

**DOCUMENTS THAT CAN BE OBTAINED FROM THE DEPARTMENT OF  
STUDENT AFFAIRS AND THE PROCESSES TAKEN**

1. Student Certificate
2. Transcript Document
3. Disciplinary Letter
4. Scholarship Letter
5. Tuition fee Letter
6. Diploma – Temporary Graduation Certificates
7. Diploma Supplement
8. Surname Change Procedures

**Note: Graduation Certificates and Transcripts can also be obtained via E-Government.**

**Student Affairs Office Contact Information**

**Email:** [ogrisl@baskent.edu.tr](mailto:ogrisl@baskent.edu.tr)

**Phone:** 0312 246 67 63 - 0312 246 67 66

**Fax:** 0312 246 67 56

**DOCUMENTS THAT CAN BE OBTAINED FROM THE INSTITUTE WITH A PETITION**

1. Approved Course Contents
2. Curriculum Letter
3. ALES Score – Score Type Letters

**You can contact our Institute for information-document requests that are not included in the list.**

**Institute of Health Sciences Contact Information**

**Email:** [sbenst@baskent.edu.tr](mailto:sbenst@baskent.edu.tr)

**Phone:** 0312 246 67 09

**Fax:** 0312 246 67 10