

<https://oibs.metu.edu.tr/cgi-bin/login.cgi?prog=39>

1. Personal Information

In this section, Turkish Republic Identity numbers of the Turkish applicants are required in addition to the passport numbers of the foreign applicants. The applicant must pay attention to the uniformity between the identity information and the information on the passport or the Turkish Republic certificate of birth. If there is a change in the surname, this should be indicated in the relevant field. The applicant must fill out his/her mail address, phone number (including the district code) and if available, fax number and e-mail address. If the mail address is a temporary one, the validity period of that address must be specified.

If you are a METU student or graduate, indicate your student number. In case your permanent address be the same as your mailing address, do not write anything on the "*Permanent Address*" field. Identify any friend, relative, or employer whom you want to authorize to request and receive information regarding your application. In this case, the information and the documents concerning your application will only be given to this person- except you.

2. Academic Information

List the name of the universities, institutions, foreign language programs and colleges/high schools, which you have previously attended and are currently attending, in order of date. Specify dates of entrance and completion (if you are currently attending, give the expected date of completion) and degrees (MA, MS, MBA, certificates; if you do not have any degree/diploma or title for the related program, print/type "-"). Indicate your Cumulative GPA(s) for the programs. If it is calculated over 4, give the value as it is. Otherwise, specify the value-base (e.g., 75/100).

If you are currently attending a program, specify your cumulative GPA of the last semester you have completed. Give the list of the courses in progress – the courses that you are currently taking and/or planning to take- as two copies and attach it to the application form. Whenever the grades for these courses are determined, submit the grade report to the Office of Application in person or via e-mail. Your application may be concluded before the grades of the courses that you are currently taking are determined. If you receive an acceptance as such, please bear in mind that your cumulative GPA should not be below the cumulative GPA that you indicated at the date of application.

3. Graduate Examinations

The scores of ALES or GRE- General must be indicated in the relevant fields. If you submitted an application for the examination, write your application number. The application number consists of the Turkish Republic Identity Number submitted for ALES. Since the score of the examination will be provided via the Internet, the accurate entrance of this number has great significance. In order to prevent any problem, the score reports must be submitted to the department.

The application number of GRE is included in the e-mail sent to the applicant by ETS. Submission of the score report within the shortest possible time is of great importance. If the department to which you seek admission requires a GMAT score, then enter this information to the relevant field.

4. English Examinations

In this step, the applicant must indicate the information that proves his/her level of English. If METU-EPE examination has been taken there is no need for the submission of a score report.

If the applicant will take another English proficiency exam accepted by METU (TOEFL offered by ETS; IELTS, CPE, CAE and FCE offered by the British Council), the application number pertaining to the examination must be filled and the score report must be submitted. If you have a valid score report concerning English proficiency, these scores must be filled in the relevant field and the score report must be attached to the application material.

5. Employment Information

If you have any work-experience, including military service, indicate in this part.

6. Program Application

Select first "Sosyal Bilimler Enstitüsü"/ "Graduate School of Social Sciences" and click on "submit" button. Following this processing, select the program you intend to apply and press "select program" button.

7. Program Information

Select the intended degree status (Master's thesis/ Master's non-thesis) from the relevant field. Indicate the sub-fields in the fields below. Some programs offer different areas of research or specialization. For instance, the Psychology program offers such sub-fields as Clinic Psychology and Social Psychology. If the program, to which you seek admission, is within this category, then specify your sub-field by all means.

8. Recommendations

Enter the information with respect to the people, from which you will receive letter(s) of recommendation. If the department to which you seek admission does not require a letter of recommendation, state this in the relevant fields. You cannot finalize your application by leaving these fields blank.

9. Letter of Intention

In the letter of intention, summarize your curriculum vitae in line with the applied graduate program. Explain your objectives and targets with respect to the graduate study, research field(s) of interest, and your relevant background. Indicate your honor(s), scholarship(s), publications, conference articles etc., if any. For each independent application, a separate letter of intention must be prepared.

The applicant may either fill out the letter of intention in the relevant section of the application form, or submit it separately. In this case, the applicant must state in the relevant section of the application form that the letter of intention is attached. You cannot finalize your application by leaving this field blank.

10. Support

Indicate the source of financial support for the duration of your program. If you are on a scholarship or sponsored by an institution, attach a letter from this institution or the related document to your application form. If you do not have any scholarship or are not sponsored by an institution, indicate how you will support yourself during your graduate education. If you work or plan to work on a part-time basis, give brief information about your job; specify how much time your job requires on a weekly basis.

Research Assistantship Support: Very successful and outstanding students may be entitled to have such support through announcement on permanent staff. Following the announcement, the applicant should submit a separate application for the position of research assistantship. The concerned department evaluates the

applicants by way of an individual examination. You should follow the relevant information from the concerned department.

Project Assistantship Support: If you think that you are a very successful and outstanding student, you may also apply to the project assistantship support. In this case, you should contact the professor(s) who conduct a project in your area of interest, within the shortest possible time.

11. Complete and Print

In this step, the applicant can see his/her name on the screen. All information may be controlled, after marking the box next to the department and clicking on the "check" button. Then, by clicking on the "freeze" button in the lower part of the page, the application will have become entered into the system. After freezing, the application form once, any change on the form is impossible; therefore the information must be checked by all means. The print-out of the final application form must include a **photo attached** and the last page must be **signed**. The application form must be submitted to the Graduate School of Social Sciences together with other application material.

If an error page opens when clicking on the freeze button, this shows that some of the information in the application form remains incomplete. These parts are given on the error page. You must revert to these steps and fill the incomplete parts.