

COURSE REGISTRATION PROCEDURE FOR GRADUATE STUDENTS

Go to our faculty web page (iktisat.neu.edu.tr); from the menu select “GRADUATE” to see the steps listed below.

Follow the steps below in order to complete your course registration;

STEP	EXPLANATION	EXTRA NOTES
1	Upon your registration to the University The International Office / Registration Office will have provided you with a university e-mail (for new students).	Current students will use their existing university e-mail.
2	Contact your academic advisor to select and register for your courses (See Advisor List). When sending an e-mail to your advisor (See E-mail list) <u>always</u> be sure that you state your full name, student number, and department. Use your university e-mail when corresponding with your advisor. If you are a <u>new student</u> you will be required to fill out a <u>registration form</u> to send to the Graduate School; download the form, fill it out, and send it by e-mail to your advisor. The link for the registration form is; https://neu.edu.tr/academic/graduate-schools/graduate-school-of-social-sciences/forms/?lang=en	From the faculty web page (iktisat.neu.edu.tr) select “GRADUATE” from the menu and follow the links to see the advisor list, e-mail list, and the list of courses offered by your department. A minimum of 2 courses or a maximum of 4 courses can be taken per semester. DO NOT TRANSLATE THE FACULTY WEB PAGE; DIRECTLY CHOOSE THE ENGLISH PAGE (EN) FROM THE TOP RIGHT CORNER OF THE SCREEN.
3	Once you have sent the registration form to your advisor (for new students only) and once you have selected the courses you will take this semester (<u>with the guidance and approval of your advisor</u>) check the timetable, available on the faculty webpage (iktisat.neu.edu.tr), so as to collect the schedule for your courses. When selecting courses be sure to first select compulsory courses before elective courses.	From the faculty web page (iktisat.neu.edu.tr) select “GRADUATE” from the menu and follow the links to see your timetable.
4	Also register for your courses on our online website UZEBIM (uzem.neu.edu.tr) because while some courses will be conducted online the material for all courses will be shared with students through this platform. Also, all evaluation and assessment procedures will also be conducted via UZEBIM.	From the UZEBIM web page (uzem.neu.edu.tr) select “COURSE CATEGORIES” from the menu and follow the links.
5	Announcements are available on our faculty web page (iktisat.neu.edu.tr). Make sure that you check the webpage on a daily basis to keep up with all announcements.	
	<u>IMPORTANT NOTE:</u> All Graduate Students are required to take the Near East University English Proficiency Test for Postgraduate Studies (NPT) once registered for their program of study. Follow the link below to gain information about the exam; <u>https://neu.edu.tr/the-english-proficiency-test-for-postgraduate-studies-npt/?lang=en</u> If you have certification showing that you have passed an equivalent exam, then send your documents to <u>cee@neu.edu.tr</u> to be examined. If documentation is found sufficient you will be exempt from the NPT, otherwise you will need to enter.	

