

Responsible	procedure	activities	documents
	The procedure of work-flow	-	-
Archivist, Branch manager	Determination of quotas	<i>The proposal of quotas is demanded from the faculties</i>	<i>Concerning article</i>
Archivist, Branch manager	Senate agenda proposal	<i>Proposal is reported to general secretary.</i>	<i>Concerning article</i>
Archivist, Branch manager Rector	Report to YÖK'	<i>Decisions are reported to YÖK</i>	<i>Concerning article</i>
International student Office staff, Coordinator	Announcement	<i>Quotas and the academic calendar are announced.</i>	<i>Web announcement</i>
International student Office staff, Coordinator	Application	<i>The applications are evaluated and listed.</i>	
International student Office staff,	Submitting to the commission	The list is sent to the Commission	<i>Concerning article</i>
The council of foreign student application admission	Placement	The placement is done according to the quotas.	Official report
International student Office staff, Coordinator	Announcement	The list is announced and the acceptance letters are sent .	Web announcement acceptance letter
International student Office staff, Coordinator	Start of Registration	The coming students are directed to the registration office.	-
International Student Office staff, Coordinator	Are the documents ok ?	*Students are demanded the missing documents	
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International Student Office staff, Coordinator	<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: auto;">Registration</div>	Students are registered to the system and approved.	-
Archivist , Branch manager	<div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: auto;">Informing the concerning institution (immigration Office)</div>	The necessary information regarding students is reported to the institution.	Informative article
-	<div style="text-align: center;">↓</div> <div style="border: 1px solid black; padding: 5px; text-align: center; width: fit-content; margin: auto;">Finalizing the procedure</div>	-	-