















SCHOLARSHIP AID DOCUMENT

STUDENT

Please login to Student Information System (SIS) and navigate to **Other Links > Flow Application** link in the left menu.


The screenshot displays the Student Information System (SIS) interface. The left sidebar menu is visible, with 'Diğer Linkler' (Other Links) highlighted in red. Under 'Diğer Linkler', 'Flow Başvuruları' (Flow Applications) is also highlighted in red. The main content area shows a search bar with the text 'arama kriterinizi giriniz' and a search button. Below the search bar, there is a section for 'PROFİL | STUDENT' with a profile picture and a section for 'DANIŞMANIM' (Advisor) with the name 'Gökçe Dervisoğlu'. On the right side, there is a calendar view showing dates from 22 Nisan 2019 to 4 Haziran 2019, with a list of dates: 23 Nisan 2019, 1 Mayıs 2019, 17 Mayıs 2019, 19 Mayıs 2019, 20 Mayıs 2019, and 4 Haziran 2019.

Please fill in the required information in the **Student Information, Family Details, Family Members, Income Status, Documents and Request** pages found under **Application Information** section.

BİLGİ•SIS              

My Work Items / İşlem Listem

Scholarship App






✓ Send  Save

Scholarship Application

1530
a few seconds ago

You can apply for scholarship using this form.

Identity Information

| | | |
|---|---|---|
| Name | Surname | Identity Number/ Foreign Identity Number |
|  |  |  |
| Student Number | Faculty | Department |
|  | Faculty of Health Sciences | Nursing |
| GPA | Nationality | Gender |
| (Empty) | TC | Erkek/Male |
| Class | Email | |
| Year IV |  | |

Application Information

Student information Family Details Family Members Income status Documents Request

Residence Status

| | |
|------------------|----------------------|
| Residential Form | Address |
| Choose | <input type="text"/> |

You will see the **Send** and the **Save** buttons on top of your application form. With these buttons you can;

- When you click on the **Save** button your application form will be saved for later editing. Once you have all the information and documents ready you can open your form again and continue filling the details from where you left off. Save action does not check if all required fields are filled thus you will not receive any validation errors or messages.
- When you click on the Send button your application form will be send to Student Support Center (SSC) for evaluation. In order to send your form to SSC you need to provide valid values to all required fields. Once your application is send to SSC for evaluation you will no longer be able to edit the form.

The screenshot shows the BILGI-SIS interface. On the left, the 'Forms' menu is expanded, and 'My Work Items' is selected. The main content area is titled 'My Work Items / İşlem Listem'. At the top, there is a dropdown menu set to 'All Waiting' and a 'List' button. Below this, a search result is shown: 'Search Returned 1 record(s)'. A table displays the following data:

| Caption (Başlık) | No | Bilgi | Start (Başlangıç) | End (Bitiş) |
|-------------------------|------|---|-------------------|-------------|
| Scholarship Application | 1530 | You can continue your saved scholarship application here. | 18.07.2018 17:03 | --- |

You can access your uncompleted but saved form using the SIS left menu. Navigate to **Forms** and click the **My Work Items** link. Select **All Waiting** option in the page and your uncompleted form will be listed. You can click on the link found in **Caption** or **No** columns to return back to your saved form.

Bilgi·SIS

My Work Items / İşlem Listem

Scholarship App

Send Save

Invalid Form
Form is not yet valid for this action. Please make any necessary corrections by controlling the error pins.

Ok

Scholarship Application 1530
a minute ago

Name Surname Identity Number/ Foreign Identity Number

Student Number Faculty Department

Faculty of Health Sciences Nursing

GPA (Empty) Nationality Gender

TC Erkek/Male

Class Email

Year IV

Application Information

Student information Family Details Family Members Income status Documents Request

Residence Status

Residential Form Address

Choose

Send action checks if you have entered valid information to all of the required fields. If you have any missing information you will be prompted an invalid form message. Empty or invalid form pages and fields will be marked with red background and/or red borders.

You can attach documents to your application using the **Documents** page found under **Application Information** section. You can attach new files using the **Add New** button along with a **Description** text. You can delete an individual document using the **trash bin icon** found on the right or remove all documents using the **Delete All** button.

