## LATERAL TRANSFER APPLICATIONS

1. For lateral transfers to be made from within or outside the university, the applicant must first meet the student admission requirements of the program applied for.
2. Program’s requirements such as ALES, Foreign Language and department of graduation are also valid for lateral transfer applications.
3. It is possible to apply for lateral transfer between programs at equivalent level. For this, the students must have successfully completed at least one semester in the program they are enrolled in and their GPA must be at least 2.50 out of 4 for master's degree and at least 2.70 out of 4 for proficiency in doctorate/arts. The time, spent by the students in the program they are enrolled in, is deemed to have been spent in the program they are transferred to. (Baskent University Postgraduate Education and Examination Regulation - Article 17/1b)
4. In admissions through lateral transfer, the total credits of the courses that will be exempted or transferred cannot exceed 50% of the total Başkent Credits of the courses that the student will be required to take in the graduate program. (Baskent University Postgraduate Education and Examination Regulation - Article 17/1a)
5. Lateral transfer applications are made within the application dates of the relevant semester.
6. The students submit their documents together with the letter of application to the Department and then complete their application online at http://truva.baskent.edu.tr/onkayit/lisansustu/
7. The Department Head completes the examination regarding the acceptance or rejection of the application within the framework of the application conditions for lateral transfer and the students are interviewed at the interview dates specified in the academic calendar.
8. In the interview report of the Department, besides other students, the information of the student who has applied for lateral transfer is also stated.
9. In addition to the interview report; The Head of the Department sends the opinion related to the acceptance of the student and the list of transferable courses to the Institute for negotiation and resolution at the Institute’s Administrative Board.
10. The results of the lateral transfer applications are announced on the Institute website together with the students who have the right to register on the dates specified in the academic calendar of the relevant semester.
11. The student who is accepted by lateral transfer completes the registration process through the Registrar's Office.

# Click for Lateral Transfer Process Chart.