

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	--
Process Name	Student Certificate/Transcript Process
Those Responsible for the Process	Student Affairs, School Secretary
Process Organization Relationship	College Secretary, Student Affairs, Student
Purpose of the Process	Students to Issue Student Certificate or Transcript as Soon as Possible.
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.
Process Steps	<ul style="list-style-type: none"> • Student Applies Verbally to Student Affairs in Person / By Proxy to Obtain Student Certificate or Transcript • Request from Student Affairs Staff It Outputs via OBS. • Checks and Initials, School Submits it to the Secretary for signature. • After the school secretary signs it, it is sealed by the Registrar's Office. • The Document is Given to the Student
Performance Indicators	Number of Students Given Student Certificate or Transcript and Rate of Issuance