The screenshot displays the BİLGİ•SIS user interface. On the left is a dark sidebar with navigation options: Settings, BİLGİ Line, Registration, Academic, Course Catalog, Accounting, Prep Links, Forms, Other Links, Campus Life, and IT Links. The main content area shows a student profile with fields for Name, Surname, Identity Number, Student Number, Faculty, Department, GPA, Nationality, Gender, Class, TC, and Email. Below this is the 'Application Information' section, which includes tabs for Student information, Family Details, Family Members, Income status, Documents, and Request. The 'Documents' tab is active and highlighted with a red arrow. Underneath, the 'Complementary Documents' section contains a message: 'You can upload up to 10 documents.' Below this message is a form with a 'Description' text input field and a 'File' section containing '(Empty)' and a 'Select File...' button. At the bottom of this section are two buttons: '+ Add New' and 'Delete All'.

| Name | Surname | Identity Number/ Foreign Identity Number |
|------------|------------|--|
| [Redacted] | [Redacted] | [Redacted] |

| Student Number | Faculty | Department |
|----------------|----------------------------|------------|
| [Redacted] | Faculty of Health Sciences | Nursing |

| GPA | Nationality | Gender |
|---------|-------------|------------|
| (Empty) | TC | Erkek/Male |

| Class | Email |
|---------|------------|
| Year IV | [Redacted] |

Application Information

Student information | Family Details | Family Members | Income status | **Documents** | Request

Complementary Documents

! You can upload up to 10 documents.

Description:

File: (Empty) Select File...

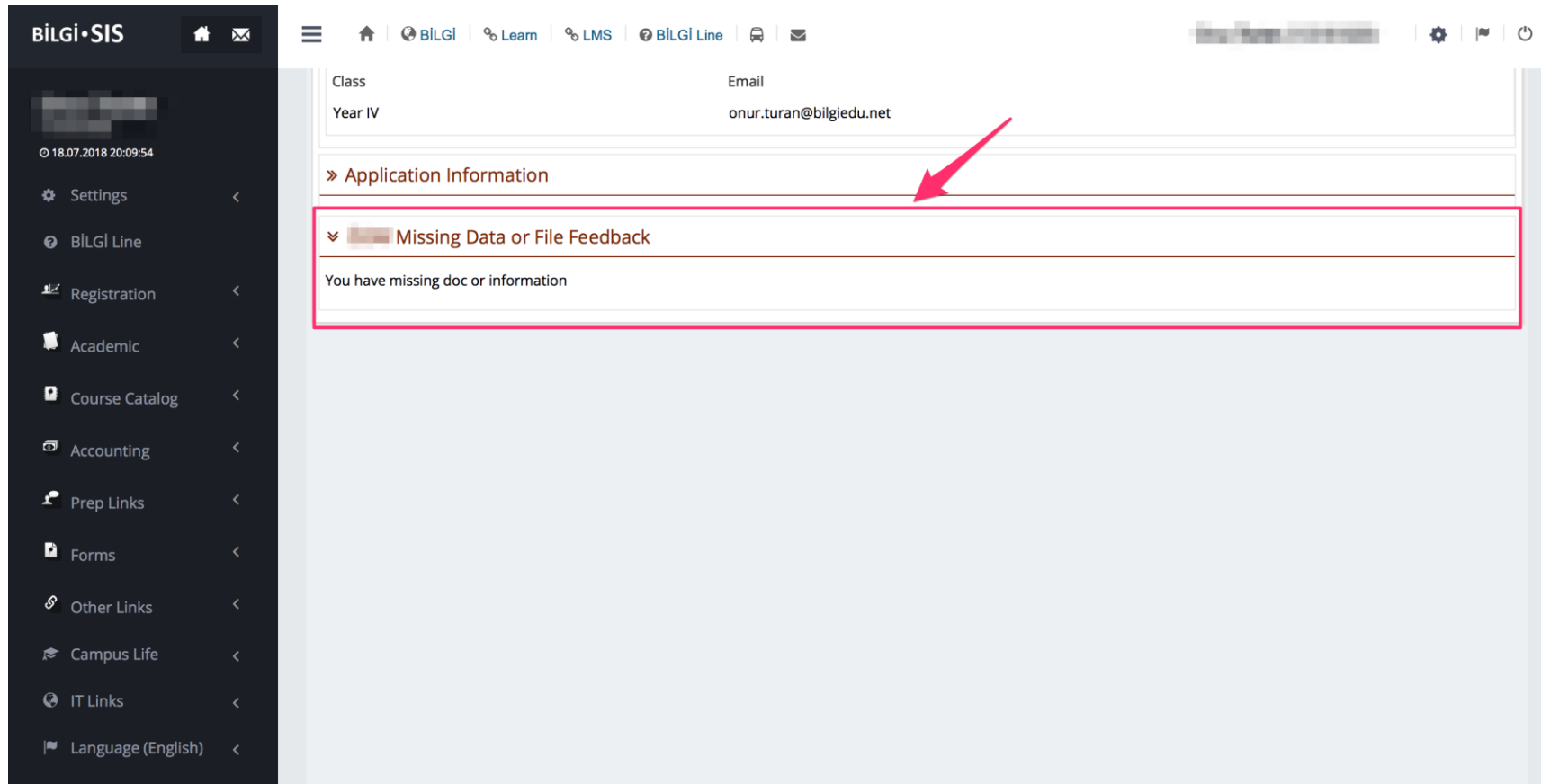
+ Add New | Delete All

SSC may send you back your application if there are any missing information or documents. You will be notified with an email regarding this situation. Notification emails will be send to your **BİLGİ account** which ends with **@bilgiedu.net** domain name. You can access your form either by clicking on the link found in the notification email or navigate to SIS and click the **Forms > My Forms** link found inside the SIS left menu. If you use SIS to access your form for revision please select **Inbox** option and click the form link.

