



T.C. MİLLÎ EĐİTİM BAKANLIĐI
TALİM VE TERBİYE KURULU
BAŐKANLIĐI

EQUIVALENCE

GUIDE

Equivalence Procedures and Principles

The following procedures and principles are considered in equivalence procedures.

A. GENERAL PRINCIPLES

In this context, the procedures and principles to be followed while conducting equivalence procedures and processing the following documents have been established:

1. Report cards, transcripts, educational certificates, certificates, leaving certificates, temporary graduation certificates, and diplomas submitted on time, obtained from international primary and secondary private educational institutions and schools opened by embassies within the country.
2. Report cards, transcripts, educational certificates, certificates, leaving certificates, temporary graduation certificates, and diplomas submitted on time, obtained from international primary and secondary private educational institutions and schools opened by embassies abroad.

1. Equivalency Centers for Performing Equivalency Procedures

Equivalency centers are established by the Ministry of Education, with the assistance of education consultants, education attachés, and other personnel working in education consultancy and attaché offices abroad. Within the country, equivalency centers are established within the district national education directorates determined by provincial directorates of national education and the Board of Education. These centers are staffed by provincial/district directors of national education, deputy provincial national education directors/branch managers, chiefs, civil servants, and teachers responsible for carrying out equivalency procedures and principles.

In the equivalency centers, an equivalence commission is established to evaluate the documents of the applicants and to finalize the process. Equivalency commissions consist of education consultants, education attachés, and auxiliary personnel in recognition centers abroad. They consist of the provincial/district directors of national education, provincial deputy directors of national education/branch managers, and commissioned teachers in the equivalence centers within the country.

1.1 Education Counselor / Education Attaché

- 1.1.1 Responsible for overseeing equivalency procedures and transactions in accordance with established procedures and principles, including all correspondence and the e-Equivalency module.
- 1.1.2 Selects the personnel to be assigned to the Equivalency Centers and records their information in the e-Equivalency module.
- 1.1.3 Chairs the Equivalency Commission.
- 1.1.4 Reviews and approves the transactions of the applicants in the e-Equivalency system.
- 1.1.5 Grants approval for the issuance of equivalence certificates to applicants.
- 1.1.6 Provides information and documents to the Presidency regarding any current changes in the education system in the country of assignment.

1.2 Director of National Education

Duties of the Director of National Education in Provinces and Districts with Equivalency Centers:

1.2.1 Responsible for overseeing equivalency procedures and operations in accordance with established procedures and principles, including all correspondence and the e-Equivalency module.

1.2.2 Selects the personnel to be assigned to equivalence centers.

1.2.3 Chairs the Equivalency Commission.

1.2.4 Reviews and approves the transactions of the applicants in the e-Equivalency system.

1.2.5 Coordinates and oversees e-Examination activities and procedures in collaboration with the General Directorate of Measurement, Evaluation, and Testing Services.

1.2.6 Grants approval for the issuance of equivalence certificates to applicants.

1.3 Deputy Provincial Directors of National Education / Branch Managers

1.3.1 Responsible for overseeing equivalency procedures and transactions in accordance with established procedures and principles, including all correspondence and the e-Equivalency module.

1.3.1 Records the personnel assigned to the Equivalency Centers in the e-Equivalency module.

1.3.2 Reviews and approves the transactions of the applicants on the e-Equivalency system.

1.3.3 Conducts the tasks and procedures related to e-Examinations.

1.3.4 Responsible for monitoring and implementing announcements made through the e-Equivalency module.

1.4 Teachers

1.4.1 Permanent or contracted teachers are employed in equivalency centers.

1.4.2 These teachers are selected from teachers who have been appointed in the field of foreign language or who are qualified to teach foreign language courses according to the Principles of Teaching Fields, Assignment and Course Teaching and the accompanying schedule determined by the Board of Education.

