

Student Affairs Office

Student Affairs Directorate is targeting to plan and conduct in full, accurate as well as fast manner any and all operations and procedures from the moment of registering before our University up till graduation within framework of the relevant legislations and regulations, ensuring coordination with the academic and administrative units.

Student Affairs System

Our students, in parallel to the commencement of their education process, shall follow-up their course entries, Marks, absenteeism records and such other similar operations over the automation system. They could possibly enter the student affairs system over the address ois.istun.edu.tr . When our student forgets the password or does not know the password, he/she can enter the particulars required, from the student affairs system page by entering the option “I forgot my password” and ask for a new password.

Duties and responsibilities of Student Affairs Directorate are as given herebelow;

- Preparing such data and statistics asked from institutions like YÖK, ÖSYM,
- Conducting university matriculation and admittance procedures,
- Creating and archiving student files,
- Conducting course registry procedures,
- Preparing Student Certificates, Transcripts and Student Status Documents,
- Conducting procedures concerning students who are foreign nationals,
- Receiving intra-institution as well as inter-institutional lateral transfer applications and conducting any relevant procedures,
- Conducting Double Major and Sub (Minor) Branch registration procedures,
- Conducting special student as visiting student matriculation procedures,
- Conducting Summer School operations,
- Preparing and delivering students graduating with diploma as well as diploma supplements, honor and high honor certificates,
- Realizing registry deletion, discharge and matriculation suspending certificates,
- Preparing reports with respect to the students

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