Dear Students,

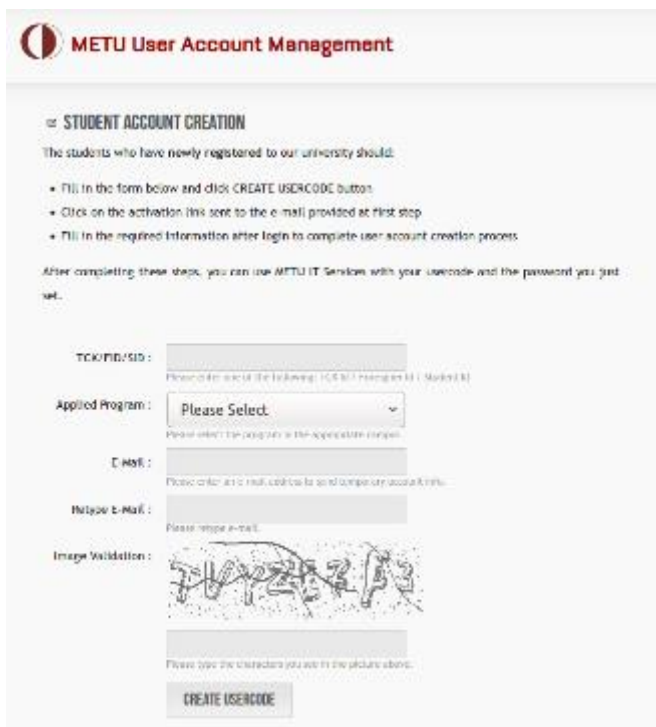With this document, we would like to inform you about some important procedures and steps.

Firstly, you need to check your Student ID Number and Department at METU, which is provided in advance. If you do not know student ID number, please contact with your office advisor.

You are then expected to get a user account that is necessary for you to apply METU Student ID Cards, to connect wireless network and so on.

In this document you will learn how to get a user account, how to apply for student ID cards, and how to connect your computers to wireless network after you arrive METU. **Please follow the order in the document.**
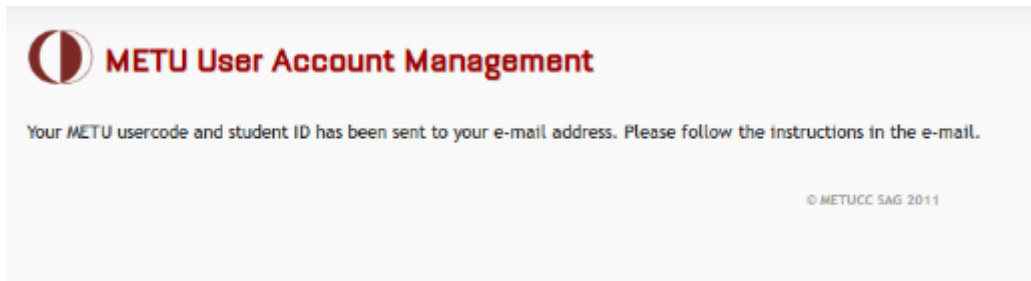
1. USER CODE AND PASSWORD

1.1. You should visit https://useraccount.metu.edu.tr/newstudent/ address and fill out the form.

- **SID** is your METU ID Number (see attachment)

- You will find your **METU department** from the attachment

- **E-mail** should be the one you are using at the moment

- **You will receive an activation link to this e-mail address**

1.2. Please click the link in the e-mail stating "To activate your user code, please use the following link: "https://useraccount.metu.edu.tr " Then, you can set your METU password and register recovery e-mail. You will use the recovery e-mail to get a new password in case you forgot your METU password.

2. COURSE SELECTION AND REGISTRATION

- You will use "640-Registration for Exchange Students" program through https://student.metu.edu.tr/
- Use user name and password to enter the registration system
- The courses are now available on the system (640). But you will be able to register to your courses starting from 14.00 on **29 January 2020**. The details about the course registrations will be explained during the orientation program. There will be a specific session on the course registrations.
- The system will be open until **14 February** at 17.00. Until this time, you are expected to add your courses and get approval from your departmental advisor (http://ico.metu.edu.tr/departmental-coordinators) through visiting him/her in his/her office, because to get approval, your advisor's password and your password is required by the system. Please be careful that without the approval of the departmental advisors, the registrations will not be valid. The courses will start on **3 February 2020**.

MORE DETAILED INFORMATION ABOUT THE COURSES AND COURSE REGISTRATIONS WILL BE GIVEN DURING THE ORIENTATION PROGRAM!

3. STUDENT ID CARDS

Before you come you are also expected to apply for Student ID Cards using the user code and password you have specified in the first step:

HOW TO APPLY FOR IDENTITY CARD?

Students apply for identity card from the following link electronically http://cardinfo.metu.edu.tr/

In order to apply for identity card, you should have ODTÜ user code and password. You will see your photo during the application if you have it on the system. You can use this photo or you can upload another one. You are not expected to upload a bank receipt to the system. You can skip that part during the application.

2.1. Photograph Specifications The photograph should be 50 mm x60 mm in size, white background and without pattern. Files must be less than 3 MB and png/ jpg/ jpeg/gif formats are allowed for upload. In the photo you should have a neutral expression with closed mouth and be facing the camera. Eyes should be opened and clearly seen. Your hair should not cover your eyes and you should directly look at the camera. You should center the head with the frame. Accessories (like hat) are not allowed except glasses used not as accessorize.

2.2. Uploading photo to the system Information about the photo upload can be found on

the program. While uploading, photo should be centered in terms of shape and size. Applications not faithful to explanations about format of the photograph will be rejected.

2.3. Preparation procedure for student ID cards ID card application of students are controlled by the Registrar's Office, and appropriate applications are approved through the on-line system. Inappropriate applications (photo format problems, bank receipt problems, such as no bank receipt or mistaken bank receipt, etc.) are rejected. Students can track the application procedure, approval status of their applications and readiness of their ID cards through the application program (http://cardinfo.metu.edu.tr/). In case of a rejected application, students should login to the program, make the necessary corrections, and complete their application.

You will be able to get your ID cards from ICO, approximately two or three weeks later after your arrival. Please make sure that you have applied for the ID Card before you come.

4. METUROAM (Wireless Internet Network) Connection

Please log in to https://netregister.metu.edu.tr/ with your student ID number and password. Choose "wireless network" option. Create METUROAM password. You will be able to connect our wireless network upon your arrival. Further details will be provided in the orientation program.

We wish you a safe journey.
Best regards,
METU ICO