

# Graduation Procedures

## **DEAR GRADUATE CANDIDATES**

Due to the pandemic period, all graduation procedures as well as the graduation ceremony will be administered online. You can follow your transactions through student portals or from [registrar.emu.edu.tr](http://registrar.emu.edu.tr) website.

All students who are candidates for graduation must follow the steps below to complete their graduation procedures.

### **1- REGISTRATION CANCELLATION PROCEDURE (21.01.21 - 5.02.21)**

**Step 1:** Log in to your student portal.

**Step 2:** Click on "Online Payment for Diploma Fee -> <https://epay.emu.edu.tr/fees>" in the "Graduation process" section. Enter your student number and password from the window that appears on the screen.

**Step 3:** Pay the Diploma Fee online from this tab appearing on the screen.

If you make your payment online, details regarding your payment will be sent to your e-mail address.

**Step 4:** The details of the graduate candidates who make the payment is automatically sent to the relevant units. (Department Dean, Financial Affairs Directorate, Library, Sports Affairs Directorate, Social Activities, Information Technology Center, Graduate Education and Research Institute (for graduate students) and Housing).

**Step 5:**

- After the debt controls required by the relevant units are provided, the unit approvals of the transactions will be submitted to the Registrar's Office.
- After all transactions are checked and approved by the Registrar's Office, your discharge process will be completed.

**Step 6:** After you complete your registration cancellation process, you will receive a message on your portal saying "your cancellation procedures has been completed".

- The registrations of associate and undergraduate candidates who have completed the cancellation process will be terminated from the university as of February 16, 2021, and postgraduate graduate candidates by February 15, 2021.

**Step 7: Proceed to Diploma Approval Process.**

## 2- DIPLOMA APPROVAL PROCEDURES

- Graduates that are citizens of Turkey and International Countries or TRNC citizen students who are to work/study abroad are obligated to complete the procedures.

**Step 1 :** Make sure that you have completed your registration cancellation procedures in order to initiate the diploma approval process.

**Step 2:** Log in to your student portal.

**Step 3 :** In order to open automatic payment, first fill in the diploma approval application form. The diploma approval application form is available in the graduation procedures section of your portal.

**Step 4:** Send the completed application form to [ogrencihizmetleri@emu.edu.tr](mailto:ogrencihizmetleri@emu.edu.tr).

**Step 5:** After your application is entered into the system, an "online" payment will appear on your portal.

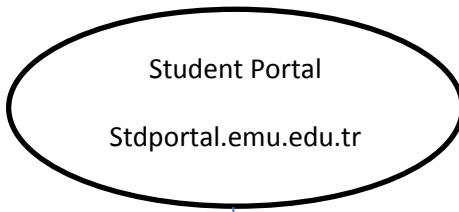
**Step 6 :** In order to make your payment, log in using your student number and password from the window that opens.

**Step 7:** Pay the Diploma approval fee online from the area that you logged in.

**Step 8 :** Your payment will be processed in the system within 24 hours. And your diploma approval process will be started.

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

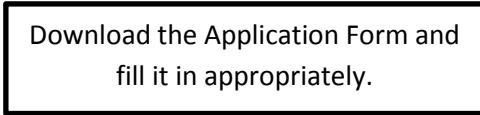
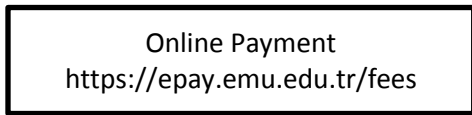
- See the required documents for application at [registrar.emu.edu.tr](http://registrar.emu.edu.tr).



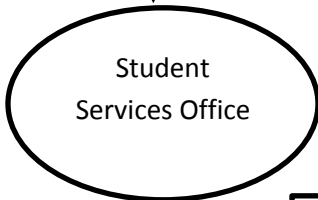
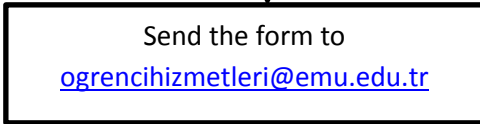
**1**



**2**



Diploma Fee	
Fee of the Diploma without gown	Fee of the Diploma with gown



UNITS THAT WILL APPROVE	
Dean of the Department	✓
Financial Affairs	✓
Library	✓
Dormitories	✓
Social and Cultural Activities	✓
Computer Center Directorate	✓
Sports Affairs Directorate	✓
Institute of Graduate Studies and Research	✓

