EASTERN MEDITERRANEAN UNIVERSITY
GRADUATION PROCEDURES

2022-23
SPRING SEMESTER

REGISTRAR'S OFFICE/ STUDENT SERVICE OFFICE

03926302950/mezuniyetislemleri@emu.edu.tr

Dear Graduate Candidate,

2022-23 Academic Year Spring Semester

Postgraduate Graduation Ceremony will be held on

11 July, 2023 and **Associate and Undergraduate**

Graduation Ceremony will be held on **12 July, 2023.**

2022-23
SPRING SEMESTER

Let's Start the Graduation Procedures



1 Stage 1 (15 May – 23 June, 2023)

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

2 Stage 2 (12 June – 7 July, 2023)

- Clearance Procedure
- Getting the Graduation Pack and Gown

3 Stage 3 (11 – 12 July, 2023)

- Graduation Ceremony Rehearsal
- Graduation Ceremony

4 Stage 4 (12 June – 14 July, 2023)

- Diploma Approval Procedures
- Collecting the Diploma

1 Stage 1 (15 May – 23 June, 2023)

Photoshoot for the Graduation Year Book



Foto Özay

Book an appointment from your Student Portal.

Name Check for the Diploma Printing

Gabriel Victor A.



Confirm the **Correctness** and **Proper Arrangement** of your name.

COMPLETED

2 Stage 2 (12 June – 7 July, 2023)

Start Clearance Procedures:



(A) Graduation Payment

Click on the link (https://epay.emu.edu.tr/fees) in your **Student Portal** to pay the **Graduation Payment.**

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 ✓ **Dormitories** ✓ **Library** ✓ **Accounting** ✓ **Registrar** ✓

(B) Getting the Graduation Pack and Gown

After Payment, collect your **Gown** and **Graduation Pack** from the **Student Services Office.**



NO PAYMENT :

No Clearance ✗
No Gown ✗
No Diploma Process ✗

3 Stage 3 (11 – 12 July, 2023)

Graduation Ceremony:

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

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

4 Stage 4 (12 June – 14 July, 2023)

(A) DIPLOMA APPROVAL PROCESS AND DELIVERY

International Graduate Candidates

- Send the following documents to the mezuniyetislemleri@emu.edu.tr address in **PDF format** between the **12.06.2023** and **07.07.2023**.



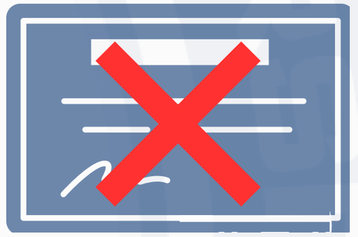
Entry-Exit Document to be collected from Famagusta Police Directorate



Student Immigration Document (Muhaceret) *https://permissions.gov.ct.tr*



Graduation Application Form Student Portal



NO MUHACERET:



No Diploma ✗
No Diploma Process ✗

4 Stage 4 (12 June – 14 July, 2023)

(A) DIPLOMA APPROVAL PROCESS AND DELIVERY

International Graduate Candidates

For those who will attend the Graduation Ceremony

- *You will get your diploma in the Graduation Ceremony to be held on **Wednesday, 12 July 2023.***
- *To complete Diploma approval procedures, bring your diploma to the Student Services Office between **13th -14th July, 2023.***
- *After the process is finalized, the diploma will be sent to the address specified in Graduation Application Form.*

- *An additional cargo fee is required for 3 rd 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*

Not Attending the Ceremony?

Follow the Procedures on the Next page.

4 Stage 4 (12 June – 14 July, 2023)

(A) DIPLOMA APPROVAL PROCESS AND DELIVERY

International Graduate Candidates

Not Attending the Ceremony?



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

PLEASE TAKE NOTE!!!

- *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.*

- *In addition to the above-mentioned payment, **Apostille, Foreign Embassy Procedures** and, **3rd Country Cargo 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.*

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

Please follow the Apostil and Foreign Embassy Procedures on the next Page

APOSTILLE PROCEDURES

APOSTILLE PROCEDURES:

WHAT IS APOSTILLE PROCESS ?

It is the certification process for legally ensuring the authenticity of a document in European Countries, Saudi Arabia and America.

WHO SHOULD APPLY FOR THE APOSTILLE PROCESS?

It is done by graduates who will continue their education or business life abroad.

WHAT ARE THE DOCUMENTS REQUIRED FOR APOSTILLE PROCESSES?

- *Passport / ID photocopy*
- *Document to be apostilled (Diploma, transcript etc.) • You need to send your application with the Graduation Application form to the address of mezuniyetislemleri@emu.edu.tr.*

IN HOW LONG ARE THE APOSTILLE PROCESSES COMPLETED?

Apostille procedures are completed within 3 weeks at the latest after the diploma procedures in the TRNC are completed.

ARE APOSTILLE PROCESSES CHARGED? *• Apostille transactions are paid. Fees vary according to the number of documents to be processed. (For fee information, please refer to the address mezuniyetislemleri@emu.edu.tr)*

FOR WHICH DOCUMENTS IS THE APOSTILLE PROCESS DONE?

Diploma, Transcript etc. are made for all documents.

- *For the list of Countries for Apostil Approval, Check* ***registrar.emu.edu.tr›››››Graduation Procedures›››››Apostille Procedures.***

FOREIGN EMBASSY PROCEDURES

FOREIGN EMBASSY PROCEDURES:

WHAT IS FOREIGN EMBASSY PROCESS ?

It is the approval process that must be completed at the relevant country embassies in Ankara. ***Application can be made by all foreign graduate candidates.***

WHAT ARE THE DOCUMENTS REQUIRED FOR FOREIGN EMBASSY PROCESSES?

- *Documents required depends on the country you're applying for.*
- *For details on the documets for your country, Check Check* ***registrar.emu.edu.tr >>>>> Graduation Procedures >>>>> Foreign Embassy Procedures****.*

IN HOW LONG ARE THE FOREIGN EMBASSY PROCESSES COMPLETED?

Foreign Embassy procedures are completed within 3 weeks at the latest after the diploma procedures in the TRNC are completed.

ARE FOREIGN EMBASSY PROCESSES CHARGED?

Foreign Embassy transactions are paid. Fees vary according to the country to be processed. (For fee information, please refer to the address mezuniyetislemleri@emu.edu.tr)

FOR WHICH DOCUMENTS IS THE APOSTILLE PROCESS DONE?

Diploma and Transcript



Congratulations

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