



Application Form for Second Copy of Diploma

TO THE REGISTRAR'S OFFICE OF BAHÇEŞEHİR UNIVERSITY

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I have lost the diploma I received from Bahçeşehir University. I hereby request the issue of second copy of my diploma. Required documents are attached hereto.

Kindly submitted for necessary action.

Signature

.....

Student's;

Name Surname	
Turkish ID No	
Graduate School/Faculty/Department Issuing the Missing Diploma	
Department/Program Issuing the Missing Diploma	
Graduation Date	
Phone	
Address	
E-Mail	
Explanations (If any)	

Documents to be attached to the application form:

ATTACHMENT-1) Original copy of the nationwide circulating newspaper which features the missing report as “I have lost the diploma that I received on from the Department of of Bahçeşehir University. It is null and void.”

ATTACHMENT -2) Copy of identity card (For Turkish citizens) / Passport (for foreign nationals)

ATTACHMENT -3) Receipt of diploma fee to be obtained from the Directorate of Financial Affairs

NOTES

- Pursuant to applicable regulation, second copy of the diploma is issued for one time only. In case the second copy is lost, the third one will not be issued.
- Second copy of the diploma is marked with “SECOND COPY” on it.
- Second copy of the diploma is issued according to its original. Details such as Name Surname, Department and Title on the date of graduation are indicated.
- Second copy of the diploma is issued after 10 days from the date of application.
- Second copy of the diploma is given to the holder himself/herself or his/her authorized representative. Upon written request of the holder, it is delivered to designated courier company as registered and reply paid letter. However, the third copy will not be issued even if the delivery is lost.

TO BE FILLED OUT BY THE REGISTRAR'S OFFICE

(Second copy of the diploma has been issued and delivered upon review of student file details and graduation records)

Issued By	Diploma Received By
Name Surname	Name Surname
Date	Date
Signature	Signature