1.4.3 Equivalency centers also make assignments

1.4.3.1 from teachers who graduated from higher education programs offering foreign language education,

1.4.3.2 from teachers who graduated from the needed foreign language department and were assigned to a field different from their graduation field,

1.4.3.3 from teachers who score 55 points or above in the foreign language exams (YDS/YÖKDİL) or their equivalents organized for the relevant foreign language If the need cannot be met.

Duties of teachers in the provinces and districts where the equivalency center is located:

1.4.4 Review and evaluate the documents uploaded to the e-Equivalency module.

1.4.5 Check and approve the transactions of the applicants on the e-Equivalency system.

1.4.6 In case there is insufficient staff at the Equivalence Center, full-time assigned teachers should follow up on correspondence with the Presidency, report, and monitor announcements made through the e-Equivalency module.

1.4.7 Perform other duties assigned by the Deputy Provincial Director of National Education/Branch Manager

1.5 Chiefs and/or Civil Servants

Chiefs and/or civil servants are assigned to be responsible for equivalence work and transactions and fulfill the following duties:

1.5.1 In the applications submitted to the Equivalence Center, they conduct a preliminary examination of the documents uploaded to the e-Equivalency module and direct them to the Equivalence Commission.

1.5.2 Carry out the tasks and procedures related to e-examination.

1.5.3 Manage correspondence with the Presidency, prepare reports, and follow up on the announcements made through the e-Equivalency module.

1.5.4 Perform other duties assigned by the Deputy Provincial Director of National Education/Branch Manager.

2. Equivalence Application

2.1 The application for equivalence is made through the website edenklik.meb.gov.tr to any equivalence center in the province where the student resides or the university where they are enrolled/registered.

2.2 Equivalence applications cannot be submitted collectively, but must be done individually.

2.3 The applicant must complete and sign the Application Form for Equivalency Certificate (Annex-1) with a physical signature. Applications that do not include this form or have incomplete information on the form will not be evaluated and will be returned.

2.4 The applicant should upload the documents specified in the application form to the e-Equivalency system in their entirety and submit the certified originals of the documents to the equivalence center on the scheduled appointment day.

2.5 It is the applicant's responsibility to provide the documents for the equivalence application, upload them to the e-Equivalency system, and submit them to the equivalence center. If any required documents are missing when submitted to the equivalence center for approval, the application will be returned and will not be evaluated.

2.6 For applicants under the age of 18, the application must be made by the student's parent or legal guardian for equivalence procedures. In case of any uncertainty regarding guardianship, the applicant is required to provide a copy of the birth certificate obtained from the embassy of the relevant country.

2.7 For applicants aged 18 and over, it is mandatory for the applicant to apply in person for equivalence for higher education enrollment.

2.8 Equivalence applications from abroad are made to the equivalence centers located in the foreign representative offices (educational consultancies/educational attaché offices) of the Republic of Türkiye. Applications from countries that do not have representative offices abroad can be made through a power of attorney obtained from a notary public.

2.9 For the power of attorney obtained from abroad, in accordance with Notary Law No. 1512, the notary's approval in the Turkish embassy/consulate of the relevant country is required..

3. Documents Required for the Equivalency Procedure

3.1 In the equivalence application, the Application Form for Equivalence Certificate Recipients (Annex-1) is filled out through the e-Equivalency system. The requested documents, as specified below according to the school level, should be uploaded to the e-Equivalency system in PDF format, and the original documents are to be submitted to the equivalence center:

3.1.1 For those seeking equivalence at the primary school level:

- Approved transcripts, report cards, and leaving certificates/diplomas from the last year of study in foreign schools, foreign schools opened by embassies in Türkiye, and international private primary schools are required..

3.1.2 For those seeking equivalence at secondary education institutions:

3.1.2.1 For 9th/10th grade equivalence, a primary school diploma or a certificate of completion of primary education is required.

3.1.2.2 For those seeking equivalence for intermediate grades, approved transcripts, report cards, and leaving certificates from secondary schools abroad, secondary schools opened by embassies in Türkiye, or international secondary schools are required.

