

TC

Tokat Gaziosmanpasa University
Pazar Vocational School of Higher Education

Workflow Processes

Process No.	2
Process Name	Letter Request Process to the Relevant Authority
Those Responsible for the Process	Student, Staff, School Secretary, Student Affairs, Directorate
Process Organization Relationship	Student, Personnel, Student Affairs, Department Heads, Directorate, School Secretary
Purpose of the Process	Preparation of official letters that students and staff will submit to relevant institutions
Limits of the Process	It starts with the demands of the Students and Staff and ends with the preparation of the letter.
Process Steps	<ul style="list-style-type: none">• The Student or Personnel states the verbal or written justification and requests a letter to the relevant authority.• The request is reviewed by the Directorate or the College Secretariat.• If the Request is Appropriate, the Letter is Prepared by the Relevant Unit According to the Content of the Request.• The Prepared Letter is Passed through the Initials and Signature Stage via EBYS.• The Letter is Delivered to the Relevant Person.

