



# Eastern Mediterranean University

2023-24 Academic Year

## Fall Semester Graduation Procedures

### Dear Graduate Candidates;

2023-24 Academic Year Fall Semester Postgraduate Graduation Ceremony will be held place on **30 January 2024** and Associate and Undergraduate Graduation Ceremony on **31 January 2024**.

### To All Students who are Graduate Candidates;

- A symbolic diploma will be given at the Graduation Ceremony. This document can not be used as a valid diploma.
- The following procedures must be followed in order to complete the graduation procedures.
- All the graduation procedures will be completed online via student portals. Please check the important dates from the **“Graduation Procedures Calendar”**. Graduation Procedures consist of 4 stages.

## Graduation Procedures

### Stage 1

(23 Nov – 20 Dec, 2023)

Photoshoot for Graduation

Year Book

Name-check for the Diploma

Printing

### Stage 2

(3 -24 January, 2024)

Completing the Graduation

Ceremony Survey

Clearence Procedure

Getting the Graduation Pack and  
Gown



### Stage 3

(29-30-31 January, 2024)

Graduation Ceremony

Rehearsal

Graduation Ceremony

Graduation Reception

### Stage 4

(February-March 2024)

Diploma Approval Procedures and

Collecting the Diploma

## 1 Photoshoot

(23 Nov – 20 Dec, 2023)

### **Photoshoot for the Graduation Year Book:**

Photoshoots will be carried out at Foto Özyay. You must make an appointment from your Student Portal before you go to Foto Özyay for the photoshoot.

### **Name Check for the Diploma Printing:**

Your name to be printed on the diploma should be confirmed on your student portal. In order to complete the confirmation process, you must upload your Identity Card (ID) in pdf format.



## 2 Ceremony Attendance – Clearance Procedure – Collect Graduation Pack/Gown

(3-24 January, 2024)

- **Clearance Procedure:**

- In order to start the clearance procedures, you must pay the fee stated on your student portal. The payment must be **made online** (<https://epay.emu.edu.tr/fees>). **The clearance procedures will not be initiated and your diploma will not be prepared if you do not pay the online payment.**
- The payment to be made will be applicable for the Clearance Procedure and Diploma Procedures.
- The fee stated in your student portal reflects the **amount to be paid for the completion of the compulsory procedures to be followed by each graduate candidate.** This amount is automatically calculated and reflected to your student portal based on your department and nationality.
- Once you complete the online payment, your clearance procedures automatically starts and necessary checks will be carried out on the system by relevant units (*Department, Dormitory, Financial Affairs, Library and Registrar's Office*).
- Graduate candidates who complete the payment procedures should visit Student Services Office to collect the Graduation Pack (**Gown and Graduation Souvenirs**).



In addition to the above-mentioned payment, Apostille and International Embassy Procedures and, 3<sup>rd</sup> Country Handling Fees are available. The amount of fee to be paid for these services will be reflected to your student portal if you request these services while you fill in the Graduation Application Form.

Additional package and handling fee will not be sought for cargos to be sent to Turkey.

Your relation with the university will terminate as of the graduation date. You must leave the island within **60 days following** your graduation date.

Students who will not be able to attend the ceremony should check the "Graduation Procedures for Students who will not be attending the Graduation Ceremony" section.

### **Graduation Pack:**

The Graduation Pack consists of a Gown and Graduation Souvenirs. The Gown and Souvenirs in the Graduation Pack are off-charge and are presents from the University to its graduates.

The Graduation Souvenirs will be sent to the graduates who could not collect the Pack by the Student Services Office along with their diplomas.



## 3 Graduation Ceremony

(29-30-31 January, 2024)

### Graduation Ceremony Rehearsals

- **Postgraduate Graduation Ceremony Rehearsal**

**Date:** 29 January 2024    **Time:** 14:00 -15:30

**Place:** Rauf Raif Denктаş Cultural and Congress

- **Associate and Undergraduate Graduation Ceremony Rehearsal**

**Date:** 29 January 2024    **Time:** 09:00 -12:00

**Place:** Lala Mustafa Pasa Sport Palace

### Graduation Ceremony

- **Postgraduate Graduation Ceremony**

**Date:** 30 January 2024    **Time:** 16:00

**Place:** Rauf Raif Denктаş Cultural and Congress

- **Associate and Undergraduate Graduation Ceremony**

**Date:** 31 January 2024    **Time:** 14:00

**Place:** Rauf Raif Denктаş Cultural and Congress

### Graduation Reception

**Tarih:** 30 Ocak 2024    **Saat:** 18:00

**Yer:** Rauf Raif Denктаş Kültür ve Kongre Sarayı



## 4 Diploma Approval Procedures And Delivery

(February-March 2024)

### TR Citizen And International Graduate Candidates (3 -24 January,2024)

TR citizen and international graduate candidates are required to complete the following conditions in order to finalize their diploma procedures and to collect their diplomas.

#### 1. What should I do to complete my Diploma Approval Procedures?

Send the following documents to the [mezuniyetislemleri@emu.edu.tr](mailto:mezuniyetislemleri@emu.edu.tr) address **in PDF format** between the **3-24 January, 2024**

**Entry-Exit Document:** To be collected from Famagusta Police Directorate – Immigration Department

**Student Immigration Document:** To be collected from Ministry of Internal Affairs – Immigration Portal.

**Graduation Application Form:** Fill in the Graduation Application Form available at “Graduation Procedures/Forms” link in your Student Portal.

#### **N.B.**

In an event of not submitting all the above-mentioned documents and the graduation form in the system, the duration of diploma procedures are to be extended.

Your application will be submitted to the Student Services Office once you complete all the procedures and the diploma approval process will commence.



## 2. How and when can I collect my Diploma?

### **For those who are to attend the Graduation Ceremony**

A Symbolic Diploma will be given at the Graduation Ceremony. This document can not be used as a valid diploma.

Once the approval procedures of the submitted diploma are finalized, the diploma will be sent to the address specified in Graduation Application Form (You will receive a text message when the package is out for the delivery).

An additional cargo fee is required for 3rd country packages, except Turkey (The cargo fee specified in the form will be reflected to the online payment section).

Diplomas that are approved will be delivered to you within 1 month at the latest.

The Diplomas of those who have foreign embassy procedures and those who apply apostille procedures will be completed within 2 month at the latest.

### **For those who will not attend the Graduation Ceremony**

The graduates who will not attend the Graduation Ceremony must complete all the Procedures specified in Stages 1, 2, 3 and 4.

For the students who complete all the stages, all procedures relevant to the Diploma Approval and Delivery will be carried out by the Student Services Office.

Once the Diploma Approval Procedures are completed, the diploma of the students who did not attend the Graduation Ceremony will be sent to the address specified in the Graduation Form by the Student Services Office (You will receive a text message when the package is out for the delivery).



An additional cargo fee is required for 3rd country packages, expect Turkey (*The cargo fee specified in the form will be reflected to the online payment section*).

Diplomas that are approved will be delivered to you within 1 or 2 month at the latest.

## Important Note

### **For Foreign Embassies Procedures:**

You are required to complete the necessary procedures specified in Graduation Procedures section available at <http://registrar.emu.edu.tr> address.

### **Apostille Procedures:**

You are required to complete the necessary procedures specified in the relevant section (**APOSTILLE PROCEDURES**) available at <http://registrar.emu.edu.tr> address.

### **Registrar's Office / Student Services Office**

Contact: 0392 630 29 50

E-mail: [mezuniyetislemleri@emu.edu.tr](mailto:mezuniyetislemleri@emu.edu.tr)