The screenshot shows the BİLGİ-SIS interface. The left sidebar contains a menu with the following items: Settings, BİLGİ Line, Registration, Academic, Course Catalog, Accounting, Prep Links, **Forms** (highlighted), My Work Items (highlighted), Scholarship App, Special Care Form, Forms Undergraduate, Academic Calendar (Undergraduate), and Financial Terms And Conditions. The main content area is titled 'My Work Items / İşlem Listem' and features a dropdown menu set to 'Inbox' and a 'List' button. Below this, it states 'Search Returned 1 record(s)'. A table with the following columns is displayed: Caption (Başlık), No, Bilgi, Start (Başlangıç), and End (Bitiş). The table contains one record: 'Scholarship Application' with No. 1530, Bilgi: 'After making corrections in your application re-send your application to SSC Assessment.', Start: '18.07.2018 17:07', and End: '---'.

| Caption (Başlık) | No | Bilgi | Start (Başlangıç) | End (Bitiş) |
|-------------------------|------|--|-------------------|-------------|
| Scholarship Application | 1530 | After making corrections in your application re-send your application to SSC Assessment. | 18.07.2018 17:07 | --- |

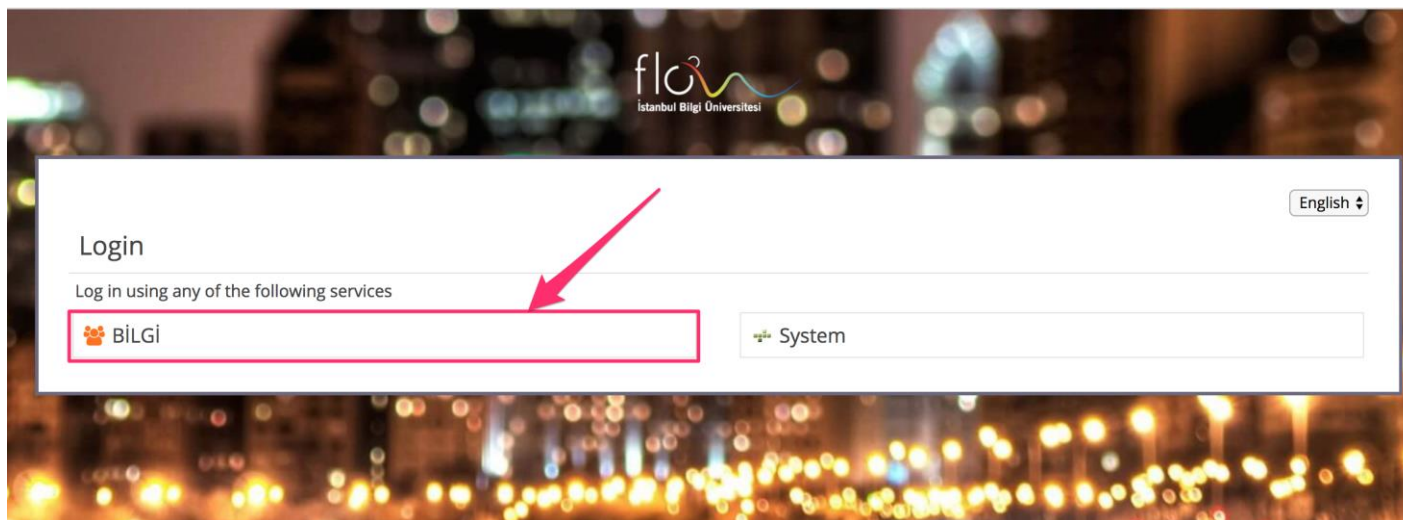
If your form was sent back by SSC for revisions you can read the feedback message under the **SSC Missing Data or File Feedback** section. Once you complete the missing details noted by SSC you can again Send your form to SSC for evaluation.



