

UNACS Online Leave of Absence Application Guidelines

These guidelines detail the steps and the application process for students intending to apply for a leave of absence online via the UNACS platform.

Step 1: Accessing the Application Screen

- Log into the UNACS student system.
- Click the “Leave of Absence Transactions” tab on the main menu on the left.
- Click the “Make A Leave of Absence Request” option below to access the application form.

The screenshot displays the UNACS student system interface for creating a registration suspension request. The left sidebar contains the main menu, with the 'Kayıt Dondurma İşlemleri' (Registration Suspension Operations) section expanded, and the 'Kayıt Dondurma Talep Oluştur' (Create Registration Suspension Request) option highlighted. The main content area is titled 'Kayıt Dondurma Talep Oluştur' and contains a form with the following fields:

- Kayıt Dondurma Dönemi**: A dropdown menu for selecting the suspension period.
- Kayıt Dondurma Gerekçesi***: A dropdown menu for selecting the reason for suspension.
- Açıklama***: A text area for providing a detailed explanation.
- Dosya Seçiniz***: A file selection interface showing a 'Dosya Seç' (Select File) button and 'Seçilen dosya yok' (No file selected).

Below the form is a green 'Kaydet' (Save) button. At the bottom of the page, there is a 'Kayıt Dondurma Talep Listesi' (Registration Suspension Request List) section with a 'Gösterim Sayısı' (Display Count) dropdown set to '10', a search bar, and a 'Toplam Kayıt Sayısı: 0' (Total Registration Count: 0) indicator. The page is in Turkish and includes a 'Kayıt Bulun' (Registration Found) message.

Step 2: Completing the Form and Uploading Documents

Please complete the required fields on your **Leave of Absence Request** form:

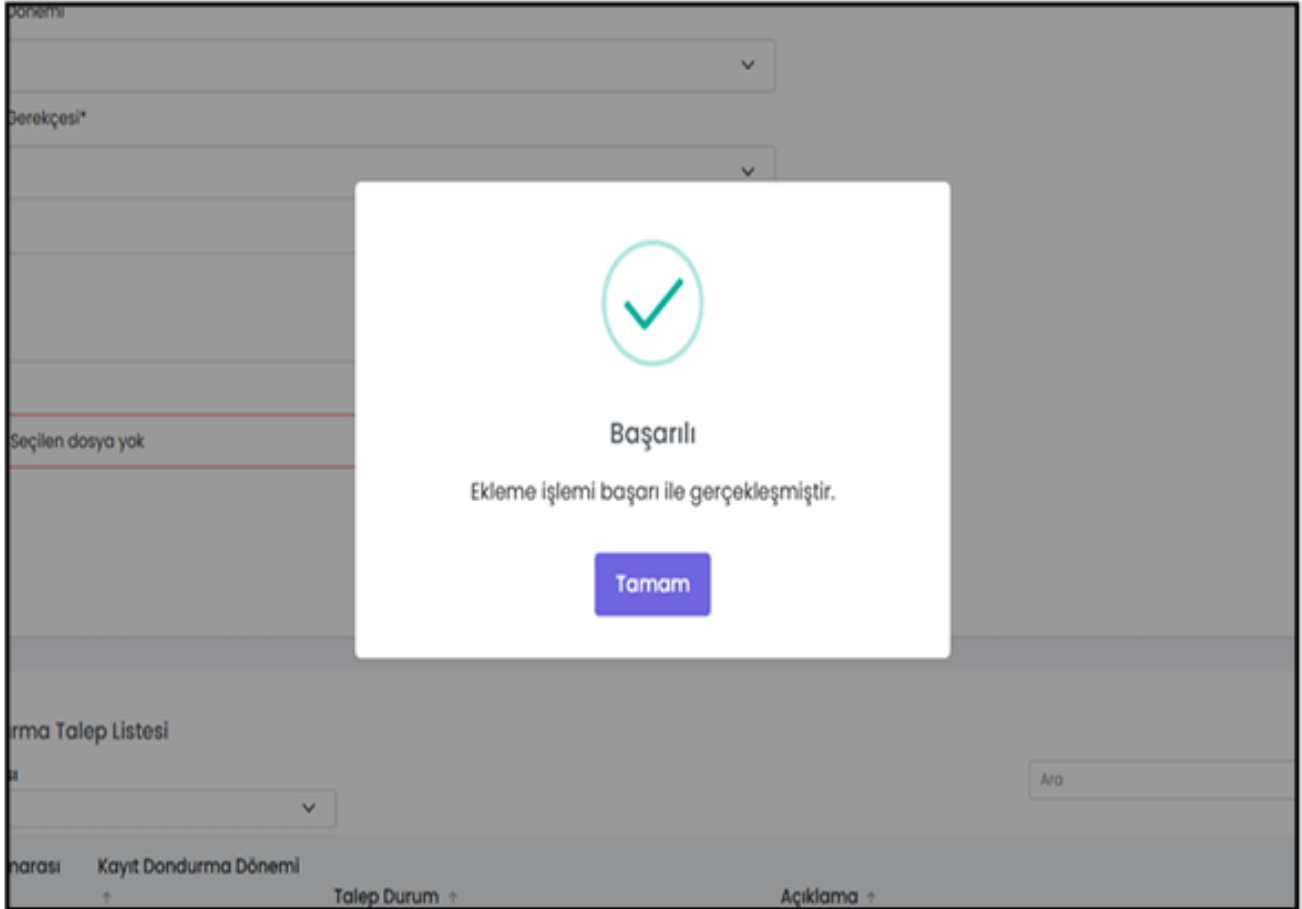
- **Leave of Absence Semester:** Choose the academic semester in which you are applying to have a leave of absence (*Example: Spring Semester of 2025-2026*).
- **Reason for Leave of Absence:** Find your reason to request a leave of absence from the drop-down menu (*Example: Health problems, Language education abroad, etc.*)
- **Details*:** Provide the details on your leave of absence request.
- **Choose File*:** Use “**Choose File**” to upload your official letter (dated and signed) and other relevant documents (**Please ensure that your documents such as health certificates bear electronic signatures/ verification codes, and your other documents are signed in ink/ bearing official seals. You will be required to present the original copies of these files to the Office of the Head of Department as soon as possible.**)
(*Example: Health certificates, military duty status documents etc.*) (Please upload your documents as a single PDF file. Your file may not exceed 10 MB.)
- Please check all fields before clicking “**Save**”.

