**UNDERGRADUATE LATE REGISTRATION FORMAT**

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

* 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.)

Your advisor should explain your situation in the petition and sign the document. The content text for explanation of your situation:

“Elektrik-Elektronik Mühendisliği Bölüm Başkanlığı’na

…………….. 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:”

Documents to be hand-delivered to the Department of Student Affairs (D-116) office

* 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)
* Registration Session information (Student Information (61))

The incomplete applications will not be considered.

**NOTE:** The result of the Late Registration application is reflected in the student information system (https://student.metu.edu.tr/) by the ÖİDB within an average of 4 weeks. If there are courses on your transcript for this semester that you want to be registered for, your late registration is deemed appropriate. If there has been no change in your transcript even after 4 weeks, please contact the Department of Student Affairs (D-109).