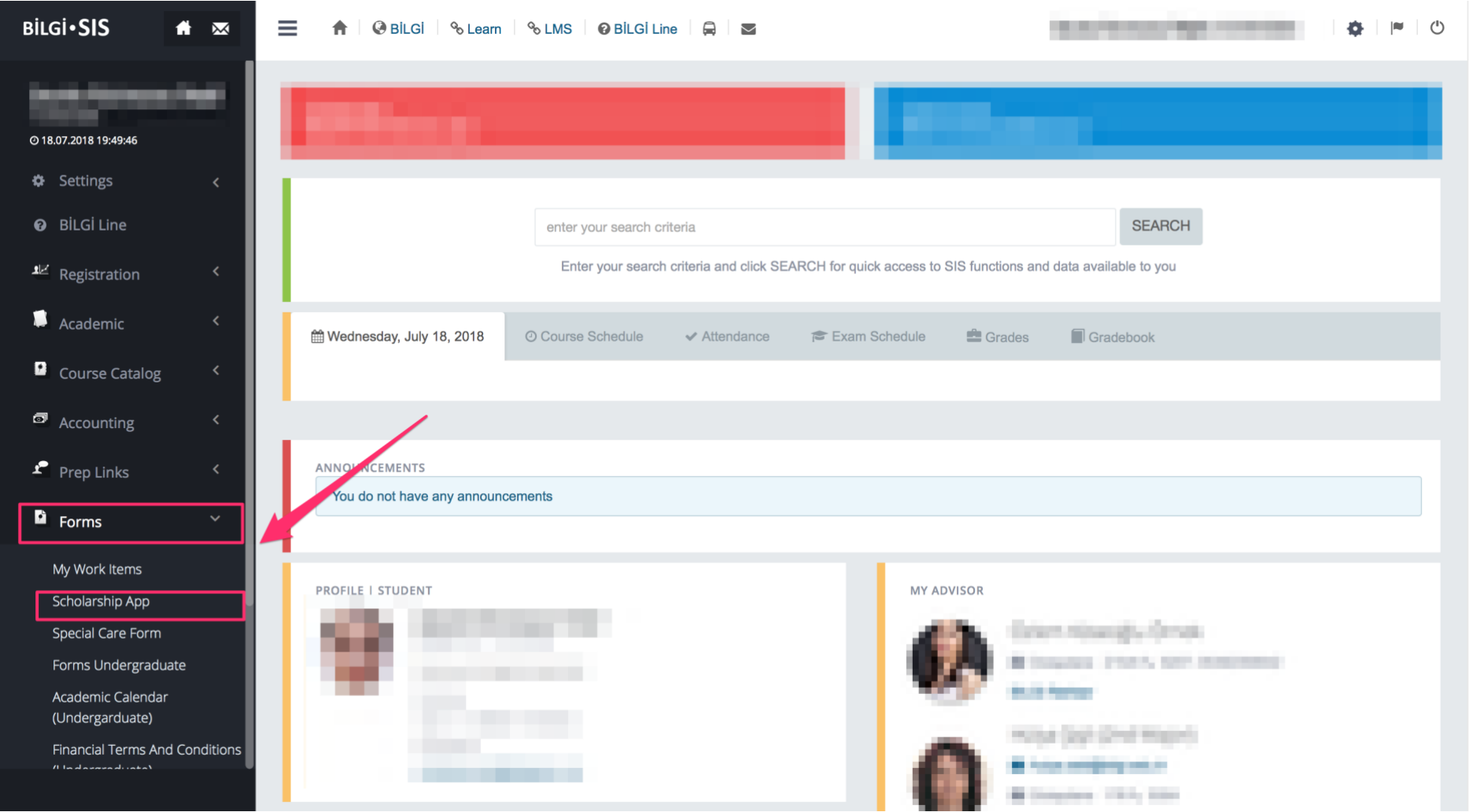


Scholarship Application Manual

STUDENT

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



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.

Bilgi-SIS | Home | Messages | Home | Bilgi | Learn | LMS | Bilgi Line | Bus | Mail

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
GPA	Faculty of Health Sciences	Nursing
(Empty)	Nationality	Gender
Class	TC	Erkek/Male
Year IV	Email	

Application Information

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

Residence Status

Residential Form	Address
Choose	

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.

