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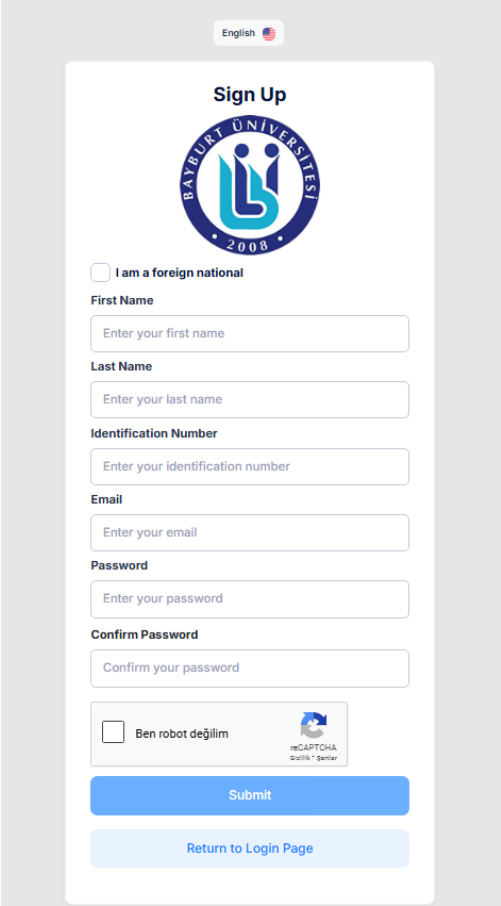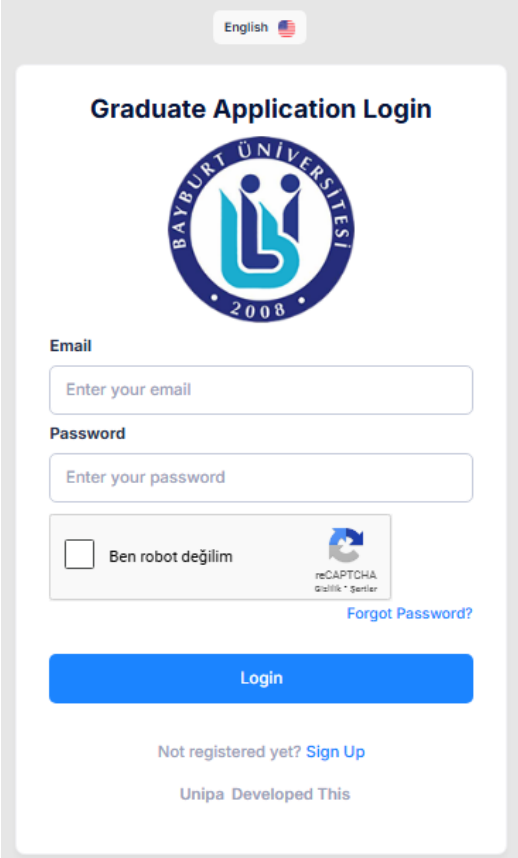
We recommend carefully reviewing the guide to understand the key points and the sequence of steps during the application process.

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

Graduate School Application System User Guide

1. Registration Screen and Login

Registration Screen	Login Screen	Information
		➢ 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.

Graduate School Application System User Guide

2. General Information

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

Graduate School Application System User Guide

3. Identity Information

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

Graduate School Application System User Guide

3.1. Military Service Information (Optional)

Military service information should be entered in this section.

Graduate School Application System User Guide

4. Contact Information (Mandatory)

The candidate should provide accurate and complete address information.

General Information   Identity Information   Military Information   **Contact Information**   Work Information   Application Program Information   ALES/Equivalent Exams   Undergraduate Information

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

← Previous   Next →

Graduate School Application System User Guide

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.

Graduate School Application System User Guide

6. Application Program Information (Mandatory)

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

Graduate School Application System User Guide

7. ALES/Equivalent Exam Information (Optional)

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

Graduate School Application System User Guide

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."

Graduate School Application System User Guide

9. Bachelor's Degree Information

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

Graduate School Application System User Guide

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.

Graduate School Application System User Guide

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.

Graduate School Application System User Guide

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/ Tanınırlık 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

Graduate School Application System User Guide

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)