




Kadir Has University Online Application System SPARKS User Guide


STEP 1: Application Accept

Please write your NAME and SURNAME in CAPITAL LETTER. You MUST fill out all information, then click SAVE button

Application Accept



KADIR HAS ÜNİVERSİTESİ



NOT: Lütfen ad ve soyad bilgilerinizi nüfus cüzdanınızda yer aldığı şekilde, büyük harfler ve Türkçe karakter kullanarak yazınız

* First name:

* Last name:

* Gender: Male Female

* Birth date:

* E-Mail Address:

* Confirm Email Address:

* Nationality: If you have Turkish nationality, please select TR.

* Passport No:


* Country:

Click save to continue the application process.
Your username and password will be forwarded to your email address. You can use the login information for the application updates and changes.
For your information.


STEP 2: Personal Information

You MUST fill out all information then press SAVE & CONTINUE button

Candidate Student Application Steps



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Personal Information

* Name: Second Name:

* Surname:

Date of Birth:

* Passport No:

* Country of Birth:

City of Birth:

* Nationality:

If you have Turkish nationality, please select TR.


* Gender: Male Female



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STEP 3: ADDRESS INFORMATION

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Communication Informations

Communication Address Informations

Street:

Country: Postcode:

City: Town:

Phone: +46 * Mobile: +46

If your communication information and residence informations is same, pls check.

You MUST write your permanent address in this box

Residence Address Informations

Street:

Country: Postcode:


Town: City:

If your COMMUNICATION and PERMANENT address are same, do not forget to check the box!

STEP 4: APPLICATION INFORMATIONS

1. If you are a **EXCHANGE STUDENT**, please select "Exchange students"
2. If you are an **ERASMUS STUDENT**, please select "Erasmus exchange program"

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Application Informations

If you would like to apply as an international student, please select "International Student" type.

* Application Type:

* Academic Level:

* Faculty/Institute:

* Program:

* Academic Year:

* Academic Period:



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Application Informations

If you would like to apply as an international student, please select "International Student" type.

* Application Type:

* Academic Level:

* Faculty/Institute:

* Program:

* Academic Year:

* Academic Period:

3. **Academic Level:** If you are an undergraduate student please select "Faculty"; if you are a graduate student, please select "Institute"

Application Informations

If you would like to apply as an international student, please select "International Student" type.

* Application Type:

* Academic Level:

* Faculty/Institute:

* Program:

* Academic Year:

* Academic Period:

4. If you select "Faculty" in previous section, please select which faculty you want to study

* Application Type:

* Academic Level:

* Faculty/Institute:

* Program:

* Academic Year:

* Academic Period:

5. If you select "Institute" in previous section, please select which Institute you want to study

* Academic Level:

* Faculty/Institute:

* Program:

* Academic Year:

* Academic Period:



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6. Please select your “DEPARTMENT”, which you want to study

* Academic Level: Faculty

* Faculty/Institute: Faculty of Engineering and Natural Sci.

* Program: Bioinformatics and Genetics

- Bioinformatics and Genetics
- Computer Engineering
- Electronics Engineering
- Energy Systems Engineering
- Industrial Engineering
- Management Information Systems

* Academic Year:

* Academic Period:

7. When you fill out all information, you must click “SAVE & CONTINUE”

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Application Informations

If you would like to apply as an international student, please select "International Student" type.

* Application Type: Erasmus exchange programme

* Academic Level: Faculty

* Faculty/Institute: Faculty of Engineering and Natural Sci.

* Program: Bioinformatics and Genetics


* Academic Year: 2015-2016 Acad. Year

* Academic Period: Spring Semester

STEP 5: EDUCATION INFORMATION

1. If you are an undergraduate student, please select “Bachelor’s Degree”

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Education Information

Academic Level:

- Bachelor's Degree
- High School
- Master's Degree
- Doctor's Degree
- Associate Degree

+ Add



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2. If you are a graduate student, please select “Master’s Degree”

Education Information

Academic Level:

- Bachelor's Degree
- High School
- Master's Degree**
- Doctor's Degree
- Associate Degree

3. Please select your university's “country”

Education Information

Academic Level:

Country:

University:

Graduation Date:

Grade System:

Grade:

Department:

- TR-Turkey
- AF-Afghanistan
- AL-Albania
- DZ-Algeria
- VI-Amer. Virgin Is.
- AD-Andorran
- AO-Angola
- AI-Anguilla
- AQ-Antarctica
- AG-Antigua/Barbuda

4. Please write your “university name” in box

Education Information

Academic Level:

Country:

University:

Graduation Date:

Grade System:

Grade:

Department:

5. Please select/write your expected “Graduation Date”, your university “Grading System”, your “GPA (Grade)”, and your “Department” in your home institution, and then click **“SAVE & CONTINUE”**



Education Information

Academic Level:

Country:

University:

Graduation Date:

Grade System:

Grade:

Department:



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STEP 6: EXAM RESULTS

Skip this step with “SAVE & CONTINUE”

Exam Results

Exam Entry

* Exam Type:

* Valid From:

Add

Important : Kadir Has University has right to request original documents.

Type of test	Subtests	Validity begin	Validity end	Overall score

STEP 7: APPLICATION DOCUMENTS

For Erasmus students:

You must upload the following documents in PDF format except student photo (jpg), and then click “SAVE & CONTINUE”:

- 1. Learning Agreement**
- 2. Photocopy of your passport**
- 3. Student Photo**
- 4. Transcript**

For Exchange students:

You must upload the following documents in PDF format except student photo (jpg) and then click “SAVE & CONTINUE”:

- 1. Photocopy of your passport**
- 2. Student Photo**
- 3. Transcript**
- 4. Recommendation Letter**
- 5. Statement of Purpose**
- 6. English Language Certificate/Test (TOEFL-IELTS)**



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Application Documents


ATTENTION : Kadir Has University may ask originals of documents.

Document Type: File:


Definition	File name
ALES or similar exam results	
Cover letter	
Diploma	
English Language Certificate	
Learning Agreement (Erasmus)	
Letter of Reference	
National ID	
Photocopy of Passport	
Recommendation Letter (Exchange)	

STEP 8: END OF THE APPLICATION

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End

Dear Candidate Student,

Kadir Has University
International Collaboration and Education Office