

APPENDIX-1

STUDENT CLUB APPLICATION FORM SAMPLE



CYPRUS INTERNATIONAL UNIVERSITY

Date:

To the Rectorate of Cyprus International University,

Within the framework of Cyprus International University Student Clubs we want to

establish the Club.
(Club Name will be stated in Turkish and English).

I hereby respectfully request the necessary action.

Name and Surname:

Signature:

Contact Information:

Phone Number:

E-Mail:

Appendix 1: Club's short name and logo, if any

Appendix 2. Purpose and vision of the club

Appendix 3: Event and cooperation plan and mission

Submissions After Pre-Approval

- Name list of founding students
- Declaration of acceptance of club academic advisor

NOTE: Students who are registered in the Club must be registered to the Faculty, Institute, School or Vocational School of the University. Students will be able to apply for membership any time of the academic year. Those who are not students of Cyprus International University cannot become a member of a club. Members benefit from all kinds of opportunities provided by the club. Club membership must be renewed annually.

APPENDIX-2

CLUB ACADEMIC ADVISOR'S DECLARATION OF ACCEPTANCE SAMPLE



CYPRUS INTERNATIONAL UNIVERSITY

Date:

I would like to assume the academic advisory role of the

Club. My personal information is below.

I hereby kindly submitted for your information.

Name-Surname

Signature

Academic Advisor's

Faculty /VS:

Department:

E-Mail :

GSM Number:

Office ext:



APPENDIX-3

FOUNDING STUDENTS – CLUB MANAGEMENT BOARD FORM SAMPLE



CYPRUS INTERNATIONAL UNIVERSITY

		Name and Surname	Student Number	E-Mail	Gsm No	Signature
1	President					
2	Vice President					
3	General Secretary					
4	Secretary					
5	Treasurer					
6	Substitute Member					
7	Substitute Member					
8	Supervisory Board Member					
9	Supervisory Board Member					
10	Supervisory Board Member					

ADVISOR:

	Title	Name-Surname	E-Mail	Gsm No	Signature
1					

APPENDIX-4



CYPRUS INTERNATIONAL UNIVERSITY

STUDENT DEVELOPMENT AND COUNSELING CENTER

SOCIAL EVENTS AND STUDENT CLUBS COORDINATION OFFICE

What You Need to Do to Establish a New Club?

First you need to have a look at the existing clubs and their interests, concerns and activities in order to prevent any overlapping areas.

<https://www.ciu.edu.tr/page/student-clubs-10455>

If you are good to go, please follow the next steps written below.

Step 1 – Write a Letter of Application

Make sure your letter consists of the below

- Date
- Name of the Club
- Short Name of the Club (If any)
- Logo (If any)
- Why you want to Establish this club, your vision and main objectives
- What kind of activities/collaborations you are planning to make and your mission
- Applicant's Name/Surname, Student ID, E-mail, Mobile Number

Step 2 - Once the Club application is approved, you need to prepare the following

- Club rules and regulations
- A full time Academic Advisor's *Statement of Acceptance*
- Club Founding Members' List with the following details;
Student numbers; Name/surname, Faculty / Institute / Vocational School Name;
Department/Program Name; E-mail; Mobile number
- All the members should be registered
- 10 (ten) club management board members consist of 1 (one) Club president; 1 (one) vice president; 3 (three) board of management members (one general secretary, one secretary, one accountant/bookkeeper,); 2 (two) substitute members and 3 (three) Board of Auditors, all are undergraduates.
- Club membership must be renewed every year

When to Apply? Any time through out academic year including summer time

Where to Apply? Bring it to the Office (1st Floor, Room No: F4/Student Services Building) and send us an e-mail to ciuclubs@ciu.edu.tr

We look forward to receive your application!!! Good Luck!!!

Don't forget to follow us on Instagram 😊

<https://www.instagram.com/ciu.clubs.events/>

