

REQUEST FOR STUDENT CERTIFICATE

Student documents of the students registered at Ankara Medipol University programs (except for special students) can be requested through **Student Information System (MEBIS)**.

It is given in the electronically signed form or wet-signed form.

The wet-signed student documents cannot be downloaded from the system and must be received from the Registrar's Office by hand on the main campus.

TO REQUEST A "STUDENT CERTIFICATE."

1. After logging into [Student Information System \(MEBIS\)](#), click on the "Student" menu.
2. Click on the "Document Operations" menu from the drop-down menus.
3. Click the "Add New Document Request (+)" icon on the Document Transactions screen and select and fill in the required documents in the Document Request Form (With/without a picture, Turkish/English, and wet signature must be marked)
4. Click the "Save" button at the bottom of the Document Request Form and ensure that the request reaches the Student Affairs Unit.

P. S.: Documents for visa applications and documents requested by foreign students to be given to the Provincial Immigration Administration, they should click on "Wet Signature" status in the "Add New Document Request (+)" tab on the screen.

TO RECEIVE YOUR REQUESTED "STUDENT CERTIFICATE."

1. After logging into [Student Information System \(MEBIS\)](#), click on the "Student" menu.
2. Click on the "Document Procedures" menu from the drop-down menus.
3. If your document is "Ready" in the opened tab, the "Download" button will appear on the right. Click the "Download" button and **download** the e-signed document (Wet-signed Student Documents cannot be downloaded through [Student Information System \(MEBIS\)](#)).
4. Your document will be downloaded to your computer in PDF format. To open the "PDF" file, your computer must have a "PDF Viewer" program ([Foxit Reader](#) or [Adobe Reader](#), etc.)
5. Your document is ready to print out with an e-signature.

NOTE 1 - If you want to request more than one document, it will be sufficient to output the same "PDF" format multiple times.

NOTE 2 - E-signed documents are valid for all official institutions and organizations. Thanks to the barcode number on the document, the institutions that request can check and verify the accuracy of the submitted document.

NOTE 3- The students can also get their student certificate electronically with e-signature via e-Government: <https://giris.turkiye.gov.tr/Giris/>

DEMAND STAGES

