

 TED UNIVERSITY	REPLACEMENT DIPLOMA/DIPLOMA ATTACHMENT APPLICATION FORM			
	Document No	Pub. Date	Rev. No / Rev. Date	Page No
	KYS-FR-66_ENG	05.08.2021	1 / 18.11.2022	1 / 1

APPLICANT STUDENT			
Name – Surname			
Student No			
Faculty / Graduate School			
Program			
Date of Graduation			
Email		Cell Phone	
Address			
Explanation			
<input type="checkbox"/> Replacement Diploma <input type="checkbox"/> Diploma Attachment			

Explanations: Diploma/diploma attachment is prepared as a single copy and are not kept by the Registrar's Office. When you have lost your diploma permanently, another diploma is to be prepared for once only. The statement "This diploma is reissued" will appear on the replacement diploma. Replacement diploma includes the identical information as printed on the original diploma (name and surname as appeared on the original diploma, major program, title, etc.) A second replacement diploma cannot be awarded. In case of lost replacement diploma, a certificate showing graduation information can be issued. Replacement diploma and diploma attachment are to be submitted by the Registrar's Office to the diploma holder or the person authorized by the diploma holder in one week following the date of application. The Registrar's Office should be informed in case the lost diploma has been found while the replacement was being prepared.

APPLICANT STUDENT APPROVAL
<p>My original diploma which I had received from TED University is lost and I request a replacement.</p> <p><input type="checkbox"/> Replacement Diploma <input type="checkbox"/> Diploma Attachment</p> <p>I hereby certify that information provided in the attachment is true and accurate and within my knowledge.¹</p> <p>Kindly submitted for your action.</p> <p style="text-align: center;">Date/Name-Surname/Signature</p>

APPROVAL TEDU Office of the Registrar	RECEIVED BY
<p>Graduation information has been checked, replacement diploma has been prepared and submitted.</p> <p><input type="checkbox"/> Replacement Diploma <input type="checkbox"/> Diploma Attachment</p> <p style="text-align: center;">Date/Name-Surname/Signature</p>	<p>Replacement diploma has been received.</p> <p><input type="checkbox"/> Replacement Diploma <input type="checkbox"/> Diploma Attachment</p> <p style="text-align: center;">Date/Name-Surname/Signature</p>

DOCUMENTS REQUIRED FOR APPLICATION

1. Identity card or passport photocopy
2. Replacement diploma fee receipt (*See: Department of Financial Affairs web address*)

¹ This form is to be submitted electronically to oim@tedu.edu.tr via email with all its attachments.

UNCLASSIFIED

* This document is to be classified as "Confidential" when filled in.