



TC  
TOKAT GAZİOSMANPAŞA UNIVERSITY  
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION

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Process Chart

Student affairs

Workflow Number: İ.A.Ş. 023

**STUDENT RE-REGISTRATION WORKFLOW PROCESS**

Responsible

Legislation/Documents

The student submits the disenrollment petition to the relevant unit to be entered into EBYS.

\*Student

\* Tokat Gaziosmanpasa University Associate Degree and Undergraduate Education-Teaching Regulation Article: 29  
\*Student Petition

The student's petition is sent to the unit student affairs office to check whether there are any problems with deregistration.

\*Dean/Director

\*Student Petition

Unit student affairs issues the termination document to the student to be signed by other units.

\*Unit Student Affairs  
\*Student

\*Disconnection Certificate

The student, who has the discharge document signed by the relevant units, delivers the discharge certificate and student ID card to the student office of the unit.

\*Unit Student Affairs  
\*Student

\*Discharge Certificate  
\*Student ID Card

The information that the student has canceled his registration is recorded in the student automation system, and if he is a preparatory class student, the SFL will be informed with a cover letter.

\*Unit Student Affairs

A photocopy of the documents in the student's personal file is made, the originals are delivered to the student, and the documents are photocopies are archived.

\*Student's Personal Included in the File  
Photocopy of documents