2022-23 ACADEMIC YEAR
FALL SEMESTER
GRADUATION PROCEDURES

DEAR GRADUATE CANDIDATES,

The 2022-23 Academic Year Spring Semester Postgraduate Graduation Ceremony will be held on **7 February, 2023** and Associate and Undergraduate Graduation Ceremony on **8 February, 2023**.

To the All Students who are Graduate Candidates;

- The following procedures must be followed in order to complete the graduation procedures.
- All the graduation procedures will be completed **online** via the student portal.
- Please check the important dates from the Graduation Procedure Calendar

Move on to the 1st Step (Clearance Procedures).



1- CLEARANCE PROCEDURE
(12.01.2023 – 03.02.2023)

- Clearance procedures must be completed between 12.01.2023 and 03.02.2023.

Follow the steps below to complete your clearance procedure:

- Sign in to your Student Portal.
- Complete the online payment procedure from the Graduation Procedures Payment link https://epay.emu.edu.tr/fees).
- Your relation with the University **will be terminated as of the graduation date**.

NOTE:

- Graduating students who will depart the country, must leave the island within 2 months at the latest as of the graduation date.

Move on to the 2nd Step (Gown and Graduation Pack).

2- GOWN AND GRADUATION PACK (12.01.2023 – 06.02.2023)



- All graduate candidates who have completed the payment procedure can collect their "*Graduation Pack*" (Gown and Graduation souvenirs) from the Student Services Office.

- For the graduate candidates who cannot collect their graduation packs, following the completion of Diploma Approval Procedures the packs will be posted to their addresses by the Student Services Office.

Move on to the 3rd Step (Diploma Approval Procedures and Collecting the Diploma).

DIPLOMA APPROVAL PROCEDURES AND COLLECTING THE DIPLOMA



TRNC CITIZEN GRADUATE CANDIDATES:

How and when can I collect my diploma?

- **For those who are to attend the ceremony:**

  TRNC citizen graduate candidates who complete the graduation conditions and procedures *will be able to receive their diplomas during the Graduation Ceremony to be held on Wednesday, 8 February 2023*.

- **For those who will not attend the ceremony:**

  Graduates who will not attend the ceremony can collect their diplomas from the Student Services Office as of Thursday, 9 February 2023 within the working hours.



TR CITIZEN AND INTERNATIONAL GRADUATE CANDIDATES:

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

What should I do to complete my Diploma Approval Procedures?

- Send the following documents to the mezuniyetislemleri@emu.edu.tr address in **PDF format** between the **12.01.2023** and **06.02.2023**.

➡ **Arrival-Departure Record** (to be collected from the Famagusta Police Directorate – Immigration Department).

➡ **Student Immigration Document** (to be collected from the Ministry of Internal Affairs – Immigration Portal).

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

NOTE:

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

- . Your application will be submitted to the Student Services Office once you have completed all the procedures and the diploma approval process will commence, accordingly.

How and When Can I Receive My Diploma?



- **Those Attending the Ceremony !**

  - In order to complete the diploma approval procedures, graduates who are planning to attend the ceremony are required to submit their diploma and diploma attachments to the Student Services Office between ***9 and 10 February 2023, from 08:30 to 16:00.***

  - After the diploma approval procedures have been completed, the Student Services Office will post them to the address specified in the Graduation Application Form. *(when the cargo is sent, the recipient will be informed via SMS)*

  - For diplomas to be sent to countries other than Turkey, a separate cargo fee will be charged (As stated in the form, the cargo fee will be reflected in the online payment link.)

  - After the completion of the relevant procedures, diplomas will be sent to you latest within one month.

- **Those not Attending the Ceremony!**

  - Those not attending the ceremony are required to complete the graduation procedures specified in Step 1, 2 and 3..

  - Diploma approval and delivery procedures of those who have completed all the relevant procedures will be carried out by the Student Services Office.

  - Diplomas of those not attending the ceremony will be posted by the Student Services Office to the address specified in the graduation form after the Diploma Approval Procedures have been completed. *(when the cargo is sent, the recipient will be informed via SMS)*

  - For diplomas to be sent to countries other than Turkey, a separate cargo fee will be charged (As stated in the form, the cargo fee will be reflected in the online payment link.)

  - After the completion of the relevant procedures, diplomas will be sent to you latest within one month.

IMPORTANT REMINDER



FOREING EMBASSY (IN ANKARA)PROCEDURES :

Please complete the relevant procedures via the specified link (foreign Embassy Procedures) available at

- http:// registrar.emu.edu.tr

APOSTILLE PROCEDURES :

Please complete the relevant procedures via the specified link (Apostille Procedures) available at

- http:// registrar.emu.edu.tr

Registrar's Office Directorate
Student Services Office
Phone : 0392 630 29 50
e-mail : mezuniyetislemleri@emu.edu.tr