Registration Procedure

Before sending their applications, students need to get in touch with the **EELISA coordinator at their university**, in order to complete the **EELISA Learning Agreement** document to add their EELISA course to their diploma supplement.

1. In order to apply for a course, students have to send an email, sharing the following information:
   - Name
   - Date of Birth
   - E-Mail
   - Home university
   - Field and level of study at home university (BA, MA, PhD)
   - Name of the course(s) they want to attend
   - Proof of their language proficiency (if required by the course provider)
   - Official school records showing their GPA and year of enrollment

2. After the deadline, students receive an e-mail notice of the selection process (based on first come, first serve) and further information on how to participate in the course from the course provider.

3. Please follow the procedure below for application if you want the course to be added to your diploma supplement in your home institution:
   - Apply for the course at the host institution
   - Get an acceptance letter from the professor teaching the course
   - Submit the acceptance letter with your learning agreement to EELISA Department/Program Coordinator
   - Submit the approved learning agreement with required paperwork to respective Faculty/Institute
   - Get approval from Faculty/Institute Administrative Board
   - Have the acceptance letter approved by ITU Dean of Students
   - Follow host institution's registration guidelines
   - Get a certificate of attendance from the host institution and have the certificate approved by the Dean of Studies (or relevant unit) of the host institution at the completion of the term
   - Submit the approved certificate to EELISA Department/Program coordinator
   - The procedure for counting EELISA course for diploma supplement is executed by Student Registrar's Office with approval from EELISA Department/Program coordinator

Notes:

- In order to be able to follow the course student should furthermore check the prerequisites to attend the course as well as the language requirements.

- Some courses may require more information about you, so be mindful and check course website about registration procedures.

- Please note: the start dates of courses may not correspond with the start of the teaching period at your home institution.

- The system is first come, first served, but the lecturer and coordinator have the right to refuse students that do not meet the conditions.

- EELISA courses cannot be recognized as part of your degree programme, but your achievements will be shown in your diploma supplement as an EELISA course. Moreover, you will receive a certificate of completion and may be eligible for EELISA credentials.

An e-mail sample for application:

Dear Prof. _____

My name is _____, I am a BA/MSc/PhD student from Istanbul Technical University, currently enrolled in _____ Program. As you can see from my official school report, my GPA is _____. I am interested with your EELISA course "_____" since I am really interested in _____. I attached my official school record (transcript) to this e-mail for your consideration.

I look forward to receiving a positive reply for my application.

Kind Regards,

Name Surname