

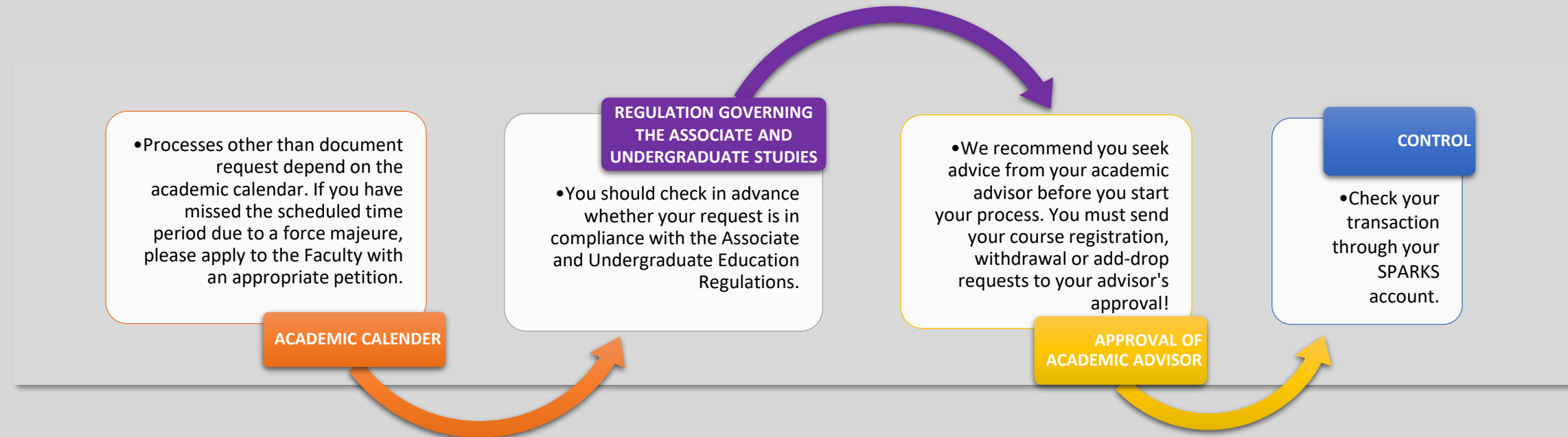
## PROCESSES TO BE PERFORMED OVER SPARKS

### REGISTRATION RENEWAL COURSE REGISTRATION ADD and DROP WITHDRAWAL



Click on the appropriate menu in your **SPARKS** account. The following roadmap will guide you.

**DOCUMENT REQUEST** The student certificate and transcript you requested through SPARKS will be sent to your e-mail with the [@stu.khas](mailto:stu.khas) extension a day later. For other documents with wet signature you can apply by mail to [aslihan.ozel@khas.edu.tr](mailto:aslihan.ozel@khas.edu.tr). The document can be obtained from the Student Affairs Office (A 118) the next day.



## PROCEDURES REQUIRING APPLICATION TO THE FACULTY or THROUGH MyKHAS PORTAL

### LATE REGISTRATION OBJECTION TO GRADES MAKE-UP EXAMS



- \*LEAVE OF ABSENCE
- \*REGISTRATION CANCELLATION
- \*EXEMPTION FROM COURSES
- \*SINGLE COURSE EXAM
- \*ADDITIONAL EXAM TO INCREASE GRADES
- \*DOUBLE MAJOR
- \*MINOR

Applications will be made through MyKHAS Portal

**APPLICATIONS** You must submit a petition to the administration of the faculty you are enrolled in for your program. The following roadmap will guide you. You can easily access the Forms, Academic Calendar, related Regulations and Guidelines through the shortcuts at the bottom of the page

