Flow Gown Request Process

GOWN REQUEST PROCESS

Students eligible to request a gown (undergraduate/associate senior year students or students graduating in the year of request) may apply.

After logging into the student pages at <u>sis.bilgi.edu.tr</u> with your BİLGİ e-mail address and password, you may access the relevant page by clicking on the <u>Flow Applications</u> link under the <u>Other Links</u> tab, on the left hand side menu of the SIS homepage



You may access the request form by clicking on the <u>Gown Request</u> link under the <u>Students</u> tab on the displayed menu.

a) If you are not going to return the Gown

If you are **not going to return** the gown, you may first complete the mandatory fields, and select <u>No</u> on the <u>Return Details</u> field, and press <u>Send</u> button.

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	Will your return the gown?				
	- Select \$				
	I've read and understood the Gown Request Information and Personal Data Protection Information	mation text linked below.			
	Information On Gown Requests Information on Protection of Personal Data				

b) If you are going to return the Gown

If you are going to return the gown, select <u>Yes</u> on the <u>Return Details</u> field. After completing the fields **IBAN**, where the fee will be refunded, and **Accountholder National Identification No** and **Account Holder Name and Surname**, press <u>Send</u> button.

Online Payment Process

Step 1

After logging into the student pages at <u>sis.bilgi.edu.tr</u> with your BİLGİ e-mail address and password, first click on the <u>Finansal/Financial</u> link, on the left hand side menu of the SIS homepage, and then access the <u>Online Ödeme Sistemi/Online Payment System</u> by clicking on the <u>Online Ödeme/Online</u> <u>Payment</u> link on the page to be displayed.

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Step 2

You may complete the payment procedures by selecting <u>Cübbe Ücreti/Gown Fee</u> under the <u>Ödeme</u> <u>Konusu/Payment Description</u> tab on the page to be displayed.

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