



TC
TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION
Workflow Process Chart

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Student affairs

Workflow Number: İ.A.Ş. 036

WORKFLOW PROCESS OF ID CARD PRINTING FOR NEWLY REGISTERED STUDENTS

Responsible

Legislation/Documents

The identity information of the students placed in our University is determined by ÖSYM.

***Student affairs
Head of department,
*IT Department
Presidency**

***Student Data**

Identity information is sent to the Department of Health, Culture and Sports.

***Student affairs
Head of department,
*Health, Culture and
Sports Apartment
Presidency**

***Student Identity Information**

The information is converted to the appropriate format and transmitted to the ID printing company.

***Health, Culture and
Sports Apartment
Presidency
*ID Printing
Company**

***Student IDs**

The IDs printed by the company are received by the Department of Health, Culture and Sports.

***Health, Culture and
Sports Apartment
Presidency
*Relevant Academician
Unit**

ID cards are delivered to the relevant academic units. (IDs are issued to students once during the education period)