BILGI-SIS

18.07.2018 20:04:04

- Settings
- BILGI Line
- Registration
- Academic
- Course Catalog
- Accounting
- Prep Links
- Forms**
 - My Work Items**
 - Scholarship App
 - Special Care Form
 - Forms Undergraduate
 - Academic Calendar (Undergraduate)
 - Financial Terms And Conditions

My Work Items / İşlem Listem

All Waiting List

Search Returned 1 record(s)

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.

BİLGİ·SİS

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
GPA (Empty)	Faculty of Health Sciences	Nursing
Class	Nationality	Gender
Year IV	TC	Erkek/Male
	Email	

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•SİS 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, GPA, Class, Year IV, Nationality, TC, Email, Department, and Gender. Below the profile 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. This tab contains a 'Complementary Documents' section with a message: 'You can upload up to 10 documents.' Below this is a form with a 'Description' field and a 'File' field. The 'File' field shows '(Empty)' and a 'Select File...' button. At the bottom of the form are '+ Add New' and 'Delete All' buttons.

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

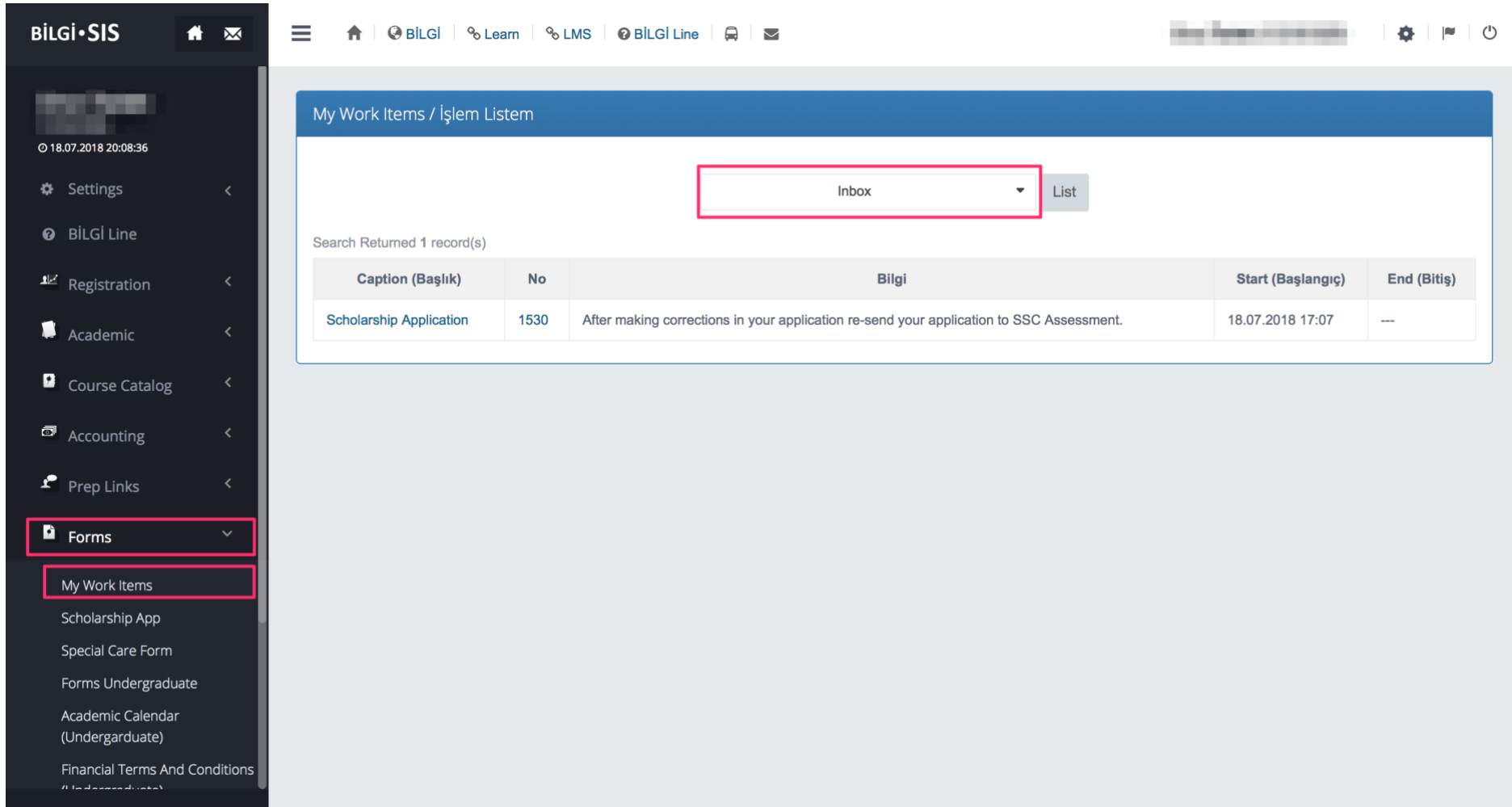
! You can upload up to 10 documents.

