

Graduation Procedures



DEAR GRADUANDS,

We are planning to hold the 2021-22 Academic Year Fall Semester graduation ceremony face-to-face. You can follow your graduation procedures on your student portals and at www.registrar.emu.edu.tr .

All students at the graduation status are required to complete the relevant procedures through following the steps below in order to finalise their graduation process.

1- CLEARANCE PROCEDURE

Clearance procedures need to be finalized between **17.01.22 and 3.02.22**. Please follow the steps below to complete your clearance procedures.

Step 1:

- Please log into your student portal.

Step 2:

- Click on “Graduation Procedures /Clearance ” section.
- Click on “Online Payment for Diploma Fee → <https://epay.emu.edu.tr/fees>”.

Step 3:

- Please pay the specified amount online.

Important Reminder:

Information about the graduating students who have submitted the specified fee is automatically sent to the relevant units. (Dean's Office, Financial Affairs Directorate, Library, Sports Affairs Directorate, Social Activities, Computer Center, Institute for Graduate Studies and Research (for postgraduate students) and Dormitories).

- After the necessary checks for outstanding debts have been made by the relevant units, the unit approvals will be sent to the Registrar's Office.
- After all the relevant procedures have been checked and approved by the Registrar's Office, your clearance process will be completed.
- Your relationship with the university will be terminated as of the date of your graduation.

Step 4: Diploma Approval Procedure.

2- DIPLOMA PROCEDURES



• GRADUANDS WITH TRNC NATIONALITY:

Those Attending the Ceremony

- Graduating students with TRNC nationality who have completed their clearance procedures will receive their diplomas at the Graduation Ceremony on Wednesday, 9 February 2022.

Those Not Attending the Ceremony

- Graduates who are not going to attend the ceremony can receive their diplomas within the working hours from the departmental desks at the Registrar's Office as of Thursday, 10 February 2022.

• GRADUANDS WITH THE REPUBLIC OF TURKEY OR THIRD COUNTRY NATIONALITY

- Graduating students with the Republic of Turkey or third country nationality who have completed their clearance procedures are expected to follow the steps below to complete their diploma procedures.

Step 1:

- Log into your student portal.

Step 2:

- Please submit your exit-entry document and immigration document to mezuniyetislemleri@emu.edu.tr between 17 January 2022 and 31 January 2022.

Step 3:

- Fill in the "Graduation Form" which appears under "Graduation Procedures/Forms" section of your portal.
- Please send the aforesaid graduation form to mezuniyetislemleri@emu.edu.tr.

Step 4:

