

How to Request a Document?

- 1- You can request a document by filling the **Document Request Form** at the Student Affairs Offices.
- 2- You can request a document via e-mail.

How to request a document by e-mail?

Please send an e-mail to belge@isikun.edu.tr through your Işık e-mails (except alumni) for requesting a document. Please answer the following points in your e-mail and mention your name, surname and student ID Number.

- 1- Which documents and how many documents do you request?
- 2- In which language should your document be prepared? (Turkish/English)
- 3- How do you plan to deliver your document?
(Şile/Maslak Campus, by e-mail or by post)

Documents will be ready the earliest in the following working day. You can deliver your document with your student ID card from the Student Affairs Offices. Please note that delivery of a document will not be possible on the same day of a request. Non-delivered documents will be cancelled after a month.

Important Reminder: Documents that do not require a wet stamp and signature can be obtained from e-government platform online. (In order to deliver a document in e-government system, you should be done with course registration) This function is not available for international students.