3.1.2.3 In extraordinary cases, transcripts or education certificates for individuals who have completed part of their education through distance education and are enrolling in the intermediate year.

3.1.2.4 For graduates, approved transcripts, report cards, and provisional graduation certificates/diplomas from secondary-level schools abroad, secondary-level schools opened by embassies in Türkiye, or international secondary-level schools are required. In addition, an apostille is required for the document indicating the right to receive a diploma/diploma. In cases where there is no apostille, approval from the Ministry of Education, Ministry of Foreign Affairs, or the embassy/consulate is required.

3.2 Students whose report cards do not indicate whether they have been promoted to the next grade or not are required to provide a document indicating their promotion. Those who do not provide the requested document will be issued an equivalence certificate in accordance with the grade level indicated in their current document.

3.3 If parents request their children to be placed in a grade lower than the grade indicated on their equivalence certificates by submitting a petition to the school directorate, this request will be processed by the school directorate. However, this application does not apply to studying in the preparatory class.

3.4 Notarized translations of education certificates are required from individuals seeking equivalence in cases where there are no personnel proficient in the official language(s) of the country to which the education certificates belong. Translations made abroad must be approved by the Turkish consulate in accordance with the Notary Law dated 18/1/1972 and numbered 1512.

3.5 For applications to equivalence centers in Türkiye, Republic of Türkiye identity cards are required for Turkish citizens. For foreign citizens, the application identity document (blue card, foreign mission identity card, foreign mission family member identity card, work document, residence permit application document, residence permit document, temporary protection document, migrant document, international protection applicant identity document, international protection status holder identity document, stateless person identity document) is required. For applications to equivalence centers abroad, a passport or identity document is required.

3.6 The entry-exit pages of the applicant's passport from the country where they are studying, along with the passport itself, should be submitted. If the pages cannot be submitted, an official and approved document confirming the applicant's presence in the relevant country during their education is required.

3.7 The documents attached to the Application Form for Recipients of Equivalency Certificate should be uploaded to the system by the applicants, and the original documents should be submitted to the Equivalency Center. Equivalency center officials are responsible for verifying the accuracy of the original documents and the documents uploaded to the system, as well as the appropriateness of the approvals.

3.8 Graduates of international schools abroad are required to submit a document from the Ministry of Education of the country where the school is located or affiliated with the Ministry of Education, confirming their eligibility for higher education transfer.

3.9 In the event that individuals who have graduated from a secondary education institution in Türkiye and have studied at the same level abroad request equivalence, provided that they have spent the entire period of education in the relevant country and have actually received an education, the second secondary education diploma obtained from a different secondary education institution will be considered equivalent. This equivalence is determined by verifying residence and passport entry-exit records during the period of education. The issued equivalence certificate will state that the individual received education at the same level in Türkiye.

3.10 If it is determined by the equivalence centers that the documents are forged or falsified, equivalence will not be granted. If already granted, it will be revoked, and a criminal complaint will be filed against the individual with the Chief Public Prosecutor's Office.

4. Equivalence Process

4.1 The documents attached to the "Application Form for Equivalence Certificate Recipients" are uploaded to the e-Equivalency system in PDF format by the applicant, and the certified originals of the documents are submitted to the Equivalence Center on the scheduled appointment day.

4.2 Based on the documents submitted by the applicant for equivalence from different types of schools, the number and content of courses in which the applicant has been successful are evaluated together. Equivalence is granted to one of the appropriate primary and/or secondary schools or to a specific grade, field, department, or branch.

4.3 To ensure that students who arrive during the school year without an education certificate do not miss out on education, they are temporarily allowed to attend school. This is done in accordance with the written statement provided by their parents, specifying the country, school, and grade in which they are studying. However, parents are asked to provide the student's education documents within three months. The finalization of the equivalence process for the respective student is monitored by their parents. If the education documents cannot be submitted within the specified period, actions are taken in accordance with Article 16 of the equivalence regulation.

