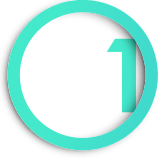


Foreign Embassy Procedures

- It is the approval process that must be completed at the relevant country embassies in Ankara.
- Application can be made by all foreign graduate candidates.

» ATTENTION !

Make sure that you have completed your Diploma Approval process so that the Foreign Embassy process can be initiated.



Step 1: Log in to your portal.




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



Step 3: The **Embassy 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 Embassy fee online.



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



Step 9: After your embassy 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



» Embassies In Turkey



EMBASSY OF KINGDOM OF MOROCCO

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma

EMBASSY OF QATAR

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma and diploma supplement

EMBASSY OF LIBYA

- ▶ Application Form for Embassy Approval
- ▶ Embassy Approval Fee Receipt
- ▶ Copy of the Passport
- ▶ Copy of the Palestinian ID.
- ▶ Entrance-Exit Document (*To be obtained from Famagusta Police Directorate*)
- ▶ Proxy
- ▶ Copy of the Immigration Card
- ▶ Diploma and Transcript

EMBASSY OF NIGERIA

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Diploma and transcript

EMBASSY OF LEBANON

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma

EMBASSY OF PAKISTAN

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma

EMBASSY OF KUWAIT

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma

EMBASSY OF SAUDI ARABIA

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Entrance – Exit Document (*to be obtained from Famagusta Police Directorate.*)
- ▶ Proxy
- ▶ Acceptance of workplace documents (*Original-Chamber of Commerce approved.*)
- ▶ Business contract (*original*)
- ▶ Diploma and transcript

EMBASSY OF JORDAN

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma



EMBASSY OF UNITED ARAB EMIRATES

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma and transcript

EMBASSY OF SUDANESE

- ▶ Application form for embassy approval
- ▶ Embassy approval fee receipt
- ▶ Copy of the passport
- ▶ Proxy
- ▶ Diploma

EMBASSY OF PALESTINE

- ▶ Application form for embassy approval
 - ▶ Embassy approval fee receipt
 - ▶ Embassy of Palestine Application Form (*to be obtained from the Student Services Office*)
 - ▶ Copy of the passport
 - ▶ Entrance – Exit Document (*to be obtained from Famagusta Police Directorate.*)
 - ▶ Proxy
 - ▶ Diploma and transcript
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Embassy Procedures Flow Chart

