|  |
| --- |
| **ENGLISH PROFICIENCY DOCUMENT APPLICATION FORM** |

**I. IT WILL BE FILLED BY THE STUDENT/GRADUATE** (the form will be submitted to the Registrar's Office after it is filled the necessary documents are attached.)

Address; İTÜ Öğrenci İşleri Daire Başkanlığı

Tel : (212) 365 78 00 (99 lines)

Fax : (212) 285 66 58

<http://www.sis.itu.edu.tr/EN/>

You can request a digital copy of the document you have requested by uploading this form and other requested documents and creating a help ticket at <https://yardim.itu.edu.tr/>.

**TO THE REGISTRAR’S OFFICE**

I passed the ITU Foreign Language Proficiency exam. In………… .. Academic Year Fall/Spring Semester I started my education in the undergraduate program I registered in. I kindly request an English Proficiency Certificate to be prepared stating that I passed the English Language Proficiency exam.

Respectfully yours,

Name Surname: Student Number:

Department / Program Registered at/Graduated from ITU:

Faculty Registered/Graduated from ITU:

Mobile Phone Number: E-mail:

Date: Signature:

**Documents to be added to the application form:**

1.Photocopy of the Identity Card (For Turkish citizens), Photocopy of Passport (For Foreign Nationals)

2. Document fee receipt (only graduates pay)

**II. REGISTRAR’S OFFICE**

**NAME, SURNAME, DATE, SIGNATURE (**Student/graduate information was checked, English Proficiency Document was prepared and delivered.)

**III. THE PERSON WHO RECEIVED ENGLISH PROFICIENCY DOCUMENT**

**NAME, SURNAME, DATE, SIGNATURE (**English Proficiency document was received.)



\* Registrar's Office processes your personal data limited to the purposes specified in the Law within the scope of the Law No. 6698 on the Protection of Personal Data. You can reach the clarification text on the subject by using the QR code or the link below.

<http://www.sis.itu.edu.tr/EN/KVKK/clarification-text.php>