

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.

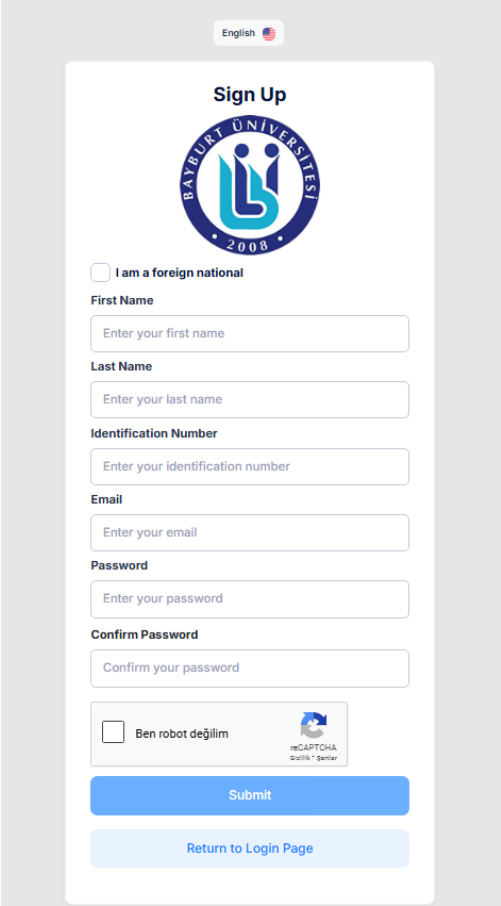
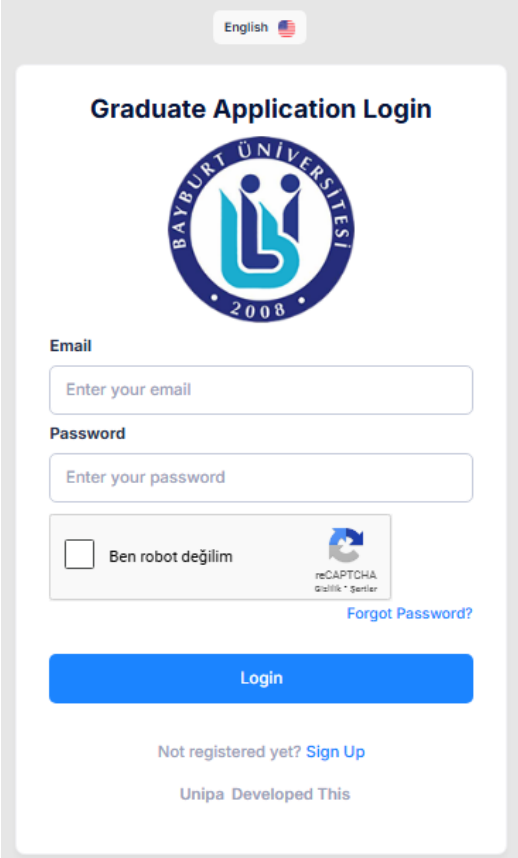
We recommend carefully reviewing the guide to understand the key points and the sequence of steps during the application process.

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
 <p>The registration screen features the Bayburt University logo at the top. Below it, there is a checkbox for 'I am a foreign national'. The form includes input fields for First Name, Last Name, Identification Number, Email, Password, and Confirm Password. A reCAPTCHA widget is present below the password fields. At the bottom, there is a blue 'Submit' button and a light blue 'Return to Login Page' button.</p>	 <p>The login screen features the Bayburt University logo at the top. Below it, the title 'Graduate Application Login' is displayed. The form includes input fields for Email and Password. A checkbox for 'Ben robot değilim' (I am not a robot) with a reCAPTCHA widget is located below the password field. A blue 'Login' button is positioned below the form. At the bottom, there is a link for 'Not registered yet? Sign Up' and the text 'Unipa Developed This'.</p>	<ul style="list-style-type: none">➤ 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

Identity Information

Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

Undergraduate Information

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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General Information

Identity Information

Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

Undergraduate Information

Documents

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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General Information

Identity Information

Military Information

Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

Undergraduate Information

Documents

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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General Information

Identity Information

Military Information

Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

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Documents

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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Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

Foreign Language Information

Undergraduate Information

Postgraduate Information

Documents

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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General Information

Identity Information

Military Information

Contact Information

Work Information

Application Program Information

ALES/Equivalent Exams

Undergraduate Information

Documents

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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Contact Information

Work Information

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ALES/Equivalent Exams

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Undergraduate Information

Documents

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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General Information

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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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General Information

Identity Information

Military Information

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Application Program Information

ALES/Equivalent Exams

Foreign Language Information

Undergraduate Information

Documents

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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General Information

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Work Information

Application Program Information

ALES/Equivalent Exams

Foreign Language Information

Undergraduate Information

Postgraduate Information

Documents

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.

The screenshot shows the 'Documents' section of the application system. At the top, a header bar indicates the '2025 - 2026 Eğitim Öğretim Yılı Güz Dönemi Lisansüstü Başvuru Dönemi'. Below this, a navigation menu includes 'General Information', 'Identity Information', 'Military Information', 'Contact Information', 'Work Information', 'Application Program Information', 'ALES/Equivalent Exams', and 'Foreign Language Information'. The 'Documents' tab is currently selected. The main content area is titled 'Documents' and features a 'Document Types' dropdown menu. The dropdown is open, showing a list of document types: 'Diploma/Mezuniyet Belgesi (Zorunlu)', 'Transkript (Zorunlu)', 'ALES Sonuç Belgesi', 'Yabancı Dil Belgesi (Zorunlu)', 'Pasaport (Zorunlu)', 'Askerlik Belgesi', 'Öğrenim Amaçlı İkametkah Beyanı', and 'Türkçe Yeterlilik Belgesi (Zorunlu)'. To the right of the dropdown, there are buttons for 'Dosya Seç', 'Dosya seçilmedi', and 'Add File'. A 'Submit' button is located at the bottom right of the form area.

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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	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	Equivalency Certificate from the Council of Higher Education (YÖK) for candidates graduated from foreign universities or its scanned PDF
9	Yabancı Dil Belgesi (Mandatory)	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 Friday, July 18, 2025. Candidates must complete their registration by preparing the required documents between July 21–25. 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)