4.4 After the equivalence application is completed, it is approved on the "Transaction Approval/Rejection Screen" in the e-Equivalency module, and the transaction is also approved on the "DYS (Document Management System) Finalization Screen."

4.5 In accordance with Settlement Law No. 5543 dated 19/9/2006 and numbered 5543, placement tests are administered to holders of immigrant certificates and individuals who cannot submit their documents among those who request equivalence due to war, disaster, and/or asylum. Equivalence to the grade level determined as a result of the exam is granted, and the student is allowed to continue their education. However, placement tests are not conducted for students who will be admitted to grades 1-4 of

primary school. The grade level of these students is determined based on their age and their parents' statement.

4.6 Students who have graduated from formal secondary education and are applying for higher education are assessed in relation to the education period of the school they claim to have graduated from. Additionally, the entry and exit pages of their passport from the country where they studied are considered. In cases where the information does not match or is considered suspicious, confirmation of the education documents is requested from the Ministry of Education or the embassy of the relevant country through an official letter.

4.7 If it is determined that the documents are forged or falsified, the equivalence certificate will not be issued. If already issued, it will be canceled by the relevant equivalence center, and a criminal complaint will be filed against the individual with the Chief Public Prosecutor's Office.

5. Placement Test

5.1 The placement test is conducted in accordance with the principles outlined in the Equivalency Regulation.

5.2 It is essential that the placement test is administered by the General Directorate of Measurement, Evaluation, and Examination Services at e-exam centers. The placement test for students who wish to continue secondary school grades 5-8 consists of Ministry of National Education Open Education Secondary School exam questions, while the placement test for students who wish to continue secondary education institutions consists of Ministry of National Education Open Education High School exam questions.

5.3 The opinion and approval of the Presidency must be obtained for the placement tests to be conducted under Article 12 of the Regulation.

5.4 An e-exam appointment is scheduled through the e-Equivalency Module for those who will participate in the placement test. The dates of the placement tests are communicated to the relevant individuals by the equivalence center.

5.5 The biometric photograph of the students/persons who will take the placement test, taken within the last six months, is uploaded to the system.

5.6 After the e-exam appointment is scheduled by the equivalence centers, the exam entry document is approved and provided to the candidates.

5.7 At the conclusion of the placement test, the Equivalency Center receives information about the student's name, surname, the scores obtained from the courses taken, and the date of the exam through the e-exam system.

5.8 The placement test is conducted in Turkish for the courses specified in the table below, corresponding to the type, field, department, and branch of the secondary education institutions that the student will attend. This applies except for secondary

school grades 5-8 and secondary education institutions that admit students based on central exam scores. The age and grade levels of the students are taken into account.

5.9 Field course exams to be administered in the 11th and 12th grades of Vocational and Technical Anatolian High Schools are conducted based on 2 field/department courses to be determined by the General Directorate of Vocational and Technical Education according to the fields and departments. These exams are overseen by the commission established by the equivalence centers in the provinces and districts.

Type of School	Courses to be tested according to Grade Levels			
Primary Education II Level	5th grade	6th grade	7th grade	8th grade
	Turkish Mathematics	Turkish Mathematics	Turkish Mathematics	Turkish Mathematics
Anatolian High School	9th grade	10th grade	11th grade	12th grade
	Turkish Language and Literature Mathematics Physics Chemistry	Turkish Language and Literature Mathematics Physics Chemistry	Turkish Language and Literature Mathematics	Turkish Language and Literature Mathematics
Vocational and Technical Anatolian High School	Turkish Language and Literature Mathematics	Turkish Language and Literature Mathematics	Turkish Language and Literature 2 Field courses	Turkish Language and Literature 2 Field courses

5.10 The placement test consists of 20 questions (with 4 options) and allows 40 minutes for each course. Those who score at least 45 points in each course in primary education and at least 50 points in each course in secondary education are considered successful. Provided that they are successful in Turkish Language and Literature courses, they will be deemed successful if the arithmetic average of the scores obtained from the exam courses is 45 points in primary education and 50 points in secondary education. In the event of failure in the placement test, two additional exams are given for the failed courses. Those who do not succeed in three exams are required to take an exam from a lower grade level. In case of failure again, the exam is repeated until the lowest grade of the current education level.

