



**SULEYMAN DEMIREL UNIVERSITY**  
**Department of Student Affairs**  
**Lost Diploma WORKFLOW**

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Page Number	1 / 1

### Workflow Steps

In case of graduated students lose their diplomas, they apply to the relevant academic units with a petition and copy of the announcement of loss.



The resolution taken by the board of directors of the relevant academic unit is sent to the Department of Student Affairs with an official letter.



Second copy of the diploma is sent to the relevant academic unit with an official letter or for the first signing stage of the Dean/Director



No

Has it been checked?

Yes

First signing phase completed diplomas are presented to the Rector for signature after hologram is affixed.



As the last step, names of the students are checked from resolution taken by the board of directors of the relevant academic unit and diplomas are given in to the related academic unit with a delivery report

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