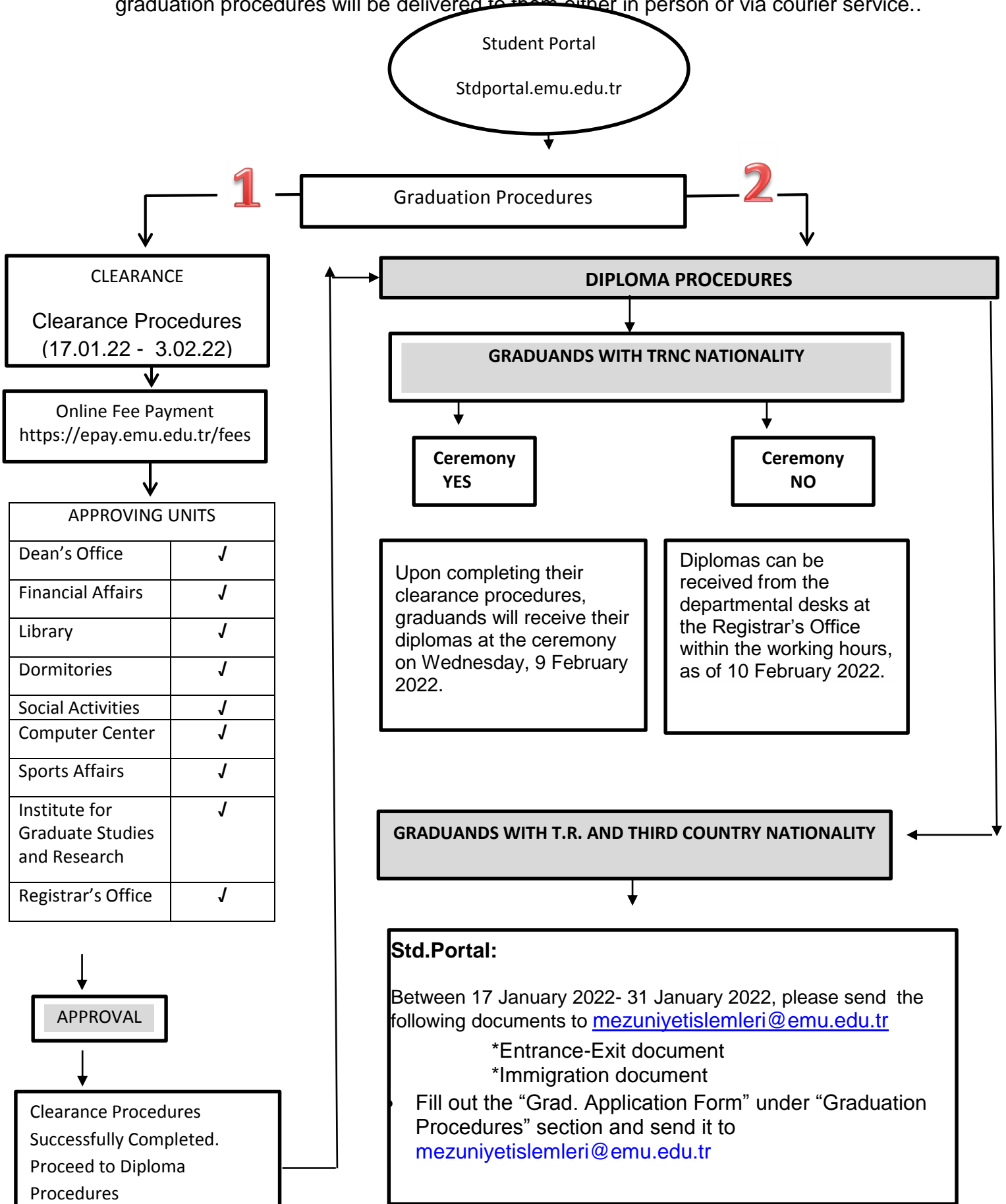
Your application will be sent to the Student Services Office and the procedure for diploma approval will commence, accordingly.

Important Reminder:

- In the event of having any missing documents or the graduation application form in the system, delays will be encountered in your diploma procedures.

Diploma Delivery:

Diplomas and diploma attachments of all graduands who have completed their graduation procedures will be delivered to them either in person or via courier service..



GRADUANDS WITH T.R. AND THIRD COUNTRY NATIONALITY

**Ceremony
YES**

**Ceremony
NO**

- Upon completing their clearance procedures, graduands will receive their diplomas at the ceremony on Wednesday, 9 February 2022
- Upon receiving their diplomas at the ceremony, graduates are required to submit their diplomas for diploma approval procedures to the Student Services Office at the Registrar's Office within working hours until 11 February 2022.

Diploma approval procedures will be started by the Student Services Office

DIPLOMA APPROVAL PROCESS

APPROVALS IN THE TRNC
(MINISTRY OF EDUCATION/T.R. EMBASSY /MINISTRY OF EXTERNAL AFFAIRS)

PROCEDURES IN TURKEY
(APOSTILLE/FOREIGN EMBASSIES)
n.b.:
The procedure takes at least 5 weeks to finish

FACULTY OF PHARMACY AND HEALTH SCIENCES GRADUATES' PROCEDURES IN TURKEY
N.B.:
The procedure takes at least 5 weeks to finish

Diploma Delivery

IN PERSON

Graduates whose diploma approval procedures have been completed and who are planning to receive the diploma in person may pick up their diplomas from the Student Services Office three weeks after the graduation ceremony.

COURIER