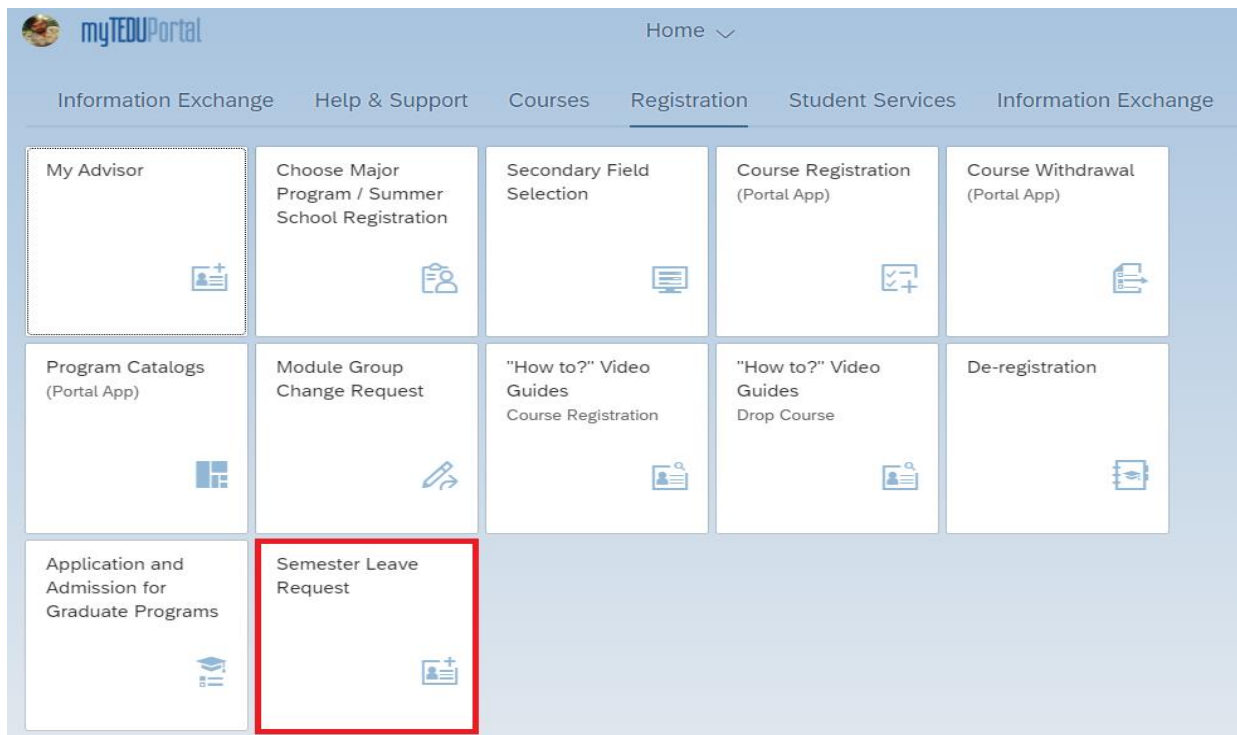
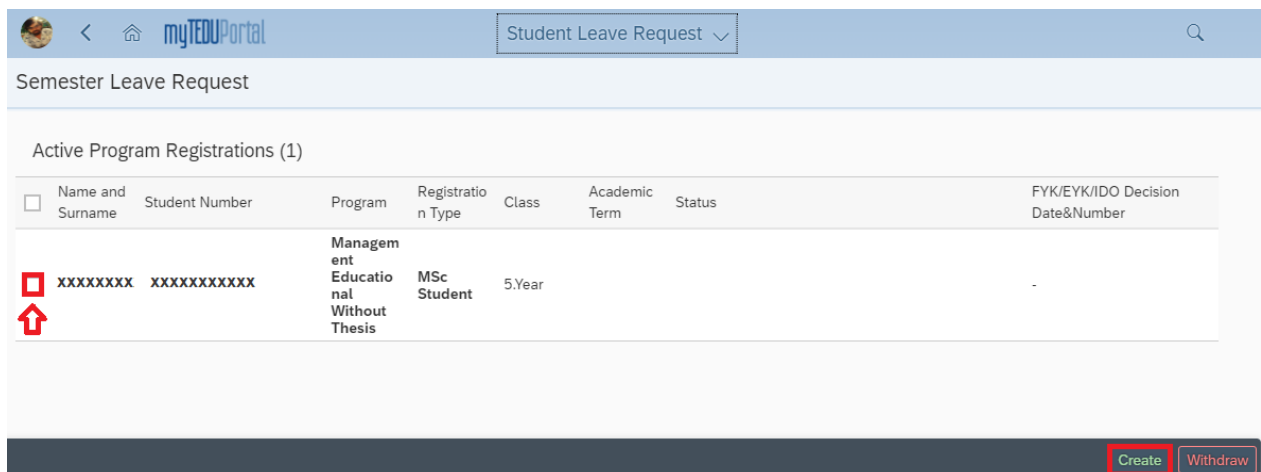