Description:

File: (Empty) Select File...

+ Add New | Delete All

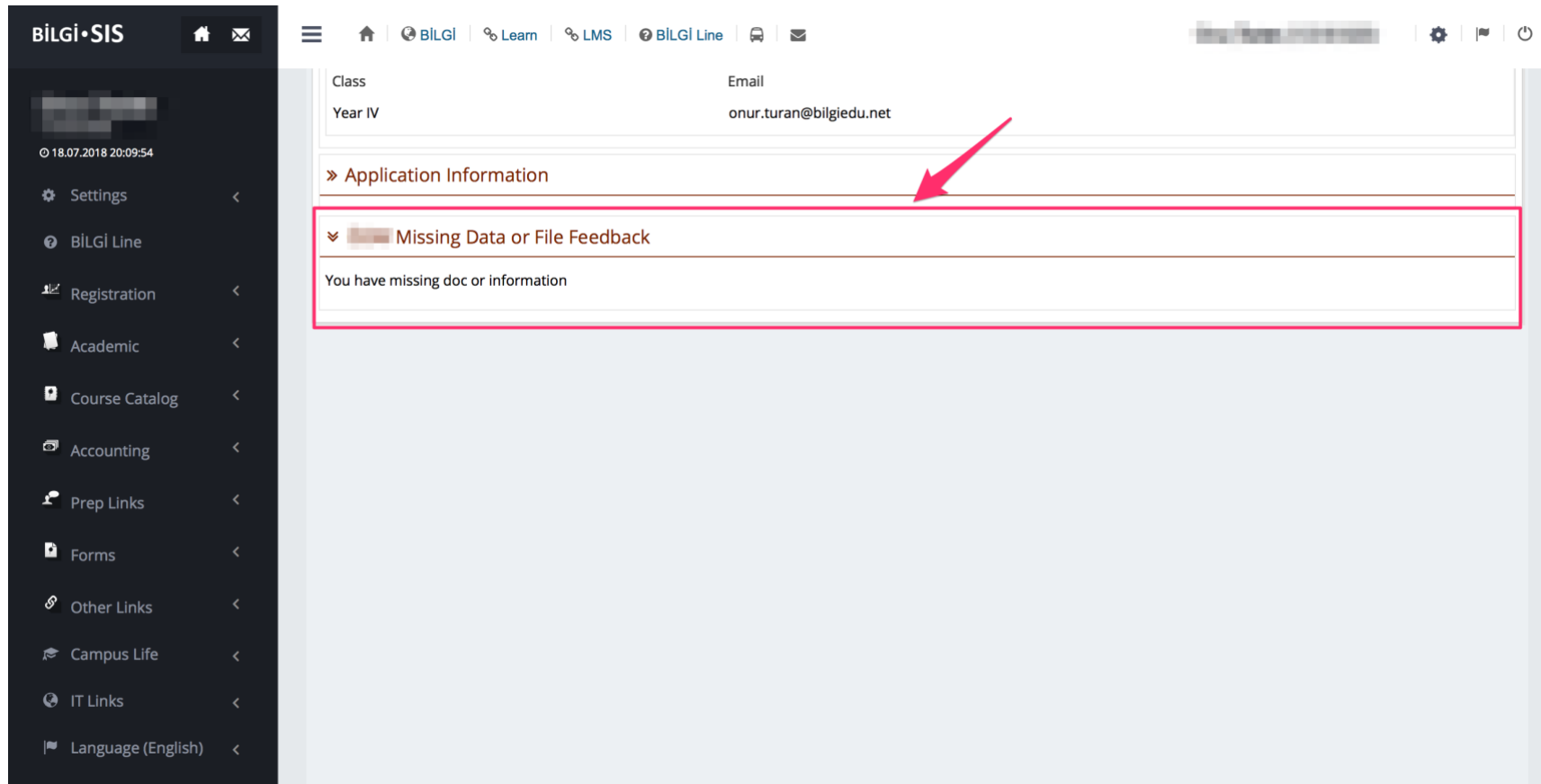
SSC may send you back your application if there are any missing information or documents. You will be notified with an email regarding this situation. Notification emails will be send to your **BİLGİ account** which ends with **@bilgi.edu.net** domain name. You can access your form either by clicking 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'. It features a filter dropdown menu set to 'Inbox' and a 'List' button. Below the filter, 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 and the message 'After making corrections in your application re-send your application to SSC Assessment.' The start date is '18.07.2018 17:07' and the end date is '---'.

