

# Undergraduate Students

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## Introduction

Welcome to the registration and orientation guide for the Associate\Bachelor Students. This guide will provide you with all the necessary steps and information for completing your registration and starting your academic journey.

## Registration Process

Please follow the registration procedure as outlined below.

### **1. First Registration (International Office):**

After receiving the Final Acceptance Letter, the student needs to visit the International Office with the required documents:

- Passport
- Residence Permit Card (if available)
- 3 Photos
- Official High School Diploma (with officially approved Turkish or English Notarized Translation)
- Official High School Transcript (with officially approved Turkish or English Notarized Translation)
- Receipt of deposit payment.

Before coming for registration, the student must pay half of the program price to complete the registration. The remaining amount can be paid in two installments or on the same day for a 5% discount.

### **2. Final Registration (Student Affairs Office):**

After completing the first step, submit files to the Student Affairs Office to obtain:

- Student Certificate
- Student Card
- Student Mail & Password

### **Contacting the Registration Office:**

- Email: [admission@fbu.edu.tr](mailto:admission@fbu.edu.tr)
- Phone: +90 549 832 57 82 / + 90 549 832 57 83

# Program-Specific Guidance

## 1. English Foreign Language Department:

### **Language Proficiency Exam:**

Newly registered students are required to take a language proficiency exam to assess their English skills. Students who pass the exam are exempt from the preparatory class.

### **Course Content:**

Courses include grammar, writing, reading and speaking skills.

### **Exam Registration:**

[https://forms.office.com/pages/responsepage.aspx?id=d4Bx3Ou\\_CECKNvBjOza\\_oPtTVhqKkaONlHgXCICIZcs5UNEM2WVpBV1NFUFhTV1IKSDNETzEyMIZKSS4u&origin=QRCode](https://forms.office.com/pages/responsepage.aspx?id=d4Bx3Ou_CECKNvBjOza_oPtTVhqKkaONlHgXCICIZcs5UNEM2WVpBV1NFUFhTV1IKSDNETzEyMIZKSS4u&origin=QRCode)

## 2. TOMER Turkish Department:

### **Exam Requirement:**

These students must take the Turkish Proficiency Exam conducted by FBÜ TÖMER (Fenerbahçe University Turkish and Foreign Languages Research and Application Center).

### **Step-by-Step Registration:**

1. **Visit the Website:** Go to the FBÜ TÖMER website at <https://fbutomer.fbu.edu.tr>
2. **Locate the Exam Button:** Scroll down to the bottom of the page.
3. **Click the "Türkçe Yeterlik Sınavı" Button:** This button allows students to apply for the exam.

Or students can fill up the form below:

<https://fbutomer.fbu.edu.tr/YeterlilikSinaviBasvuruFormu>

### **Contact Information:**

**Mobile Contact:** Students can contact the center via WhatsApp by clicking the WhatsApp icon on the website.

**Phone Number:** For those without internet access, the mobile contact number is +90 549 831 78 55.

**Email:** The center's email address is [tomer@fbu.edu.tr](mailto:tomer@fbu.edu.tr)