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1. PURPOSE

The purpose of this procedure is to determine the standards in providing second copies for the lost original undergraduate or graduate diplomas/certificates given by Koç University.

2. SCOPE

This procedure applies to all former Koç University students, who graduated from Koç University's undergraduate or graduate programs.

3. REFERENCES


NONE

4. RESPONSIBILITIES

- 4.1. President: Responsible for the execution of this procedure.
- 4.2. Vice President for Academic Affairs: Responsible for the preparation and the revision of this procedure.
- 4.3. Students: Responsible for following up the process and adhering to the rules stated in this procedure.
- 4.4. Registrar's Office: Responsible for carrying out the transactions for students, who make a request for second copies in accordance with this procedure.

5. DEFINITIONS

- 5.1. **President**
Koç University President
- 5.2. **Vice President for Academic Affairs**
Koç University Vice President for Academic Affairs
- 5.3. **Registrar's Office**
Koç University Registrar's Office
- 5.4. **Students**
Former Koç University students who graduated from undergraduate or graduate programs

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6. GENERAL PRINCIPLES

If the second copies of the original diplomas/transcripts are also lost, a third copy will not be provided.

7. METHOD

7.1. Students, who have lost the original copies of their diplomas/ certificates, should hand in the following documents to the Registrar's Office.


- a. Petition stating the request for the second copy diploma/ transcript.
The petition should include the following in addition to the student's request:
 - i. Name of the College/ School/ Institute which provided the original copy of the diploma/ transcript
 - ii. Name of the Department/ Program corresponding to the original diploma/ transcript
 - iii. Student ID Number
 - iv. Date of Graduation
 - v. Student Contact Information (Phone, Address, E-mail)
- b. Photocopy of the Identity Card (for Turkish citizens)/ Photocopy of the Passport Identity Page (for non-Turkish citizens)
- c. Bank receipt of the payment (Payment details can be found at: <http://registrar.ku.edu.tr/>)
- d. The student has the option of having a newspaper announcement ad published for a fee, which states that he/she has lost his/her diploma/certificate. Details of this procedure can be obtained from the Registrar's Office. If the student chooses not to exercise this option, he/she should add the following sentence to his/her petition: "I am legally responsible for not having a newspaper announcement published".

7.2. The second copy of the diploma/ transcript will be prepared in 10 days and it will be marked to indicate that the copy has been prepared due to the original copy being lost. The student has to collect the second copy personally, or he/she should officially authorize another person to collect the second copy on his/her behalf. Also, the student can specify in his/her petition that he/she wants to receive the second copy via mail. However, even if the second copy gets lost during the mail transfer, a third copy will not be prepared.

7.3. If the student loses the second copy as well, a third copy will not be prepared under any circumstance. In those cases, the Registrar's Office provides the student a document indicating that both the original copy and the second copy of the diploma/ certificate have been lost. To receive this document, the student has to follow the same application procedure described above.

8. RECORDS

NONE

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9. REVISION

The Office of Vice President for Academic Affairs has the responsibility to review and update this procedure every October.

10. AMENDMENT/CIRCULATION/APPROVAL TABLE

Amended Page	Date	Amendment	Amended by
	03.06.2013	New Issue	Office of Vice President for Academic Affairs

Distribution (Relevant Units)	
All Academic and Administrative Units	
Approval (Vice President for Academic Affairs)	Approval (President) :