



2024-25

Fall Semester

Graduation Procedures





2024-25 FALL SEMESTER GRADUATION PROCEDURES

Graduation Survey

Complete it through the Student Portal between **January 3- 18, 2025!**

Ceremony Rehearsal

Date : 29 January , 2025

Time : 10:30

Venue: Lala Mustafa Pasha Sports Palace

Photoshoot

Make an appointment on the portal between **December 3-30, 2024.**

Venue: Department of Visual Arts and Visual Communication Design

Graduation Procession

Date : 31 January , 2025

Time : 09:30

Venue: Faculties

Graduation Ceremony

**Master's/ PhD -Associate's Degree/
Bachelor's Degree**

Date : 31 January , 2025

Time : 10:30

Venue: Lala Mustafa Pasha Sports Palace

Graduation Pack

Visit the Student Services Office between **January 3- 30, 2025!**

Diploma Approval

Submit documents to:
mezuniyetislemleri@emu.edu.tr

Graduation Procedures consist of 4 stages

1.STAGE (3- 30 December 2024)

Photoshoot for the Graduation Year Book:

- Take an appointment from your student portal for your photoshoot.
- Photoshoots will be carried out during the mentioned dates at department of Visual Arts and Visual Communication.

2.STAGE (Ceremony Survey 3 - 13 January 2025) Clearance Process (3-30 January 2025)

- **Completing the Graduation Ceremony Survey (YES- NO)**
- **Initiation of clearance procedures (Graduation procedures payment)**

IMPORTANT NOTES!

- In order to start the registration cancellation procedures, you must pay the fee stated on your student portal (<https://epay.emu.edu.tr/>) 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.
- Graduate candidates who complete the payment procedures should visit Student Services Office to collect the Graduation Pack .
- There is an additional fee for apostille procedures (separately for each country and for each document).
- Your clearance with the university will terminate as of the graduation date. You must leave the island within 60 days following your graduation date.

3. STAGE (CEREMONY REHEARSAL AND GRADUATION PROCESSION AND GRADUATION CEREMONY)

CEREMONY REHEARSAL

- **Date** : 29 Ocak 2025 Wednesday
- **Time** : 10:00
- **Venue** : Lala Mustafa Paşa Spor Sarayı

GRADUATION PROCESSION

- **Date** : 31 Ocak 2025 Friday
- **Time** : 09:00
- **Venue** : Fakülties
- **Arrival Point** : Lala Mustafa Paşa Spor Sarayı

The graduates will participate in the procession wearing their gowns

GRADUATION CEREMONY

- **Date** : 31 Ocak 2025 Friday
- **Time** : 10:30
- **Venue** : Lala Mustafa Paşa Spor Sarayı

Our parents/guardians can enter the ceremony area starting from 9:45 AM.

4. STAGE (DIPLOMA APPROVAL PROCEDURES)

TURKISH CITIZEN AND INTERNATIONAL GRADUATE CANDIDATES

Please send the following documents as 1 pdf file to

mezuniyetislemleri@emu.edu.tr.

- **Student Immigration Document:** on the Ministry of Interior Immigration Portal is available.
 - **Graduation Application Form :** Fill in the Graduation Application Form available at “Graduation Procedures/Forms” link in your Student Portal.
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Once you have completed all your work, your application will be forwarded to the Student Services Office and your diploma approval process will be initiated.

4.STAGE (DIPLOMA APPROVAL PROCEDURES)

Those Who Will Attend the Ceremony!

- You will receive a symbolic diploma at the graduation ceremony. This document does not replace the diploma and cannot be used.

- Your original diplomas will be shipped by the Student Services Office to the addresses specified in the Graduation Application Form after the approval procedures are completed.

- There is an additional shipping fee for diplomas that will be sent to 3rd countries outside of Turkey. (The shipping fee will be reflected in the online payment tab as specified in the form).

- The completed diplomas will be delivered to you within 2 months at the latest.

- The Diplomas of those who have foreign embassy procedures and those who apply apostille procedures will be completed within 3 month at the latest.

Those Who Will Not Attend the Ceremony!

- Graduates who will not attend the ceremony are required to complete all the procedures specified in Steps 1, 2, 3 and 4 required for graduation procedures.

- The diplomas of our graduates who will not attend the ceremony will be shipped by the Student Services Office to the address specified in the graduation form after the diploma approval procedures are completed.

- There is an additional shipping fee for diplomas that will be sent to 3rd countries outside of Turkey. (The shipping fee will be reflected in the online payment tab as specified in the form).

- The completed diplomas will be delivered to you within 2 months at the latest.

- The Diplomas of those who have foreign embassy procedures and those who apply apostille procedures will be completed within 3 month at the latest.

IMPORTANT NOTE

FOR FOREIGN EMBASSIES PROCEDURES IN ANKARA (TURKEY)

- 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

GRADUATION PROCEDURES - IMPORTANT THINGS TO KNOW

- Your relationship with your university will be terminated as of the graduation date.

- As of the graduation date, your immigration is automatically ended. For this reason, those who cannot exit within 60 days will be fined.

- Those who fail to check out within 60 days will be fined.

- All graduates who will attend the graduation ceremony will receive a symbolic diploma. This document cannot be used instead of a diploma.

- In order for your diploma procedures to proceed quickly, complete all necessary procedures on the specified dates.

- Graduates who have not completed their resident permit will not start their diploma approval process.

- The Diploma Approval Application Form will not be completed by TRNC nationals! However, TRNC nationals who have an extra procedure application (for those who will go abroad) must fill out this form.

- Diplomas will be delivered to you after the approval process is completed.

- TRNC graduates will receive their diplomas from the Student Services Office by the end of February.

*As the EMU Family, we congratulate all our graduates,
We wish you continued success.*