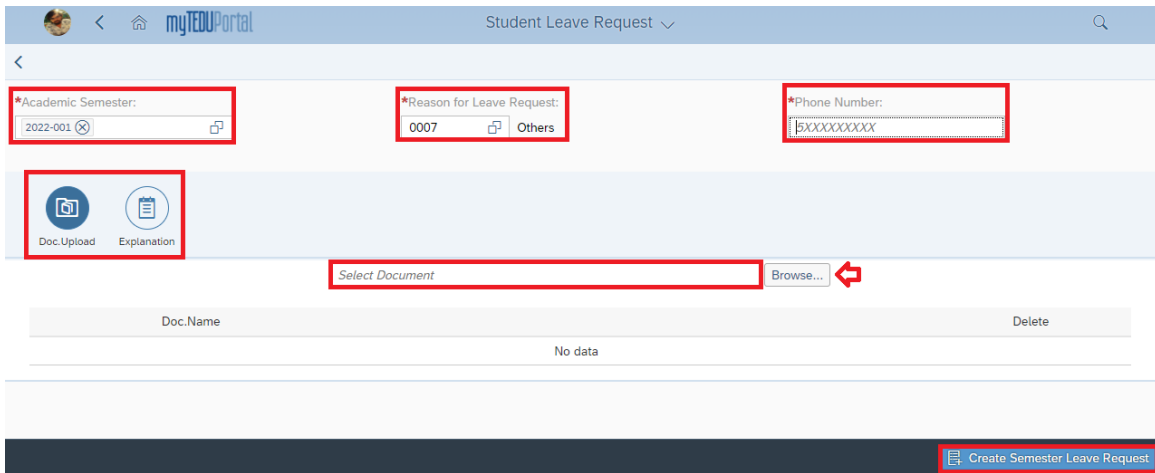
1. Click to the Semester Leave Request



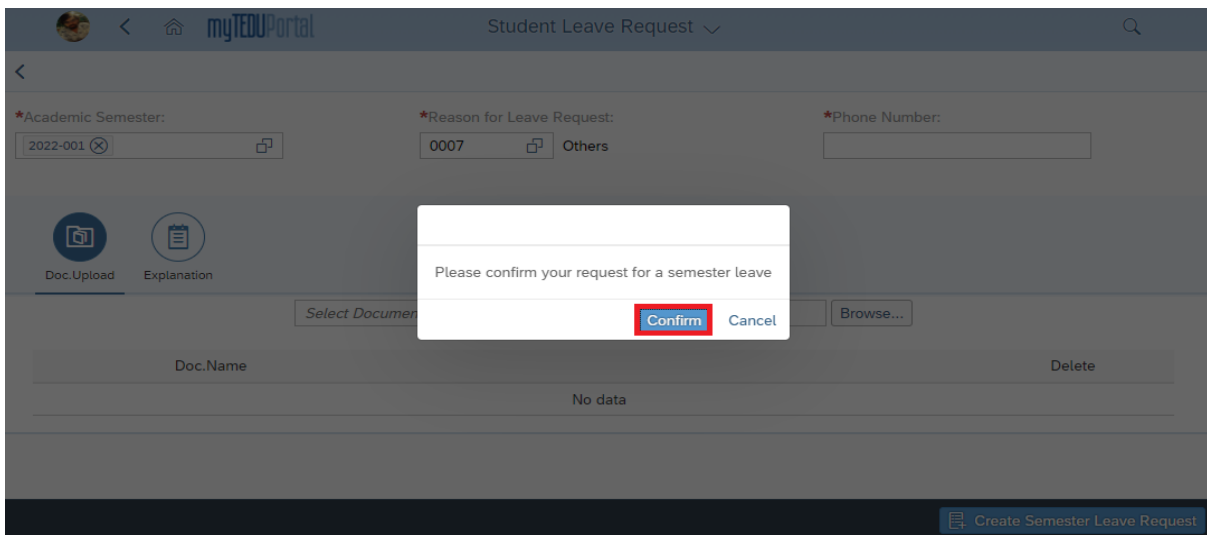
2. Active program selection is made and "Create" button is selected.