The screenshot displays the UNACS web application interface for creating a leave of absence request. The left sidebar shows the 'UNACS' logo and a menu with 'Test ORTAMI' and various user management options. The main content area is titled 'Kayıt Dondurma Talep Oluştur'. The form includes the following fields and elements:

- Kayıt Dondurma Talebi** section:
 - Kayıt Dondurma Dönemi:** A dropdown menu with '2025-2026 Bahar Dönemi' selected.
 - Kayıt Dondurma Gerekçesi*:** A dropdown menu with 'Hastalık sebebi ile' selected.
 - Açıklama*:** A text area containing 'Bahatsızlığım sebebiyle 2025-2026 Bahar döneminde kaydımı durdurmak istiyorum. Saygılarımla'.
 - Dosya Seçiniz*:** A file selection area showing 'Dosya Seç' and 'Scan_0001 (4).pdf' with a green checkmark. Below it, it says 'Seçili Dosya: Scan_0001 (4).pdf'.
 - Kaydet:** A green button to save the request.
- Kayıt Dondurma Talep Listesi** section:
 - Gösterim Sayısı:** A dropdown menu with '10' selected.

Step 3: Application Confirmation

- Once you save your application, you will see the message “**Request successfully added**”.
- Click “**OK**” to confirm the transaction. Once that is done, the system takes your leave of absence request, and the evaluation process begins.



Application Status and Approval Stages

You can track your application status using the “**Leave of Absence Request List**” below on the same screen. The application process involves the following stages:

1. Student Accounting Control Stage

Request Status: *Awaiting Student Accounting checks.*

2. Preliminary Approval and Final Approval Stage

Request Status: *Preliminary approval acquired. Awaiting final approval.*

Once your request is pre-approved, it is forwarded to the relevant academic unit for their final approval.

