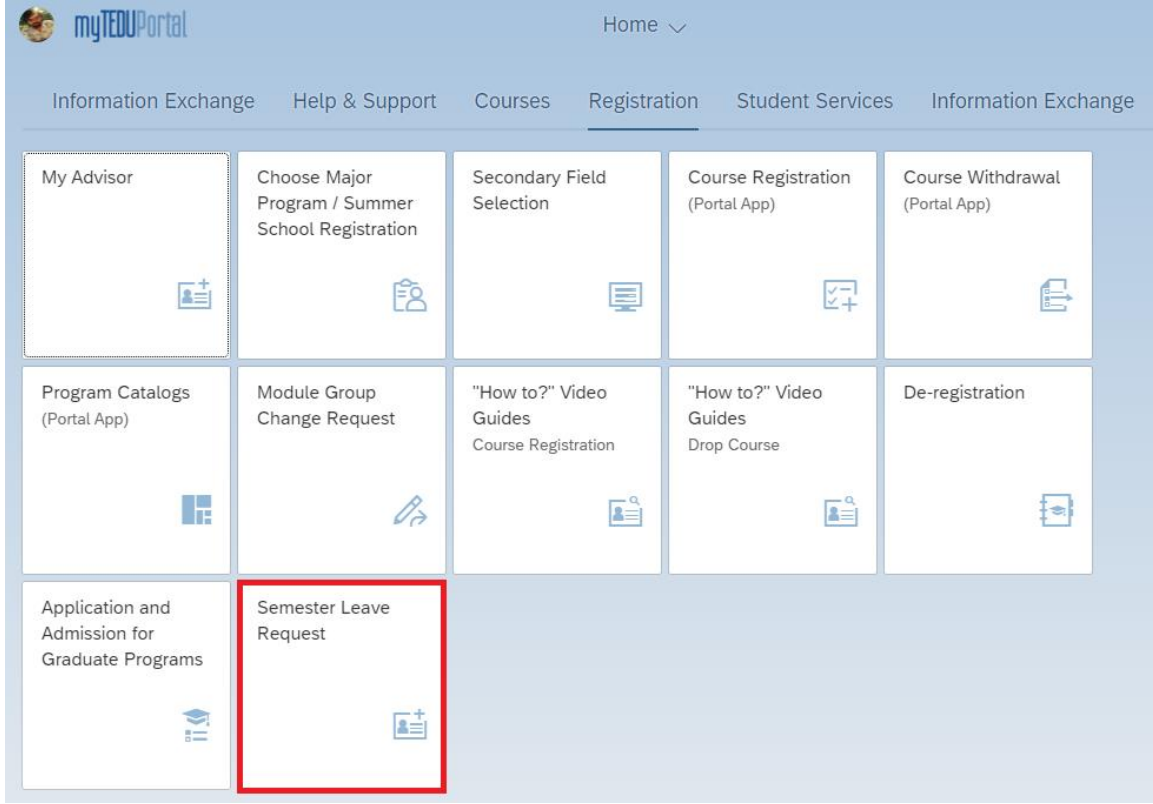
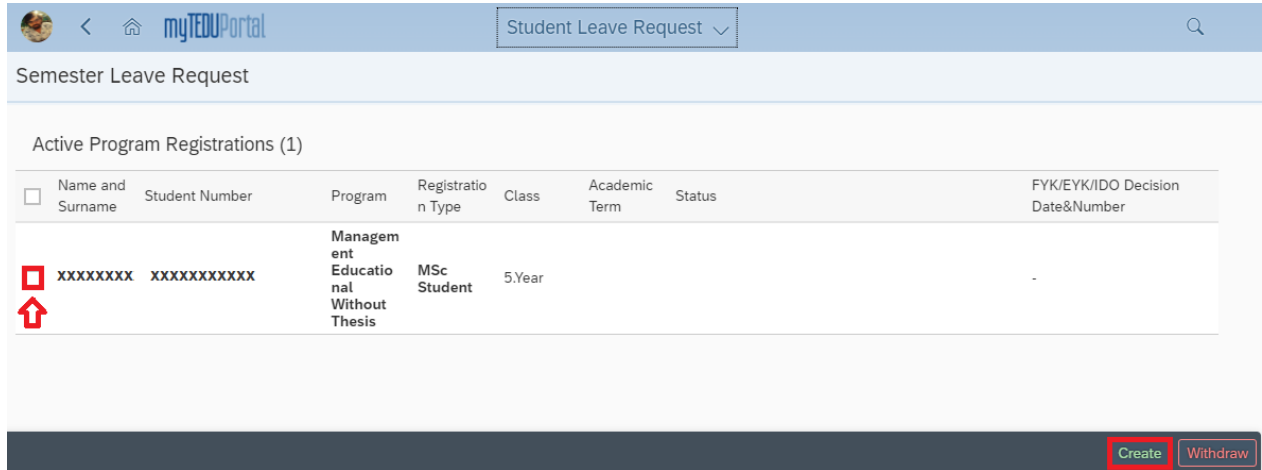


1. Semester Leave Request uygulaması açılır.



2. Aktif program seçimi yapılır ve "Create" butonu seçilir.



3. Aşağıda işaretli ilgili alanlar seçilir ve talep oluşturulur;

- Akademik Yarıyıl
- İzinli Ayrılma Nedeni
- Telefon Numarası
- Doküman Ekleme İşlemleri (talep nedenine uygun dokümanlar sisteme yüklenir.)
- Açıklama Metni

myTEU Portal Student Leave Request

\*Academic Semester: 2022-001

\*Reason for Leave Request: 0007 Others

\*Phone Number: [XXXXXXXXXX]

Doc.Upload Explanation

Select Document Browse...

