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TOKAT GAZIOSMANPASA UNIVERSITY
PAZAR VOCATIONAL SCHOOL of HIGHER EDUCATION
Process Chart

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Student affairs

Workflow Number: İ.A.Ş. 024

STUDENT ID CARD RENEWAL PROCESS WORKFLOW PROCESS

Responsible

Legislation/Documents

The student submits his/her petition regarding the new ID request (stating the reason) to the Unit Student Affairs.

*Student
*Unit Student
Affairs

*Student Petition

The student affairs unit requests an ID card from the Department of Health, Culture and Sports via the automation system/cover letter/e-mail.

*Unit Student
Affairs
*Health, Culture and
Sports Apartment
Presidency

The Department of Health, Culture and Sports, which receives the student ID card request via the automation system/cover letter/e-mail, issues the student's new ID card.

*Unit Student
Affairs
*Health, Culture and
Sports Apartment
Presidency

The Department of Health, Culture and Sports forwards the student ID card to the relevant academic unit. While the new ID card is delivered to the student by Unit Student Affairs upon signature, it is also processed into the automation system.

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

*Student ID Card

The student's petition and attachments are archived in the student file.

*Unit Student
Affairs

*Petition and Attachments