TC Tokat Gaziosmanpasa University Pazar Vocational School of Higher Education

Workflow Processes

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Process No.	one	
Process Name	Student Certificate/Transcript Process	START STUDENT CERTIFICATE/TRANSCRIPT PROCESS
Those Responsible for the Process	Student Affairs, School Secretary	
Process Organization	College Secretary, Student Affairs, Student	
Relationship		Student Applies Orally to Student Affairs in Person / By Proxy
Purpose of the Process	Students to Issue Student Certificate or Transcript as	to Obtain Student Certificate or Transcript
	Soon as Possible.	is found
Limits of the Process	It starts with the students applying to the Registrar's	±
	Office and ends with it being signed and sealed by the	
	School Secretary.	Did the No
Process Steps	Student Applies Verbally to Student Affairs in Person /	Student Apply in Document Not given
	By Proxy to Obtain Student Certificate or	Person/By Proxy?
	Transcript	
	Request from Student Affairs Staff	Yes
	It Outputs via OBS.	
	Checks and Initials, School	Student Affairs Staff in Line with Request
	Submits it to the Secretary for signature.	Outputs via OBS
	After the school secretary signs it, it is sealed by the	
	Registrar's Office.	*
	The Document is Given to the Student	It checks and initials and submits to the School Secretary for
		Signature .
		*
		It is sealed by the Registrar's Office after the school
		secretary signs it.
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		The Document is Given to the Student
Performance	Number of Students Given Student Certificate or	↓ ↓
Indicators	Transcript and Rate of Issuance	
		END OF PROCESS