

T.C.  
ISTANBUL TOPKAPI UNIVERSITY  
HORIZONTAL TRANSFER PROCESS WORKFLOW DIAGRAM

An official letter is received from the Higher Education Council (YÖK) regarding the preparation of the horizontal transfer quota and schedule.

The Faculty and Vocational School Directorate prepare the quota proposal and submit it to the Rectorate.

The decision regarding the quota and horizontal transfer schedule is made by the Rectorate and forwarded to the Student Affairs Department.

The horizontal transfer schedule and quota prepared by the Student Affairs Department are entered into the Higher Education Information System (YÖKSİS).

The horizontal transfer quotas and schedule are announced by YÖK.

The horizontal transfer application announcement is published on the website.  
<https://www.ayvansaray.edu.tr/tr-TR/news-detail/2018-2019-bahar-donemi-yatay-gecis-kayitlari-icin-gerekli-evraklar/13022/125453>

Students who will apply submit their application in person to the Student Affairs Department along with the documents specified in the announcement.  
<https://www.ayvansaray.edu.tr/tr-TR/yurt-disi-yatay-gecis/50286>

The suitability of the application documents is checked.

YES

Applications found to be in accordance with the regulations are submitted for approval by the relevant academic unit boards.

The evaluation of the application results are carried out and forwarded to the Student Affairs Department.

The successful students are informed.

NO

The application is returned.