

GRADUATION PROCEDURES

- After submitting the thesis with the aforementioned documents, the graduation procedures commence at our institution.
1. The relevant documents concerning the graduating student (Thesis Defense Documents) are reviewed by the Institute Board of Directors
 2. The graduation procedures related to the student are entered into OGRIS (Student Information System). After this stage, the graduating student can access their graduation certificate and transcript through the e-government portal. (Approximately 1-2 weeks after thesis submission).
 3. The completion of the graduate survey, provided at the link below, is required. <https://soft.ohu.edu.tr/mbs/default.aspx>
 4. After completing the detachment procedures (“[Click for Detachment Form](#)”) for student diplomas (diplomas are typically prepared within one month, and students must contact our institute during this period), as well as other documents, the student personally collects them from our institute by applying in person. Alternatively, the student may authorize a person with notarized power of attorney. The student who will detach must also return their student identity card and sticker (if any)."

After the international students who are registered in our institute and on the step of graduation have completed the graduation procedures and have been graduated from the Institute Automation System, they are required to register on the Turkey Alumni Portal. After registering, they must fill out and sign the Graduation Form from the Education Information section, print the form and submit it to Our Institute.

-The registration procedure on the Turkey Alumni Portal is done on the website: <https://www.turkiyemezunlari.gov.tr/Account/Login> .

-The International Students who haven't submitted the Turkey Alumni Information Form to Our Institute cannot receive their graduation documents.

EXPLANATION;

Announcement on Filling the Turkey Alumni Information Form for International Master Students

Announcement on Filling the Turkey Alumni Information Form for International Master Students

You can get an alumni information form by following the steps below on the Turkey alumni web portal.

1. Login to <https://www.turkiyemezunlari.gov.tr/Account/Login> with your user information.
2. Click the "My Profile" button in the upper right corner.

3. Fill in the "Personal Information" and "Contact Information" sections in your profile and upload your photo.
4. Click on "My Education Information".
5. Determine your education level by clicking the "Add New Education Information" button at the top left and fill out the form. You can upload your graduation certificate or transcript, which you can get from e-government, in the Upload diploma section, then click the "Save" button.
6. You can download your information form by clicking "Graduation Form" in the area where your education information is displayed on the renewed screen.
7. Print the downloaded form and submit it to the institute student affairs after it is signed.

Note: All transactions up to the signing stage must be carried out by the student through the Turkey Alumni Portal (TMP). Alumni Information Form should not be filled in manually. Forms prepared in the past and/or to be sent to different institutions should not be used.

With respect to filling out the master questionnaire on the link given below;

I kindly request you to take the necessary action.

<https://soft.ohu.edu.tr/mbs/default.aspx>