...

Other

Enter other information

Institute

Enter your institute name

Department/Field/Programme

Enter department/field/programme information

Registration Date

Tarih seçiniz

Graduation Date

Tarih seçiniz

Grade System

Choose...

Transcript Grade

Enter your transcript grade

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10. Documents

Documents required for the application must be uploaded to the system from this section. The candidate must upload the required documents completely, correctly and in accordance with the relevant document type. All documents to be uploaded must be uploaded in PDF format. Select Institute Application Documents (**Enstitü Başvuru Belgeleri**) as the document type and upload the receipt for the \$50 material fee or its scanned PDF to the system.

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Documents

Document Types

Choose...

Diploma/Mezuniyet Belgesi (Zorunlu)

Transkript (Zorunlu)

ALES Sonuç Belgesi

Yabancı Dil Belgesi (Zorunlu)

Pasaport (Zorunlu)

Askerlik Belgesi

Öğrenim Amaçlı İkametkah Beyanı

Türkçe Yeterlilik Belgesi (Zorunlu)

Dosya Seç

Dosya seçilmedi

Add File

declared in the Postgraduate Pre-Registration

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Submit >

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10. Documents

	Document Type	Description of the Document
1	Nüfus Cüzdanı Fotokopisi (Mandatory)	Scanned PDF of Identity or Citizenship Document
2	Pasaport (Mandatory)	Scanned PDF of the passport information page
3	Türkçe Yeterlilik Belgesi (Optional)	Turkish Language Exam Certificate (Turkish Proficiency Exam Certificate) or its scanned PDF
4	Diploma/Mezuniyet Belgesi (Mandatory)	Bachelor's Degree Graduation Certificate or its scanned PDF (for Master's Program applications)
5	Diploma/Mezuniyet Belgesi (Mandatory)	Master's Degree Graduation Certificate or its scanned PDF (for Doctoral Program applications)
6	Transkript (Mandatory)	Bachelor's Degree Transcript or its scanned PDF (for Master's Program applications)
7	Transkript (Mandatory)	Master's Degree Transcript or its scanned PDF (for Doctoral Program applications)
8	YÖK'ten Denklik/ Tanınırılık Belgesi (Optional)	Equivalency Certificate from the Council of Higher Education (YÖK) for candidates graduated from foreign universities or its scanned PDF
9	Yabancı Dil Belgesi (Optional)	Foreign language proficiency certificate accepted by YÖK for Doctoral applications or its scanned PDF
10	Enstitü Başvuru Belgeleri (Mandatory)	Receipt of the \$50 material fee or its scanned PDF

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11. Evaluation Process and Application Tracking

Applications are evaluated based on the criteria set by the relevant department and institute. The evaluation process takes into account the undergraduate/graduate GPA and Turkish Language/Proficiency exam score. Preliminary evaluation results will be announced through the system. Applicants can view and edit their applications from this section. Applicants may apply to two different programs. To apply to a second program, applicants must create a new application from the relevant tab.

12. Final Registration Process and Turkish Proficiency

Candidates who have earned the right for final registration will be announced on the Institute's page on, September 8, 2025. Candidates must complete their registration by preparing the required documents between September 9-12. Foreign applicants must have a Turkish proficiency certificate. Candidates without a proficiency certificate will be required to take the Turkish Proficiency Exam.

13. Contact Information

For technical issues related to the application system or any questions, you can use the following contact channels for support.

Bayburt University Graduate School of Education

E-Posta: bayu_lisansustu@bayburt.edu.tr

Telefon: +90 458 211 11 53 (Dahili 3750- 3752- 3753)