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GAZÖSMANPAŞA UNIVERSITY

TURHAL HEALTH SERVICES VOCATIONAL SCHOOL WORKFLOW PROCESSES

SN	NAME OF THE SERVICE	TO BE APPLIED OFFICE	DOCUMENTS TO BE REQUIRED IN THE APPLICATION	COMPLETION OF SERVICE DURATION
1	Student Certificate, Transcript	Student Affairs Office	Student ID	5 minutes
2	Request a letter to the relevant authority	Student Affairs Office of	Petition Student ID	1 day
3	Student Registration Cancellation	Student Affairs Office of	1- Petition 2- If the attorney comes, Notarized Power of Attorney	1-5 days
4	Procedures Student Registration Freezing Procedures	Student Affairs Office	1- Petition 2- Document regarding the reason for freezing the registration (health board report, poverty certificate, detention Board document etc.)	First 2 months of the academic year Applications are made during the week. Board Decision and distribution is done in 5 days
5	Student Graduation Procedures	Student Affairs Office	1-Transcript 2- Graduation Information Form 3- Disengagement Certificate	1 hour
6	University Scholarship Applications	Student Affairs Office	1- Petition 2- Approved Student Certificate 3- Approved Transcript 4- Documents Showing the Family's Financial Situation (Pay Slip, Pension Book for Retirees) Photocopy, Income Tax for Freelancers Photocopy of Declaration, Those Without Income Head of Family from Social Security Institution (Non-Income Certificate in your name)	Established scholarship committee evaluated by 20 days
7	Horizontal Transfer Procedures	Student Affairs Office	1-Lateral Transfer Application Petition 2- Approved Student Document Proving No Disciplinary Penalty 3- Approved transcript document 4-Course Contents 5-ÖSYM result document	Date announced by the Rectorate It is done in the range of
8	Student Representative The choices	Related Section Secretaries of	Petition	Date announced by the Rectorate It is done in the range of
9	Temporary Graduation Document and His diploma To the losers Re-document Arrangement	Student Affairs Office	1- Petition 2- Newspaper announcement 3-4 photos 4- Photocopy of ID card 5- Notarized power of attorney (if the proxy comes will bring)	1-1.5 months
10	High School Diploma Requesters	Student Affairs Office	1- Petition 2- Disengagement letter	1 hour
11	Course Content Request	Related Department Presidency	1- Application to the relevant Department with a petition or by obtaining it from the Department's WEB page and sending it to the Department Head. is approved by.	1 hour
12	Exam Score Objection	Petition to the Registry Office		5-10 days