🈻 myTEDUPortal		Home 🗸						
Information Exchan	ge Help & Support	Courses Registra	tion Student Service	es Information Exchange				
My Advisor	Choose Major Program / Summer School Registration	Secondary Field Selection	Course Registration (Portal App)	Course Withdrawal (Portal App)				
A=	Ê	-						
Program Catalogs (Portal App)	Module Group Change Request	"How to?" Video Guides Course Registration	"How to?" Video Guides Drop Course	De-registration				
5	Pro	۹ ا	a ∎≡					
Application and Admission for Graduate Programs	pplication and dmission for araduate Programs							
₩	a =							

1. Semester Leave Request uygulaması açılır.

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

	Ò	<	Ĝ	s myTEDU Portal	Student Leave Request 🗸							Q	
Se	em	este	r Le	ave Request									
,	Act	ive F	Progr	am Registrations (1)									
		Name Surna	and me	Student Number	Program	Registratio n Type	Class	Academic Term	Status		F	YK/EYK/IDO Decis Date&Number	sion
ר ל	1 : {	0000	xxxx	****	Managem ent Educatio nal Without Thesis	MSc Student	5.Year						
												Create	Withdraw

- 3. Aşağıda işaretli ilgili alanlar seçilir ve talep oluşturulur;
 - a. Akademik Yarıyıl
 - b. İzinli Ayrılma Nedeni
 - c. Telefon Numarası
 - d. Doküman Ekleme İşlemleri (talep nedenine uygun dokümanlar sisteme yüklenir.)
 - e. Açıklama Metni

🍪 < 🗠 myTEDUPortal	Student Leave Request \checkmark		Q
<			
*Academic Semester:	*Reason for Leave Request: 0007 D Others	*Phone Number:	
Doc.Upload Explanation			
	Select Document	Browse	
Doc.Name			Delete
	No data		
		E. Create	Semester Leave Request

4. Talep onaylama işlemleri yapılır.

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*Academic Seme		P	*Reason for Leave Request: 0007 む Others	*Phone Number	
Doc.Upload	Explanation		Please confirm your request for a semester leave		
		Select Documer	Confirm Cancel	Browse	
	Doc.Name				Delete
			No data		
					E Create Semester Leave Request

5. Talep oluşturulur.

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<		
*Academic Semester:	*Reason for Leave Request: 0007 [] Others	*Phone Number:
Doc.Upload Explanation	Success	
Select Docum	ОК	Browse
Doc.Name		Delete
	No data	

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	Sen	ne	ster Lea	ve Request							
	A	ctiv	ve Progra	m Registrations (1)							
		Ni Su	ame and umame	Student Number	Program	Registration Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number	
		3	00000	XXXXXXXXXXXX	Manageme nt Educationa I Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created		
										Create	thdraw

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

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	Sem	nester	Lea	ve Request							
	Ac	tive P	rogra	m Registrations ((1)						
		Name Surnar	and ne	Student Number	Program	Registration Type	Class	Academic Term	Status	FYK/EYK/IDO Decision Date&Number	
	D Q				Manageme nt Educationa I Without Thesis	MSc Student	5.Year	2022-001	Semester Leave Request Created		
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										Create	thdraw

7. Talep iptali için onaylama işlemi yapılır.

🈻 k 🚓 njiwani		Studen					
Semester Leave Request							
Active Program Registrations (1							
2 Name and Student Number	Program	Registration Class	Acadomic St	atus		FYR/EYK/DO Decision DateSNumber	
	Manageme rit Educatione I Without Thesis	Please confirm withdr	awai of your semester	leave request	quest Created		
			Con	Cancel			
						Greate	weator-



8. Talebin iptal edildiği görünür.

draw