**Graduate Internal Course Substitution**

**Send an e-mail to the Departments’ Student Affairs about the application’s eligibility and then make the application after getting confirmation about the application’s eligibility.**

The following form(s) and petition(s) under the MS&PhD forms in the link “<https://eee.metu.edu.tr/forms>” are required to be filled in the computer environment.

* [EE MS-PhD Program İçinde Ders Saydırma İşlem Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2019-Spring%20Announcements/Forms/EE%20MS-PhD%20ders_saydirma_%C4%B0%C5%9Flem%20formu.doc) (*.ing* “EE MS-PhD Internal Course Substitution Application Form”)

Be careful about the following while filling the form(s) and petition(s) mentioned above:

* “[EE MS-PhD Program İçinde Ders Saydırma İşlem Formu”](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2019-Spring%20Announcements/Forms/EE%20MS-PhD%20ders_saydirma_%C4%B0%C5%9Flem%20formu.doc)  must be filled in the computer environment, all spacings and boxes in the form (the spacings and boxes for the student to fill) must be filled, and the date must be written.
* A petition to the Departments’ Chair on a blank paper must be written that explains the situation and must be signed. The contact information must be written on the petition.
* The advisor approval (Talk with the advisor and provide the digital signature of the advisor on the petition)

The application document(s) in the following will be sent via e-mail by the student. Incomplete applications will not be evaluated.

* The application must be made through the METU e-mail account (……@metu.edu.tr)
* The form(s) and petition(s) will be sent as a word document.
* [EE MS-PhD Ders Saydırma İşlem Formu](http://eee.metu.edu.tr/sites/eee.metu.edu.tr/files/2019-Spring%20Announcements/Forms/EE%20MS-PhD%20ders_saydirma_%C4%B0%C5%9Flem%20formu.doc)
* The mentioned petition
* Unofficial METU transcript (from the student information, in .pdf format and the transcript that shows the courses taken in the Spring semester of 2020)
* The application must be sent to the Departments’ Student Affairs e-mail address [serdark@metu.edu.tr](mailto:serdark@metu.edu.tr) through the METU e-mail account (the advisor must be added to e-mail as CC).
* The title of the e-mail must be “program dışı ders saydırma talebi-programı-ad-soyad-öğrenci” (.ing “internal course substation request-program-name-lastname-student no”) .