**UNDERGRADUATE LATE REGISTRATION FORMAT**

The following forms and petitions under the “BS Forms” in the <https://eee.metu.edu.tr/forms> should be filled in the computer environment.

The forms and petitions should be sent as a word document.

-EE BS 13-kayit\_formu.doc (*.ing* “EE BS 13-registeration form.doc”)

-EE BS 14-kayit\_dilekcesi.doc (*.ing* “EE BS 14-registeration petition.doc”)

For each course that you want to register, the wet-ink signature of the lecturer should be found in the digital form (The photo of the wet signature of the related lecturer can be placed on the document)

Your advisor should explain your situation in the petition and wet ink sign the digital document (The photo of the wet signature of the related lecturer can be placed on the document). The content text for explanation of your situation:

“ Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

2020-2021/1. Döneminde danışmanı olduğum .....numaralı ve …………….. adlı öğrencinin kayıt işlemi tarafımca uygundur” should be written and a brief explanation of your request and situation should be given.

Danışman Ad-soyad:

İmza:

The documents that should be send via e-mail: (The incomplete applications will not be considered)

-Kayıt Formu (*.ing “*Registration Form”)

-Kayıt Dilekçesi (*.ing “*Registration Petition”) (The reason should be stated in the explanation part. The wet-ink signature of the advisor, lecturer and the student should be on the digital form)

-Transcript (from the student information, in .pdf format)

-Application should be completed trough METU e-mail (…….@metu.edu.tr) account

-The application e-mail (the advisor in the cc) will be sent to serdark@metu.edu.tr. “The title of the e-mail should be “Geç Kayıt talebi-programı-ad-soyad-öğrenci no” (*ing “*Late Registration Request-Program-Name-Last Name-Student No”)

NOTE: The Late Registration applications will be resulted (within the 3 weeks) to your academic situation in the student information after the MFYK (*.ing* “Engineering Faculty Board of Directors”), please check your situation regularly.