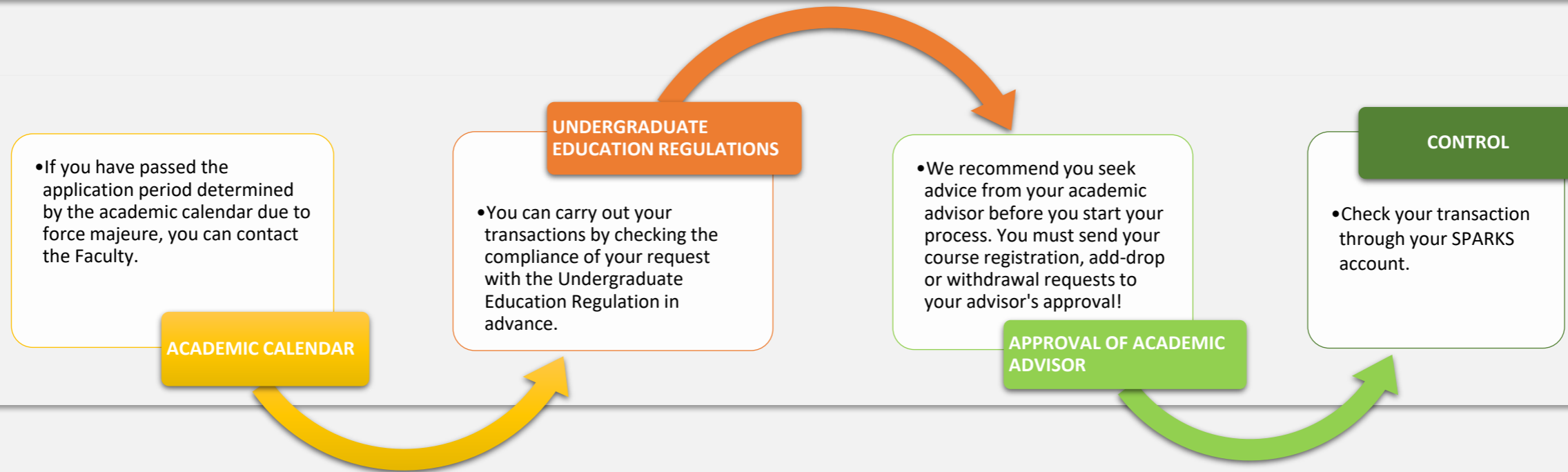


PROCESSES TO BE PERFORMED OVER SPARKS

FOR REGISTRATION RENEWAL, COURSE REGISTRATION ADD-DROP and 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](#) extension a day later.

For other documents with wet signature you can apply by mail to belge@khas.edu.tr. The document can be obtained from the counter at Student Affairs Office (A 118) the next day.



APPLICATIONS THROUGH THE MyKHAS PORTAL AND TO THE FACULTY

Applications for [DOUBLE MAJOR](#) [MINOR COURSE EXEMPTION](#) [LATE REGISTRATION](#) [EXAM TO INCREASE GRADES](#) [MAKE-UP EXAM](#) [SINGLE COURSE EXAM](#) [SUSPENSION](#) [DE-REGISTRATION](#) are made through [MyKHAS](#) Portal.

The roadmap below will help you. You can easily access the forms, academic calendar, relevant regulations and guidelines by using the shortcuts at the bottom.

