EASTERN MEDITERRANEAN UNIVERSITY
2022-23 ACADEMIC YEAR
SPRING SEMESTER
GRADUATION PROCEDURES

DEAR GRADUATE CANDIDATES,

2022-23 Academic Year Spring Semester Postgraduate Graduation Ceremony will be held place on **11 July, 2023** and Associate and Undergraduate Graduation Ceremony on **12 July, 2023.**

To 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 student portals.
- Please check the important dates from the **"Graduation Procedures Calendar"**.
- Graduation Procedures consist of 4 stages.

Graduation Procedures

Stage 1 (15 May – 23 June, 2023)

- Photoshoot for Graduation Year Book
- Name-check for the Diploma Printing

Stage 2 (12 June – 7 July, 2023)

- Commencing Registration Cancellation Procedure
- Getting the Graduation Pack and Gown

Stage 3 (11 – 12 July, 2023)

- Graduation Ceremony Rehearsal
- Graduation Ceremony

Stage 4 (12 June – 14 July, 2023)

- Diploma Approval Procedures and Collecting the Diploma

Graduation Procedures



Stage 1 (15 May – 23 June, 2023)

- **Photoshoot for the Graduation Year Book:**
  Photoshoots will be carried out at Foto Özay. You must make an appointment from your Student Portal before you go to Foto Özay 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**.



Stage 2 (12 June – 7 July, 2023)

- **Registration Cancellation Procedure and Graduation Pack:**

Registration Cancellation Procedure:

- In order to start the registration cancellation procedures, you must pay the fee stated on your student portal. The payment must be made **online** (https://epay.emu.edu.tr/fees). **The registration cancellation 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 Registration Cancellation 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 Registration Cancellation 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, 3rd 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.



Stage 3 (11 – 12 July, 2023)

Graduation Ceremony:

- **Postgraduate Graduation Ceremony:** 11 July 2023
- **Associate and Undergraduate Graduation Ceremony:** 12 July 2023

N.B.

Information on Graduation Ceremony Rehearsal, Graduation Ceremony Venue and Time will be announced later on.



Stage 4 (DIPLOMA APPROVAL PROCEDURES AND DELIVERY)

- **TR CITIZEN AND INTERNATIONAL GRADUATE CANDIDATES (12.06.23 – 07.07.23)**

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 address in **PDF format** between the **12.06.2023** and **07.07.2023.**

Arrival-Departure Record : 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:**

  - In order to the Diploma Approval Procedures to be completed, our graduates who attend the Graduation Ceremony ***are required to submit the diploma and its appendices***, which they received in the ceremony, ***to the Student Services Office on 13 – 14 July 2023 between the working hours.***
  - Once the approval procedures of the submitted diploma are finalized, the diploma will be sent to the address specified in Graduation Application Form (Y*ou 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 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 (Y*ou 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 month at the latest.

IMPORTANT NOTE



FOR FOREING 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