The screenshot shows a web application interface for tracking application status. The interface is divided into several sections:

- Top Section:** A form for creating a new request. It includes fields for "Kıyafet Durumunu İstediği Kişinin Adını Giriniz" (Name of the person requesting the clothing status), "Kıyafet Durumunu İstediği Kurumun Adını Giriniz" (Name of the institution requesting the clothing status), "Ad Soyad" (Surname), "E-posta Adresi" (Email address), "Durum" (Status), and "Durum Açıklaması" (Status description). There is a "Yeni" (New) button at the bottom.
- Middle Section:** A table titled "Kıyafet Durumunu İstediği Kişilerin Durumları" (Statuses of the persons requesting the clothing status). The table has columns for "Durum Durumu" (Status), "Durum Açıklaması" (Status description), "Durum Tarihi" (Status date), and "Durum Durumu" (Status). A red box highlights a row with the status "Durum Durumu" and the description "Durum Açıklaması".
- Bottom Section:** A section for "Durum Durumunu İstediği Kişilerin Durumları" (Statuses of the persons requesting the clothing status). It includes a search bar and a "Durum Durumu" button.

Request Status: *Preliminary approval denied.*

When your request is rejected at the preliminary approval stage (missing documents etc.), you will be required to re-apply.

The screenshot displays the UNACS web portal interface. On the left is a navigation menu with options like 'Profil ve Hesap', 'E-İmza Kurulumu', 'Ünvan ve Kimlik Bilgisi', 'Adres Bilgileri', 'Mesleki Bilgiler', 'Eğitim Bilgileri', 'Dış Kurum Bilgileri', 'Kayıt Durumu Takip', 'Kayıt Durumu Takip Çıktısı', 'Raporlar', 'Özellikler', 'Sistem Durumu', and 'Yardım'. The main content area is divided into two sections: 'Kayıt Durumu Takip' and 'Kayıt Durumu Takip Çıktısı'.

The 'Kayıt Durumu Takip' section contains several input fields: 'Kayıt Durumu Dönemi', 'Kayıt Durumu Durumu', 'Kullanıcı', 'Başlangıç Tarihi', and 'Durum'. The 'Durum' dropdown is currently set to 'Red Durum'. Below these fields is a 'Gözetim' button.

The 'Kayıt Durumu Takip Çıktısı' section features a table with the following columns: 'Başvuru Numarası', 'Kayıt Durumu Dönemi', 'Durum', 'Açıklama', and 'Red Açıklama'. The table contains one row of data:

Başvuru Numarası	Kayıt Durumu Dönemi	Durum	Açıklama	Red Açıklama
50	2025-2026 İstisna Dönemi	Takip Durum	İstisna sebebiyle kayıt durumu alıyordun.	Yüklenmiş belgelerin tamamı eksik.

At the bottom of the table, there are navigation controls including 'Tayınma Tarihi' and a set of arrows for page navigation.

3. Ending the Application Process

Request Status: *Your leave of absence transactions have been completed for the relevant semester.*

This message is for requests for which the final approval has been acquired. Therefore, it means that your leave of absence shall take effect in the relevant semester. Your student status is updated as “On Academic Leave” and the relevant information is transferred to the YÖKSİS database accordingly.

Please Note: Please log into the system and check your request status regularly on the “Request Status” tab until your application process is finalized. In the event of missing items, or the case where your request is rejected, it is imperative that you re-apply as per the instructions provided under the “Rejection / Remarks” column and undertake the required transactions on time.

The screenshot shows a web application interface for starting a registration status application. The main form is titled "Kayıt Durumu Talep Başlat" and contains several input fields: "Kayıt Durumu Yılı" (Registration Year), "Kayıt Durumu Durum" (Registration Status), "Kayıt Durumu Başlangıç" (Registration Start), "Kayıt Durumu Bitiş" (Registration End), and "Kayıt Durumu Durum" (Registration Status). A green "Başlat" (Start) button is located below the form. Below the form, there is a table with columns for "Kayıt Durumu Yılı", "Kayıt Durumu Durum", "Kayıt Durumu Başlangıç", "Kayıt Durumu Bitiş", and "Kayıt Durumu Durum". A red box highlights the "Kayıt Durumu Durum" column, which contains the text "Kayıt Durumu Durum". The table also shows a date range from 2023-2024 to 2024-2025.