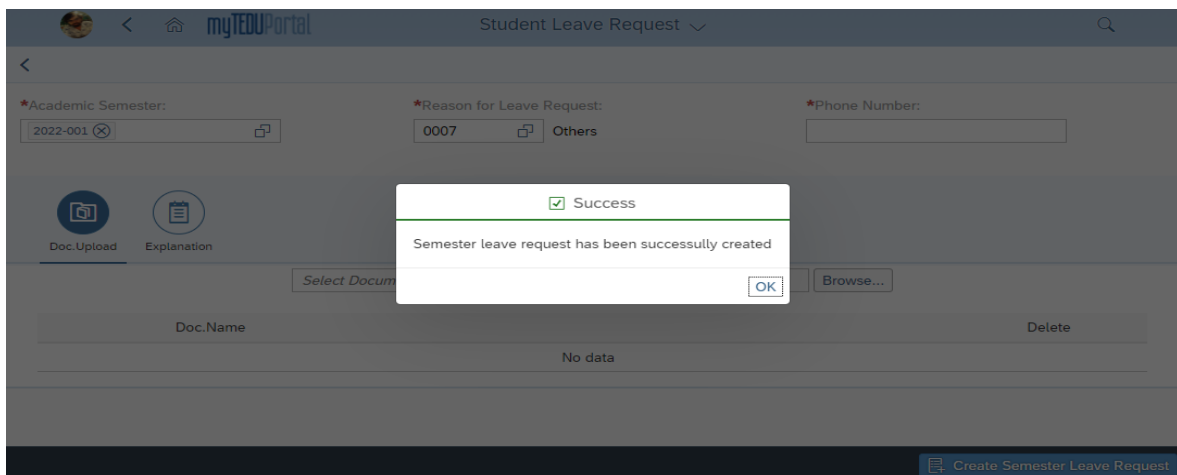
3. Relevant fields marked below are selected and a request is created;
- Academic Semester
 - Reason for Leave
 - Phone number
 - Document Addition Operations (documents suitable for the reason for the request are uploaded to the system.)
 - Description Text

