

APPLICATION PROCEDURE

for

SABANCI
MASTERS IN FINANCE
(MiF)
PROGRAM

APPLICATION STEPS

Application to Sabancı Masters in Finance (MiF) program involves a combination of online application and delivery hardcopy of your application package. Follow the steps described below to put together a complete application.

First you need to complete your online application.

Then you need to submit hardcopy of your application documents:

You may contact the Graduate School of Management admission office (0216-483 9671 or mif@sabanciuniv.edu) for further information and guidance.

STEP 1. Read this document carefully before attempting to fill out the on-line application.

STEP 2. Please view “Application Package Checklist” first (Page 3).

STEP 3. If all your documents in the checklist are ready, then go to the online application. For online application link, click [here](#).

STEP 4. When you complete online application, print the on-line application affidavit on the website, sign the form and add it to the hardcopy application document package. For online application affidavit, click [here](#).

STEP 5. Put together your application package. See Page 2 again for a checklist of documents you need to submit. Mail or deliver your package to

Ekin Basat
Graduate School of Management
Sabancı University
Orhanlı, Tuzla 34956
Istanbul TURKEY

Your application will be complete when we receive your full application package. Please keep in mind that your online and hardcopy application package should be received by the deadlines.

TEST SCORE REQUIREMENTS

Test scores form an important component in the process of selecting applicants for admission. Scores from the following tests are considered:

Language Test Scores (one of them should be submitted, not exemptible):

- **Test of English as a Foreign Language (TOEFL):** This test is administered worldwide by ETS. For more information, please visit <http://www.ets.org/toefl> **OR**
- **PTE** (<http://pearsonpte.com/>), **CAE** (<http://www.cambridgeenglish.org/tr/exams/advanced/>), **CPE** (<http://www.cambridgeenglish.org/tr/exams/proficiency/>) **OR**
- If you do not have TOEFL IBT, you can take Sabancı University English Language Exam. We inform you about the dates of Sabancı University English exam or you may check our application process website. Please note that we may ask for TOEFL IBT based on your Sabancı University English Exam score or interview performance **OR**
- Additionally, for local students, KPDS, UDS, YOKDIL or YDS/e-YDS are also valid as language test requirement.
- If TOEFL IBT, CPE, CAE or PTE will be taken in Turkey, the exam should definitely be taken in a public university body. Exams taken in private test centers in Turkey will **not** be accepted.

To summarize language test scores, any of the following language test results with the below minimum scores and which are within the validity period as indicated below. Photocopies are acceptable for application, but original copies should be submitted during admission.

TOEFL IBT**	UDS, KPDS, YDS, e-YDS, YÖKDİL*	CPE**	CAE**	PTE**
83	69	C	B	56

The validity periods for language scores are as follows: KPDS, UDS, YOKDIL, YDS/e-YDS 5 years, TOEFL IBT and PTE 2 years, CPE and CAE 3 years.

*KPDS, UDS, YDS, e-YDS and YOKDIL are conducted by Turkish Student Selection and Placement Center.

** If TOEFL IBT, CPE, CAE or PTE will be taken in Turkey, the exam should definitely be taken in a public university body. Exams taken in private test centers in Turkey **will not** be accepted.

Applicants may be admitted as a special student until test score requirements are satisfied. For more information, please contact Ekin Basat (ekinbasat@sabanciuniv.edu).

The graduates of Sabancı University, who have applied and accepted to a Sabancı University graduate program within 2 years following the graduation, will be exempted from the English language test scores.

→ For sending TOEFL IBT tests through ETS, our institution code is **7100**.

APPLICATION PACKAGE CHECKLIST

Your application will not be complete until your application package is received. Use the following checklist to make sure that you have all required documents in your package.

Signed on-line application affidavit. For online application affidavit, click [here](#).

- Your letter of intent.
- Your detailed resume including specific details on work experience, if available
- If applicable, a copy of your undergraduate diploma. **Note:** If you are in your last semester of your undergraduate studies and do not have your diploma yet, you can provide a graduation certificate before you can be admitted to the degree program (if applicable).
- Transcripts from all the schools attended at undergraduate and if applicable, graduate levels
- Official language scores from TOEFL IBT (or other language exams stated above). See page 2 for minimum score requirements.
- At least two letters of recommendation, in sealed and signed envelopes **OR** submitted through online application
- A photograph

All of the above must be included in your application package before your application can be processed.

PROBLEMS?

If you experience any problems while using the application module, please send an e-mail to Ekin Basat (ekinbasat@sabanciuniv.edu), describing the problem you experienced and how we may contact you.