

CONGRATULATIONS on your well-earned degree! 🎓  
This goal was not easy to achieve, but you never gave up.  
Best wishes for your future successes and endeavors!

## Graduation Checklist

*	Need to go on to <a href="https://gsssh.ku.edu.tr/en/gsssh-track-it/">https://gsssh.ku.edu.tr/en/gsssh-track-it/</a> and start the graduation process within one month after your successful defense.
<input type="checkbox"/>	Submit <b>forms 7a/8a (MA), 7b/8b (PhD)</b> with all the signatures and dates complete on: <a href="https://gsssh.ku.edu.tr/en/gsssh-track-it/">https://gsssh.ku.edu.tr/en/gsssh-track-it/</a> along with other documents that are stated below.
<input type="checkbox"/>	Must bring <b>2 hard copies of your thesis</b> to GSSSH Office. Alternatively, Copyland can do the printing job and bring your copies to GSSSH Office if you are not in Istanbul. <i>Please email Bekir Kargı at Copyland for details: <a href="mailto:bekir@copyland.com.tr">bekir@copyland.com.tr</a></i>
<input type="checkbox"/>	<b>No CD needed.</b>
<input type="checkbox"/>	Need to fill <b>Tez Veri Giriş Formu</b> on <a href="https://tez.yok.gov.tr/UlusalTezMerkezi/">https://tez.yok.gov.tr/UlusalTezMerkezi/</a> and get a reference number and send it to Gülçin Erdiş ( <a href="mailto:GERDIS@ku.edu.tr">GERDIS@ku.edu.tr</a> ) from GSSSH Office.
<input type="checkbox"/>	Need a <b>PDF version of your thesis</b> . Send it to Gülçin Erdiş ( <a href="mailto:GERDIS@ku.edu.tr">GERDIS@ku.edu.tr</a> ) so that Ms. Erdiş can upload your thesis on YÖK.
<input type="checkbox"/>	Need to fill the “ <b>Alumni Information Form</b> ”. Then upload it on <a href="https://gsssh.ku.edu.tr/en/gsssh-track-it/">https://gsssh.ku.edu.tr/en/gsssh-track-it/</a> please. <i>Appendix I (attached below)</i>
<input type="checkbox"/>	Need to fill “ <b>Thesis Publication Form</b> ”. Then upload it on <a href="https://gsssh.ku.edu.tr/en/gsssh-track-it/">https://gsssh.ku.edu.tr/en/gsssh-track-it/</a> please. <i>Appendix II (attached below)</i>
<input type="checkbox"/>	<b>Confirmation from the Library, Finance Office, IT, Dormitories and GSSSH</b> that you do not have any outstanding balance and have returned everything. For the clearance form please go to: <i>Appendix III (attached below)</i>  Then upload it on <a href="https://gsssh.ku.edu.tr/en/gsssh-track-it/">https://gsssh.ku.edu.tr/en/gsssh-track-it/</a> please.
<input type="checkbox"/>	You must return your <b>Office key, KU student ID card and SETCARD</b> back to the GSSSH Office.

***Appendix I*****GRADUATE/ALUMNI INFORMATION FORM****Name-Surname:****Personal E-Mail:****Mobile:****KOÇ UNIVERSITY DETAILS**

Student ID No:	
Program/Department:	
MA/PhD:	

**IF YOU ARE STARTING WORK**

The Name of the Organisation:	
Job Title:	
Starting Date:	
Nature of Business:	

**IF YOU ARE GOING TO DO FURTHER STUDIES (PhD/POSTDOC)**

Name of the University:	
Field/Program:	
Scholarship (if applicable)	
Start Date:	
Major:	

*We wish you success in your career journey...*

## *Appendix II*

Date: .....

To Koç University,

I hereby confirm that all the information found at the attachment, the thesis data entry and publication permission form of The Council of Higher Education National Thesis Center, regarding to my thesis with the reference number of ..... and titled as .....

..... are also valid for publishing permission rights in Koç University Suna Kıraç Library Digital Collection and I hereby state that according to the 25th article of law on intellectual and artistic works, I vest a basic license right in Koç University on publishing my work by sign, sound or / and image transferring devices including digital transmissions to the public.

Thanking you in advance for your attention to this matter.

**Student's Name – Surname:** .....

**KUSIS Student ID No:** .....

**Graduate School of** .....

**Program/Department:** .....

**MA/PHD:** .....

**Signature:** .....

## Appendix III

Yüksek Lisans Öğrencisi

Adı ve Soyadı:

ID No:

Bölüm:

TC Kimlik Numarası:

Lütfen İşaretleyin:

☐

Mezuniyet

☐

Ayrılma

KKM Çıkış İşlemi Yapan Görevli:

Adı ve Soyadı: ..... İmza: ..... Tarih: ...../...../.....

Kütüphane (Dahili: 1318): .....

Mali İşler (Dahili: Ömür Türkoğlu 1255 – Emine Yörük 1603): .....

Yapı Kredi Bankası (Playcard varsa öğrenci bankaya yönlendirilecek)

(Dahili: Didem Gemici 3002, Fahriye Özer 3003, Evrim Aygül 3004): .....

ID Card teslim alınacak: .....

İşletme Müdürlüğü (Dahili: Hakan Yaşaroğlu: 1758-4107) (Mezuniyet durumunda aranacak)

CIT (Dahili: Cenk Patacı 1239, cep 5353373030): .....

Enstitü ( GSB: GSSE: GSSS: ): .....

KUSIS'ten alumnı form: .....

ALES VE DENKLİK BELGESİ ( TÜRK ÖĞRENCİLER İÇİN) EKSİKSİZ BULULUNMASI

Belgeler: .....

Yukarıda yazılı bulunan belgeleri teslim aldım.

Tarih: ...../...../.....

İmza: .....