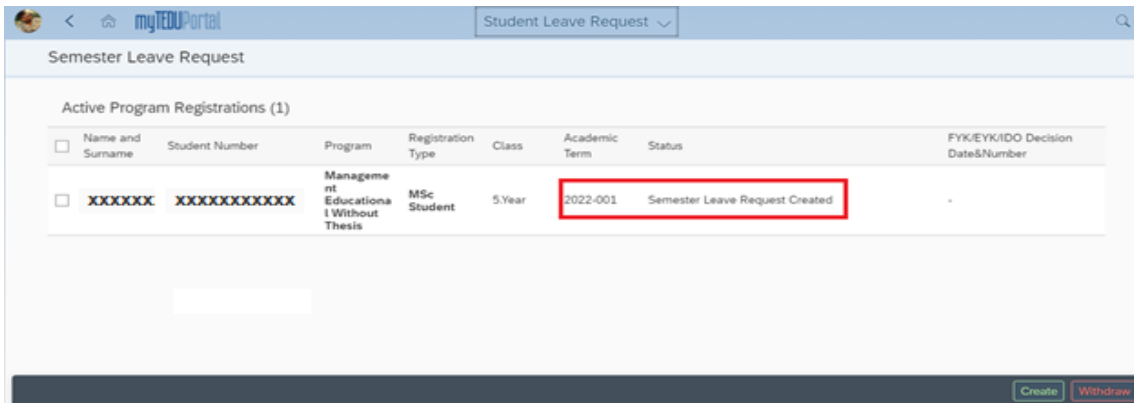


4. Request approval procedures are done.

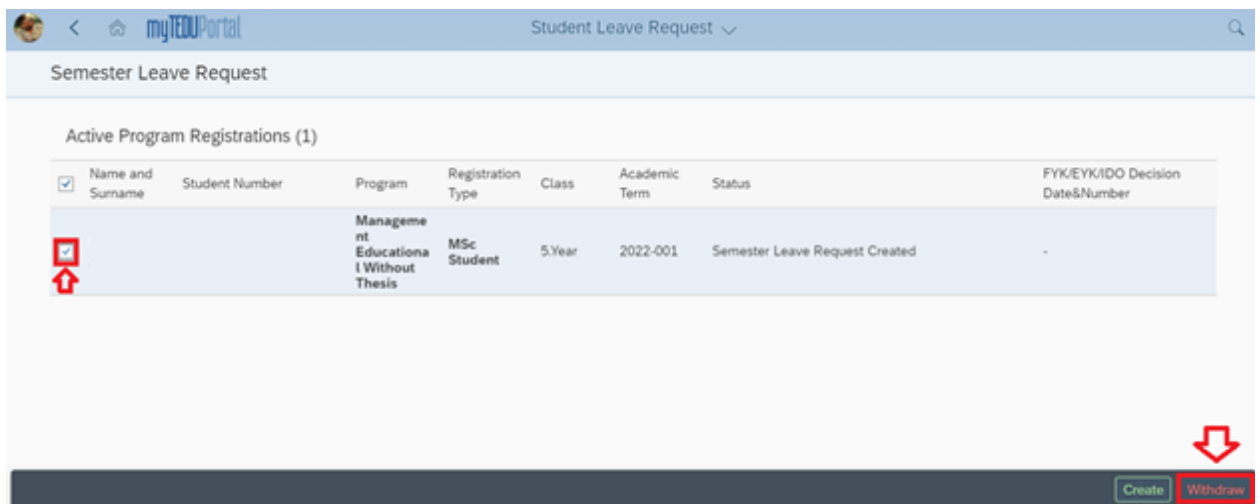


5. The request is created.

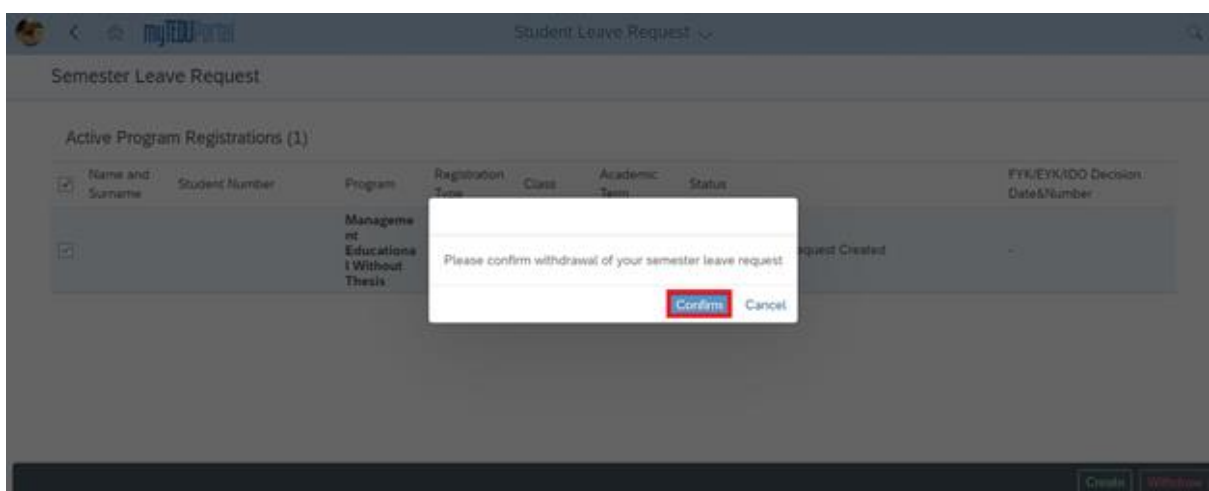


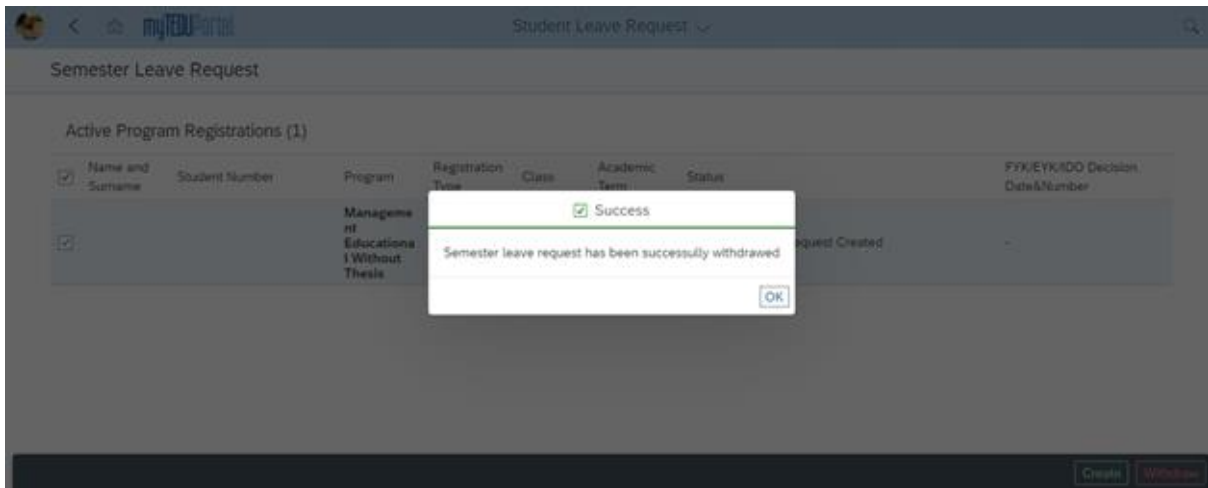


6. The leave request can be canceled at any stage of the process. For cancellations, the active program is selected and the “Withdraw” button is selected.



7. Approval is made for the cancellation of the request.





8. It appears that the request has been cancelled.

