**UNDERGRADUATE LATE REGISTRATION FORMAT**

The following forms and petitions under the “BS Forms” in <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 (. *eng* “EE BS 13-registration form.doc”)
* EE BS 14-kayit\_dilekcesi.doc (*. eng* “EE BS 14-registration petition.doc”) (The petition must be digitally or wet-signed by the student.)

For each course that you want to register for, the petition must be digitally or wet-signed by the lecturer (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

2022-2023/1. 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 sent via e-mail: (The incomplete applications will not be considered)

* Kayıt Formu (*. eng “*Registration Form”)
* Kayıt Dilekçesi (*. eng “*Registration Petition”) (The reason should be stated in the explanation part. The wet-ink signature of the advisor, lecturer, and student should be on the digital form)
* Transcript (from the student information, in .pdf format)

The application should be completed through the 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” (eng “Late Registration Request-Program-Name-Last Name-Student No”).

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