Doc.Name	Delete
No data	

Create Semester Leave Request

4. Talep onaylama işlemleri yapılır.

myTEU Portal Student Leave Request

\*Academic Semester: 2022-001

\*Reason for Leave Request: 0007 Others

\*Phone Number:

Doc.Upload Explanation

Select Document Confirm Cancel Browse...

Doc.Name	Delete
No data	

Create Semester Leave Request

5. Talep oluşturulur.

myTEU Portal Student Leave Request

\*Academic Semester: 2022-001

\*Reason for Leave Request: 0007 Others

\*Phone Number:

Doc.Upload Explanation

Select Document

Doc.Name Delete

No data

Create Semester Leave Request

Success

Semester leave request has been successfully created

OK

myTEU Portal Student Leave Request

Semester Leave Request

Active Program Registrations (1)

<input type="checkbox"/>	Name and Surname	Student Number	Program	Registration Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number
<input type="checkbox"/>	XXXXXX	XXXXXXXXXX	Management Educational Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created	-

Create Withdraw

6. İzinli ayrılma talebi sürecin istenilen bir aşamasında iptal edilebilir. İptal işlemleri için aktif program seçimi yapılır ve "Withdraw" butonu seçilir.

myTEU Portal Student Leave Request

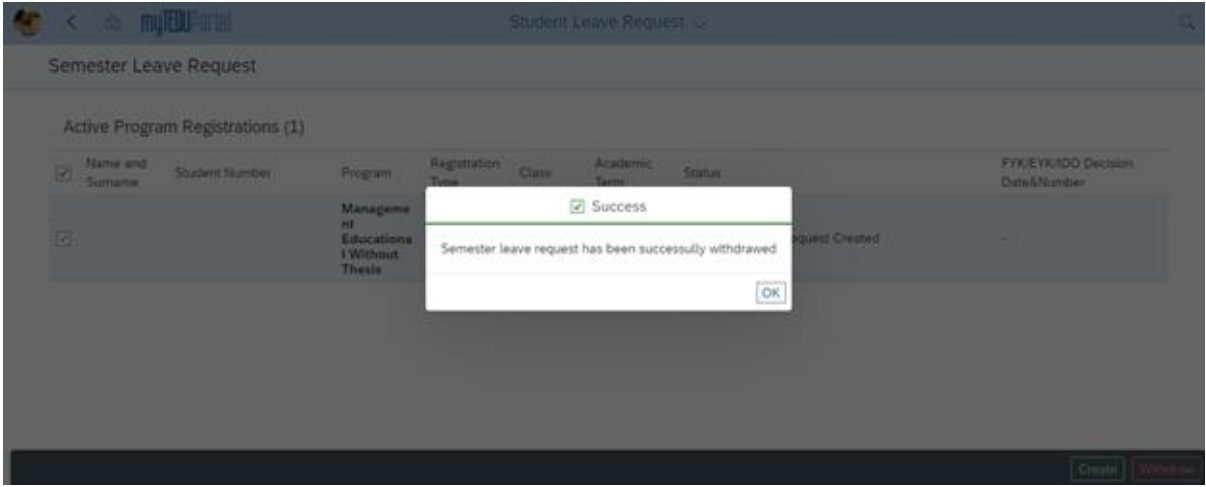
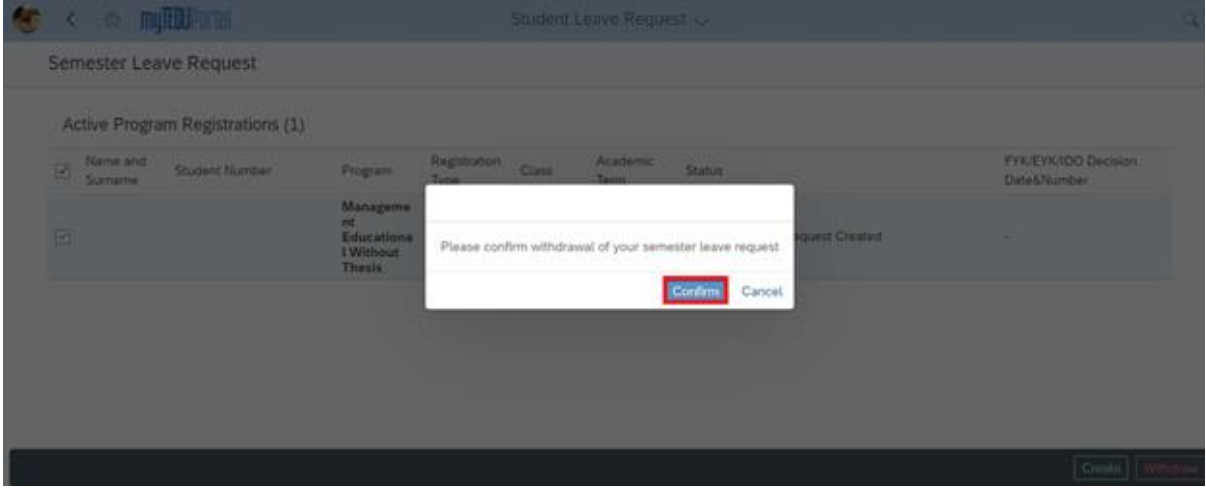
Semester Leave Request

Active Program Registrations (1)

<input checked="" type="checkbox"/>	Name and Surname	Student Number	Program	Registration Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number
<input checked="" type="checkbox"/>			Management Educational Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created	-

Create Withdraw

## 7. Talep iptali için onaylama işlemi yapılır.



## 8. Talebin iptal edildiği görünür.

