

GRADUATION PROCEDURES



Dear Graduands,

We are pleased to inform you that the 2021-22 Academic Year Spring Semester Postgraduate Graduation Ceremony will take place on 5 July, 2022, at the Rector's Building by the poolside and the Undergraduate and Associate Degree graduation ceremony will take place on 6 July, 2022 at EMU Yasin Düşüner Stadium at 19:00.

All students who are graduation candidates;

In order to complete the graduation procedures, they must finalise the procedures through following the steps below.

All procedures pertaining to graduation will be completed online through student portals.

1- CLEARANCE PROCEDURE

Clearance procedures must be completed between **(13.06.2022 - 29.06.2022)**. Please follow the steps below to complete your clearance process.

- Log on to your student portal.
- In the window that opens(Online Payment for Graduation Procedures <https://epay.emu.edu.tr/fees>) pay the amount specified for graduation online. (If you have any outstanding debts, that amount will also be seen first in the window that pops up. After you pay this amount, you will be able to initiate the necessary procedures for graduation.)
- As of 13.06.2022, all graduate candidates who have made the payment will be able to pick up their gowns and graduation gifts from the Student Services Office.

n.b.:

- Information on the graduating candidates who have made the payment 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 debt checks have been made by the relevant units, the unit approvals of the procedures are sent to the Registrar's Office
- After all procedures have been checked and approved by the Registrar's Office, your clearance process will be finalised.
- Your relationship with the university will be terminated as of the date of graduation.
- International graduate candidates who will leave the country must do so within 2 months at the latest

YOUR CLEARANCE PROCEDURES HAVE BEEN INITIATED ! PLEASE CONTINUE WITH DIPLOMA PROCEDURES !

2- DIPLOMA PROCEDURES

TRNC NATIONALS AT THE GRADUATION STAGE:



Diploma Delivery:

Those Attending the Ceremony

- Graduating TRNC nationals who have completed the clearance process will receive their diplomas at the Graduation Ceremony to be held on Wednesday, 6 July, 2022.

Those Not Attending the Ceremony

- Graduates who will not attend the ceremony can receive their diplomas from the Student Services office during working hours as of Thursday, 7 July, 2022.

GRADUATION CANDIDATES WITH T.R. AND INTERNATIONAL NATIONALITY

All Turkish and international graduands who have completed the clearance process should follow the steps below to finalise the diploma procedures.

- Please log on to your portal.
- **Between 13 June 2022 and 29 June 2022, obtain the following:**

➔ **Entry-Exit Document** (from Famagusta Police Directorate Immigration Department)

➔ **Student Immigration Document**
(from your immigration portal on the Ministry of Interior Website.)

➔ **Graduation Form**
(fill in the Graduation Application at "Graduation Procedures /Forms section in your portal.)

- Send all the said documents together as a single e-mail and in PDF* format to mezuniyetislemleri@emu.edu.tr.
- If the aforementioned documents and graduation application form are missing in the system, the diploma procedures will take longer to finish.
- After all your procedures have been completed, your application will be forwarded to the Student Services Office and your diploma approval process will be initiated.

Diploma Delivery:

Those Attending the Ceremony

In order for the diploma approval procedures of those attending the ceremony to be completed, they are required to give their diplomas and other attachments to the Student Services Office between **08:30 -15:00 on Thursday, 7 July 2022.**

Those Not Attending the Ceremony

Diploma approval procedures of those not attending the ceremony will be initiated by the Student Services Office.

n.b.: After the diploma approval procedures have been completed, diplomas and the relevant attachments will be delivered to you either in person or via courier.