

TOKAT GAZİOSMANPAŞA UNIVERSITY
TOKAT HEALTH SERVICES VOCATIONAL SCHOOL
WORK FLOW

NAME OF THE SERVICE	DEPARTMENT TO APPLY	NEEDED DOCUMENTS	COMPLETION OF THE SERVICE
Student certificate, Transcript request	SHMYO Student Affairs (SHMYO building)	Student ID	5 mins
"Relevant Authority" Letter Request	SHMYO Student Affairs (SHMYO building)	Application form Student ID	1 day
Disenrollment	Central Student Affairs (Rectorate Building)	Application form 2. Notarized letter of attorney (If it is needed.)	1-5 days
Student Registration Freezing Procedures	SHMYO Student Affairs (SHMYO building)	Application form Document related to the reason for registration freeze (medical board report, poverty certificate, detention certificate, etc.)	Applications are made in the first 2 weeks of the academic year. Taking the decision of the Board of Directors and distribution (5 days)
Graduation procedures	Central Student Affairs (Rectorate Building)	Transcript Graduation Information Form Discharge Certificate	1 hour
Applications to the Scholarship by our University	SHMYO Student Affairs (SHMYO building)	Application form Student Certificate (Approved) Transcript (Approved) Documents that show the financial status of the family (payroll, copy of the pension for retirees, etc.)	Evaluated by the Scholarship Commission (20 days)
Undergraduate transfer procedures	SHMYO Student Affairs (SHMYO building)	Transfer Application Form Student Certificate (It must be approved and show that the student is not disciplined) Transcript (Approved) Course Contents (Approved) ÖSYM Result Document	It is done within the date range announced by the Rectorate.
Student Representative Elections	Department Secretariat (SHMYO building) (SHMYO binası)	Application form	It is done within the date range announced by the Rectorate.
Reissuance of Diploma or Temporary Graduation Certificate	Central Student Affairs (Rectorate Building)	Application form Newspaper Ad Passport Photo (4) Identity Card Copy Notarized letter of attorney (If it is needed.)	1 - 1,5 months
Course Content request	Related Department	An application is made to the department chair about the petition or the printout of the department is printed and approved by the department head.	1 hour
Objection to Exam Grade	Department Secretariat (SHMYO building)	Application form	5 - 10 days
Course Exemption Request	Department Secretariat (SHMYO building)	Application form for Exemption Transcript (Approved) Course Contents (Approved)	Evaluated by the Adjustment Commission 5-10 days