5.11 The placement tests, as stipulated in Article 12 of the Regulation, will be conducted in the form of e-exams at a grade level lower than specified in the education certificate. For the e-exams specified in Article 16 of the Regulation, the grade level will be determined as one level below the specified grade, considering the students' age, parental statement, and identity application registration dates. For those beyond the compulsory basic education age, the grade level will be determined upon submission of the 2nd-level certificate from the public education center. Since there will be no placement test for students admitted to primary school grades 1-4, equivalence certificates will be issued for grades 5 without the need for placement tests.

5.12 The e-exams described in Article 16 of the Regulation will be conducted based on the lower grade level determined by considering the students' age, parental statement, and identity application registration date. Regarding Article 16, the grade level of those outside the compulsory basic education age will be determined upon submission of the 2nd-level certificate from the public education center.

5.13 In the implementation and evaluation of placement tests, the relevant provisions of the Ministry of National Education Regulation on Preschool Education and Primary Education Institutions apply to primary education institutions, while the relevant provisions of the Ministry of National Education Regulation on Secondary Education Institutions apply to secondary education institutions.

5.14 All documents related to placement tests are regularly recorded, and archived, and statistics are maintained.

5.15 Placement tests for students with special educational needs or special talents are conducted and evaluated in collaboration with the Guidance and Research Center.

5.16 The average of the achievement scores obtained as a result of the placement test is indicated in the Equivalency Certificate as the year-end achievement score for those in intermediate grades and as the primary/secondary school graduation score for those who have graduated.

5.17 Objections to the exam results can be made to the equivalency centers upon the written application of the student or parent. The application submitted to the equivalency center is re-evaluated by the relevant unit of the General Directorate of Measurement, Evaluation, and Examination Services, and the result of the exam is communicated to the equivalency center. The equivalency center then notifies the student or parent of the result.

6. Equivalency Procedures for International Private Primary and Secondary Education Institutions and Primary and Secondary Schools Opened by Embassies in Türkiye

The provisions of the 5th article of Law No. 5580 shall be applied to the equivalence procedures of those who are citizens of the Republic of Türkiye while studying in international primary and secondary private schools, and the provisions of the 4th article of Law No. 222 shall be applied to the equivalence procedures of those who are citizens of the Republic of Türkiye while studying in primary schools opened by embassies.

6.1 When examining the citizenship status of those studying in international primary and secondary private schools, the kinship link specified in the 7th article of the Turkish Citizenship Law No. 5901 is taken into consideration. In cases where there is a second citizenship besides Turkish Citizenship, they are evaluated as Turkish Citizens. Those in this situation cannot study at international schools, and equivalency certificates are not issued to these individuals.

6.2 According to the 4th article of Law No. 222, no equivalency certificate shall be issued to Turkish citizens as they are not permitted to study at the primary education level of embassy schools.

6.3 For the certificates and diplomas of international primary and secondary private education institutions and schools opened by embassies in Türkiye, an apostille is

required from apostille member countries. In cases where an apostille is not available or from other non-apostille member countries, approval from the Ministry of Education, Ministry of Foreign Affairs, or the embassy/consulate is required.

7. Issuance, Appeal, Loss and Cancellation of the Equivalency Certificate

7.1 When issuing an equivalence certificate, the documents uploaded to the e-Equivalency system by the applicant are checked and approved by the authorized person for compliance with the originals. The information in the Application Form for Recipients of Equivalency Certificates and the documents attached to it are evaluated, taking into account the criteria of the relevant member country. Primary and secondary education are considered in their entirety for equivalence. The age at which compulsory education begins in Türkiye is accepted as the starting age of the person concerned's education, and equivalence is made to their grade level. However, those who have been educated in countries where the total duration of primary and secondary education is more or less than 12 years, and those who have reached the final grade of high school are considered to have completed high school. Those in the last year of high school are evaluated as such.

