

APOSTILLE PROCEDURES

- **APOSTILLE PROCESS:**

- It is the approval process that must be done by graduate candidates who are to study/work abroad following their graduations.
- All graduate candidates (diplomas and transcripts) of **Azerbaijani** nationality are required to complete the apostille procedures.

ATTENTION !

Make sure that you have completed your Diploma Approval procedures in order to initiate the Apostille Process.

Step 1: Log in to your portal.

Step 2: In order to open automatic payment, fill in the **Apostille Application Form**.

Step 3: The **Apostille Application Form** is available in the *Graduation Procedures* section on your student portal.

Step 4: Send the application form to ogrencihizmetleri@emu.edu.tr once you filled it in.

Step 5: An "online" payment link will appear on your portal after your application enters the system.

Step 6: Click on the "online" payment link and log in by using your student number and password from the new window appearing on the screen.

Step 7: Complete the payment procedure for Apostille fee online.

Step 8: Your payment will be processed in the system within 24 hours. Then, your apostille process will be initiated.

Step 9: After your diploma approval process is completed, your diploma will be delivered to you as you indicated in your application.

- See the required documents for application at registrar.emu.edu.tr.

