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| logo | REGISTRAR'S OFFICE  SECOND COPY DIPLOMA APPLICATION FORM | **Document No:** FR.OIO.023  **Release Date:** 20.07.2023  **Revision No:** 00  **Revision Date:** |

TO THE REGISTRAR'S OFFICE

My ...................... which I received from Istanbul Arel University has been lost/damaged, and its information is given below. I request that the second copy of my ………………………… to be prepared.

Kindly submitted for necessary action.

(Student name, surname, signature)

|  |  |
| --- | --- |
| **INFORMATION ON THE LOST/DAMAGED DOCUMENT** | |
| Name and surname |  |
| Student number |  |
| T.R. Identity Number |  |
| Faculty/Institute/Directorate |  |
| Department/Program |  |
| Date of Graduation |  |
| Cell phone |  |
| E-mail |  |

Documents that the person who has lost his/her diploma should add to the application:

* Announcement of loss to a newspaper with high circulation
* Photocopy of identity card (front-back)

Documents whose diploma has been damaged or which need to be attached in case of an application for reissue for compulsory reasons:

* Old diploma
* Photocopy of identity card (front-back)