

T.C.
ISTANBUL TOPKAPI UNIVERSITY
WORKFLOW DIAGRAM FOR THE MASTER'S PROGRAM SPECIAL
STUDENT REGISTRATION PROCESS

The student applies to the relevant Institute Directorate with the required documents for application and the Special Student Registration Form.

The student determines the courses they will take in the semester on the Special Student Registration Form, ensuring that the total number of courses does not exceed 50% of the courses offered in the semester for the relevant program.

The Institute Directorate identifies the students whose applications have been accepted and obtains a decision from the Board of Directors.

The Board of Directors' decision is forwarded to the Student Affairs Department.

During the pre-registration of students who have gained the right to register, the courses they are required to take are recorded in the system, and the students are referred to the Financial Affairs Department to fulfill their financial obligations.

Students who make the course payment to the Financial Affairs Department and receive financial approval complete their final registration, course assignments are made, and student ID cards are issued.