7.2 The documents of the applicant for whom the equivalence procedure has been completed and the decision has been made are archived in the e-Equivalency module. All documents submitted in the application are returned to the applicant.

7.3 After the equivalence approval procedures are completed, equivalence certificates are issued in accordance with the equivalence certificate samples in the annex of the Equivalence Regulation.

7.4 After the equivalence application is completed on the "Transaction Approval/Rejection Screen" in the e-Equivalency module, it is also approved on the "Transaction DMS Finalization Screen." Following this approval process, the applicant will receive the equivalence certificate from the e-Equivalency system.

7.5 Equivalency is a one-time process. If there is no change in the educational status of the individual, no new equivalence certificate is issued. However, in the case of loss of the equivalence certificate, for certificates issued before the implementation of the e-Equivalency module, a certified copy of the certificate is provided to the individual upon application to the equivalence center or sent by mail to the address provided in the person's petition. For equivalence certificates issued after the implementation of the e-Equivalency module, the document can be obtained from the "Application Inquiry Screen" of the e-Equivalency system.

7.6 The period for objecting to the certificate of recognition is three months from the date of issue. In case of an objection to the equivalence certificate, a re-evaluation is conducted. The objection is made to the equivalency center that issued the equivalence certificate, and the result is assessed by the equivalency center, with the outcome communicated to the relevant individual. However, in the event of a second objection, the objection application is forwarded to the Presidency by the recognition center that issued the equivalence certificate. Decisions made by the Presidency are final.

7.7 The opinion of the General Directorate of Vocational and Technical Education is sought for the equivalence of health and journeyman and master certificates, while the opinion of the General Directorate of Lifelong Learning is sought for equivalence related to vocational courses. Equivalency procedures for matters not covered by legislation are carried out in accordance with the opinion of the Presidency.

7.8 Diplomas or certificates related to the field of health are not issued by equivalence centers abroad. These equivalencies are determined by the health commission, which consists of teachers of the relevant courses in provincial centers in Türkiye.

7.9 In transfers between public/private educational institutions in the country, equivalence/equivalency procedures are conducted with the opinion of the Presidency to resolve inter-institutional differences that may arise in weekly course schedules or course names.

7.10 Equivalence certificates canceled by equivalence centers are recorded on the "Transaction Cancellation Screen," and the equivalence certificate is canceled.

8. Presidency Opinion

8.1. The Presidency's opinion is sought in the following cases, and actions are taken in line with the opinion provided by the Presidency.

8.1.1. In the Ministry of National Education Equivalence Regulation,

8.1.2. In the Ministry of National Education Equivalence Directive,

8.1.3. Regarding matters not specified in the Equivalence Guide,

8.1.4. In case of doubt about the original or certified documents submitted by the applicant.

8.2. When requesting the Presidency's opinion, formal correspondence rules are followed through the e-Equivalency module. Requests for opinion are not made without justification or explanation.

8.3. If the Presidency's opinion is requested, the equivalence process in question is not concluded without notifying the Presidency's opinion.

8.4. The explanations in the e-Equivalency module's announcements section are subject to the Presidency's opinion.

9. International Education Cooperation Agreements and Diplomatic Relations

9.1. The reciprocity principle and the provisions of international agreements with countries that have international education cooperation agreements are considered in equivalence procedures.

9.2. Equivalency requests from countries with which we do not have diplomatic relations are directly submitted to the Presidency.

10. Enforcement

The Equivalency Guidelines come into effect upon their publication date.

11. Implementation

The Board of Education is responsible for updating the Equivalency Guidelines.