

## STEPS FOR DEMANDING STUDENT CERTIFICATE

In order to request/demand a Student Certificate;

1. After logging into MEBİS, click on the "**Student**" menu.
2. Click the "Document Operations" menu from the drop-down menus.
3. Click on the "**Add New Document Request (+)**" icon on the Document Operations screen and fill in the required information on the **Document Request Form**. (*With / without picture, Turkish / English and wet signature status should be marked*)
4. Click on the "**Save**" button at the bottom of the **Document Request** Form and let the request reach the Student Affairs Unit.

\*\*\* For visa applications and documents that foreign students will request to be submitted to the Provincial Immigration Administration, the "Wet Signature" status in the "Add New Document Request (+)" tab on the Document Operations screen must be marked.

In order to receive your "Student Certificate" you have requested;

1. After logging into MEBİS, click on the "**Student**" menu.
2. Click the "**Document Operations**" menu from the drop-down menus.
3. If your document is "**Ready**" in the opened tab, a "**Download**" button will appear on the right. Click the "**Download**" button and download the e-signed document. (**Wet Signed Student Documents are not downloaded via Mebis system.**)
4. Your document will be downloaded to your computer in PDF format. To open the document, "**PDF Viewer**" programs must be available on your computer. (Foxit Reader or Adobe Reader etc.)
5. Your document is ready to print with e-signature.

## STEPS

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 **Istanbul Medipol University - MEBIS** 

### Account Login

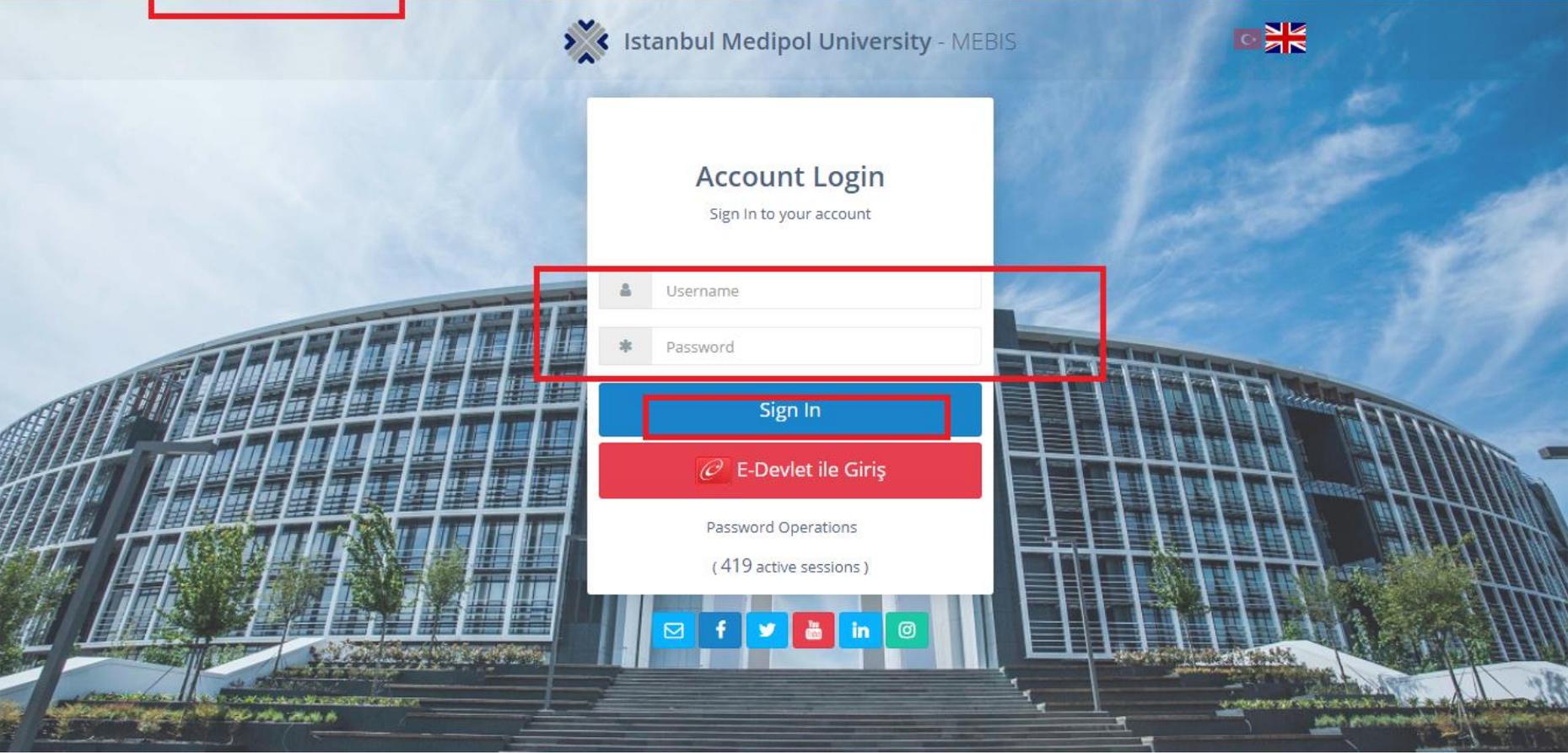
Sign In to your account

[Sign In](#)

[E-Devlet ile Giriş](#)

Password Operations  
( 419 active sessions )

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Mebis

USER

- User
- Manager
- Staff
- Student**
- Courses
- Exams
- Document Operations**
- Course Select

### Student / Document Request

Request

GRADUATE SCHOOL OF SOCIAL SCIENCES / PUBLIC LAW M.S. Master Degree / Graduate Program / Register Stopped

+ All Ready

Search

Document Type	Number	Date	Definition	Signed	Status	Options
Official Transcript	1	07.09.2017	doktora başvurusu için	<input type="checkbox"/>	Ready	Download
Student Certificate[Signed]	1	09.05.2016	yeni	<input checked="" type="checkbox"/>	Ready	-
Student Certificate	1	20.04.2016	tekrar	<input type="checkbox"/>	Ready	Download
Student Certificate	1	20.04.2016	deneme	<input type="checkbox"/>	Ready	Download
Student Certificate	1	20.04.2016	test	<input type="checkbox"/>	Ready	Download
Student Certificate	1	31.03.2016	deneme	<input type="checkbox"/>	Ready	Download

Mebis

Student / D

Request

GRADUATE SCHOOL

USER

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### Document Request Form

Document Type: Student Certificate

Number: 1

Document Properties

English  Signed  Picture

Definition

explanation - write why do you need it?



Select "student certificate" from there

Master Degree / Graduate Program / Register Stopped

Signed	Status	Options
<input type="checkbox"/>	Ready	Download
<input checked="" type="checkbox"/>	Ready	-
<input type="checkbox"/>	Ready	Download
<input type="checkbox"/>	Ready	Download
<input type="checkbox"/>	Ready	Download
<input type="checkbox"/>	Ready	Download
<input type="checkbox"/>	Ready	Download

### Student / Document Request

Ara..

Request

GRADUATE SCHOOL OF SOCIAL SCIENCES / PUBLIC LAW M.S.

Master Degree / Graduate Program / Register Stopped

All Ready

Search

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- USER
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