The screenshot displays the BILGi-SIS web application interface. On the left is a dark sidebar with the BILGi-SIS logo and a navigation menu including Settings, BILGi Line, Registration, Academic, Course Catalog, Accounting, Prep Links, Forms, Other Links, Campus Life, IT Links, and Language (English). The main content area has a top navigation bar with icons for home, BILGi, Learn, LMS, BILGi Line, and a user profile. Below this, a table shows application details: Class (Year IV) and Email (onur.turan@bilgiedu.net). A red arrow points to the 'Application Information' section, which is expanded to show a 'Missing Data or File Feedback' section. This section contains the message: 'You have missing doc or information'.

You will receive notification emails informing you about your application status. All notification emails will be sent to your **BILGi account** which ends with **@bilgiedu.net** domain name.

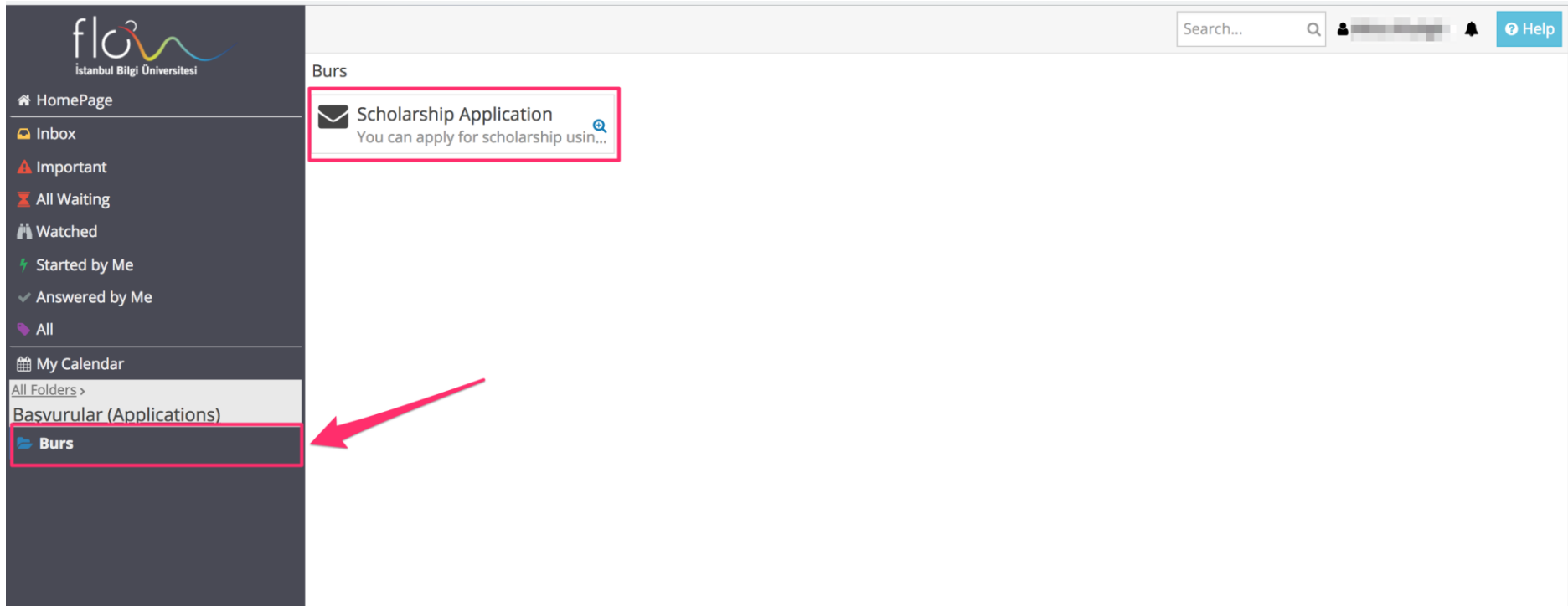
You can alternatively send and manage your scholarship application using <https://flow.bilgi.edu.tr>. To login to Flow first you will need to click on the **BİLGİ** link.



Then you will have to provide your BİLGİ account and password. Please not you need to enter your full BİLGİ email (account) address which should end with **@bilgi.edu.net** domain.

A screenshot of the BİLGİ Account login form. The form is titled 'BİLGİ Account' in a large, bold font. Below the title, there are two input fields. The first is labeled 'User Name' and contains the text '@bilgi.edu.net'. The second is labeled 'Password' and contains several dots to mask the characters. At the bottom of the form, there are two buttons: a blue 'Login' button and a white 'Cancel' button with a grey border.

After you login to Flow you can navigate to **Başvurular (Applications)** > **Burs** folder on the left menu and then click on the Scholarship Application link and start filling your scholarship form.



You can use **All Waiting** (for Saved forms) and **Inbox** (for forms sent back to you by SSC for revision) tags found on the left menu to view and access your saved or incoming forms.