

Frequently Asked Questions About Graduate Applications

Question: What is the procedure after I complete my application?

Answer: You will receive either a positive or negative response within the application period. Please keep checking your email inbox or your application page. If your application is rejected, you may revise the required parts and resubmit your application. After receiving the approval email, you only need to wait for the interview dates. You should also check the website of the Student Affairs Office.

Question: Can I arrange my program preferences as I wish?

Answer: There are no restrictions regarding the order of your preferences. However, if you receive approval from more than one program, you will be enrolled in the program you prioritized. Therefore, you should make your preferences carefully.

Question: Can I be enrolled in two graduate programs at the same time?

Answer: You cannot be enrolled in two thesis-based programs at the same time. One of the programs may be non-thesis. However, this restriction does not apply to students who are enrolled in a thesis-based program abroad.

Question: Can I apply to any program I want?

Answer: You may apply to programs for which you meet the application requirements.

Question: My ALES score is slightly lower than the required score for the program I want. Can I still apply?

Answer: You may only apply to programs for which your score meets the requirement. You must include the decimal values of your score and must not round it. Your score must be entered exactly as it appears on your ALES result document. If your score does not meet the requirement, you cannot apply.

Question: I do not have a valid language test score. Can I still apply?

Answer: You are not required to upload your language certificate or score during the application.

Note 1: For doctoral applicants, if a valid language certificate is not presented during final registration, the registration will not be completed.

Note 2: For master's applicants, a language certificate is not required during final registration. However, candidates are given one year after registration to provide the certificate. Without a language certificate, course selection cannot be made, including Turkish-taught courses.

Question: In what format should my transcript be submitted?

Answer: Your transcript must be the most recent version and must be signed and approved. Electronically signed documents are also accepted.

Note: Students of ITU may upload a screenshot of their documents available in the system.

Question: Can I upload a diploma supplement instead of a transcript?

Answer: Yes, you can. However, you must upload the entire document, not only the page containing the grades. Since the diploma supplement is issued only once, it is recommended that you provide a transcript during final registration.

Question: Do I need to upload a graduation certificate during the application?

Answer: No. No document related to your graduation is required during the application stage.

Question: Which grading system should I use when entering my GPA? My GPA does not meet the requirement in the 4.00 system but meets it in the 100-point system. Which one should I enter?

Answer: You must enter your GPA according to the grading system used by your university. Even if your transcript includes both the 4.00 system (AA–FF) and the 100-point system (0–100), you must still enter your GPA according to the 4.00 system.

Question: I completed my bachelor's/master's degree abroad. My GPA is not based on a 4.00 or 100-point system. How should I enter it?

Answer: You should select "Different System" for your GPA.

Question: I have not graduated yet, so my final GPA is not confirmed. What should I do?

Answer: If your current GPA meets the requirements, there is no problem with submitting an application. You should present your updated transcript to the interview committee on the day of the interview. If there is any change in your GPA, you must inform the committee.

Question: Can I change my preferences after completing my application?

Answer: If your application has been approved, you cannot make any changes. You may make changes as long as the application has not been approved. There is a link for cancellation and modification under the Candidate Information Form.

Question: Which dates should be entered as the document date?

Answer: For your ALES and language test results, you should enter the announcement date of the exam results. For your transcript, you may enter the date written on the document.

Question: I am having problems uploading my documents. What should I do?

Answer: The problem is most likely related to file size or format. As a last resort, you may try changing your web browser. If the problem persists, you can contact the authorized staff.

Question: Should I write separate statements of purpose for each program I select?

Answer: You may write a separate statement for each preference, or you may upload the same statement of purpose for all of them. However, the statement must be uploaded separately for each program preference in the system.

Question: How many reference letters are required? Are they mandatory?

Answer: There must be at least two reference letters for each program, and there is no upper limit. One of the letters must be academic. The academic reference does not have to be from the same department as the program you are applying to. After completing the Candidate Information and Preference Form, you may fill in the relevant fields under the "Reference Letters" section and send the prepared form to the individuals you wish to request references from. Reference letters may also be submitted in person during the interview.

Question: Can one person upload more than one reference letter? Is one letter sufficient?

Answer: Yes, a person may upload multiple reference letters. However, the letters must be uploaded separately for each program.

Question: I entered my professor's name/email incorrectly for the reference letter. Can it be corrected?

Answer: If you entered the email address incorrectly, it cannot be corrected; you must add the correct one again. If the name was entered incorrectly, the person you listed as a reference can correct it.

Question: Do I need to be present at the Student Affairs Office during final registration?

Answer: Final registration is completed electronically (online).

Question: Can I use my ALES score from my master's application when applying for a PhD?

Answer: Applicants who completed their master's degree and will continue to a PhD/Proficiency in Art program with a break of no more than one semester may use the ALES score submitted during their master's application, provided that it meets the required score, regardless of its validity period. Candidates whose ALES score validity has expired must send an email to lisansustuoidb@itu.edu.tr requesting their application to be submitted once they reach the final stage of the application process.

Question: My university and/or department is not listed. What should I do?

Answer: You may select "Other" from the options and enter the name of your university and/or department manually.