

Form of Undertaking



Eastern
Mediterranean
University

"For Your International Career"

I, the undersigned,

Name and Surname

National ID No

Student No

hereby authorise the Eastern Mediterranean University Registrar's Office Directorate to carry out the **diploma and all other relevant documents'** approval process and to deliver it to me through the method indicated below or to send it to the address specified below upon my graduation from the relevant program.

I wish to receive my diploma and all other documents from the Student Services Office **in person**.

I **will attend** the graduation ceremony

I would like my diploma and all other documents to be sent to the person whose name and address details have been specified below

I **will not** be able to **attend** the graduation ceremony

Details of the person receiving the shipment

Name and Surname

Home / Work Address

Telephone

Home

Mobile

To be used for cargo delivery messaging purposes

TRNC Mobile

Office

Details of the student

Registered program (Department):

TURKISH

ENGLISH

Signature

Date

Dear Students,

Please be informed that diploma approval procedures for the 2013-2014 Academic Year will be carried out by the Student Services Office operating under the Registrar's Office. Prospective graduates who want the Student Services Office to complete the procedures on behalf of them are kindly requested to follow the procedures below:

Steps to be followed during the diploma approval process:

1. Please deposit the approval fee to the relevant bank account and obtain a receipt of payment (students graduating from an **English-medium** program are required to deposit **₺350** and those graduating from a Turkish-medium program are requested to deposit **₺300** into the University's bank account. On the receipt of payment it must be stated that **the payment was made for diploma approval procedures**).

2. Please obtain a document stating your entrances to and exits from TRNC from the Famagusta Police Department Immigration Office (you will be asked to take **revenue stamps of ₺10** as well as your **ID card or passport** with you) and submit it with the receipt of

payment and the diploma approval procedures form to the Student Services Office by **01.07.2014**.

3. Students who want their diploma approval procedures to be completed by the Student Services Office should submit the other relevant documents (e.g. diploma, transcript and any other similar documents) to the **Student Services Office after the graduation ceremony** (on the **08th of July** the Student Services Office will be open till **23.00**) or on **09 July 2014** by **10 o'clock** in the morning.

Those students who are **not attending the graduation ceremony** can submit the receipt of payment and the diploma approval procedures form and the document obtained from the Police Department to the Student Services Office as of 01.06.2014.

I wish all of you a happy graduation.

Hüseyin Ünsal YETİNER
Registrar