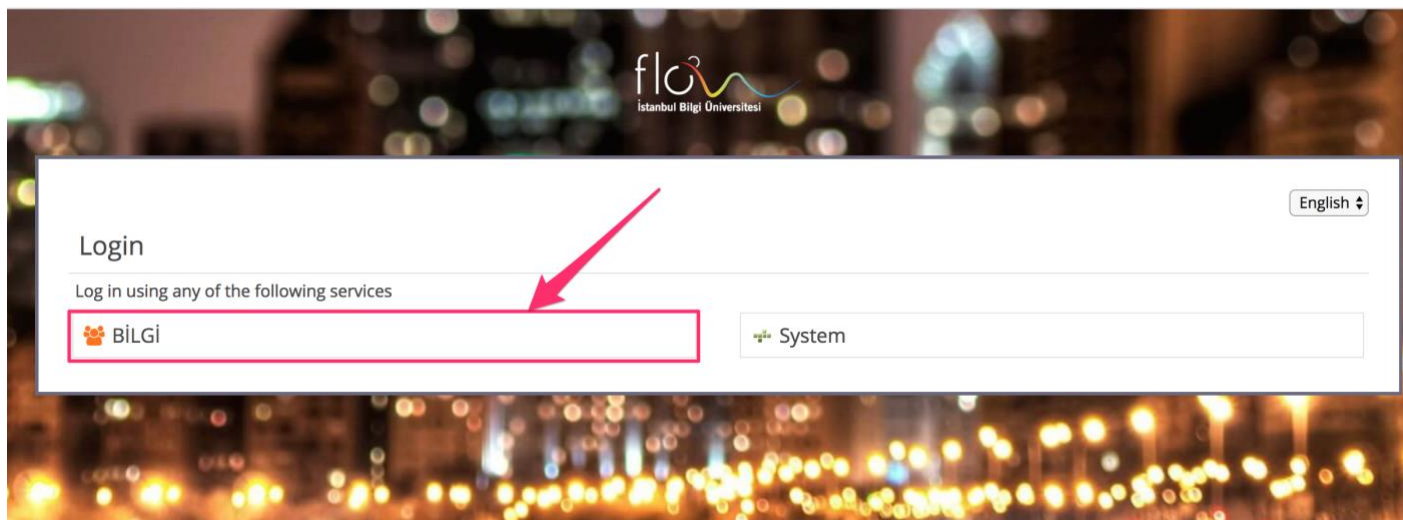
Caption (Başlık)	No	Bilgi	Start (Başlangıç)	End (Bitiş)
Scholarship Application	1530	After making corrections in your application re-send your application to SSC Assessment.	18.07.2018 17:07	---

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.

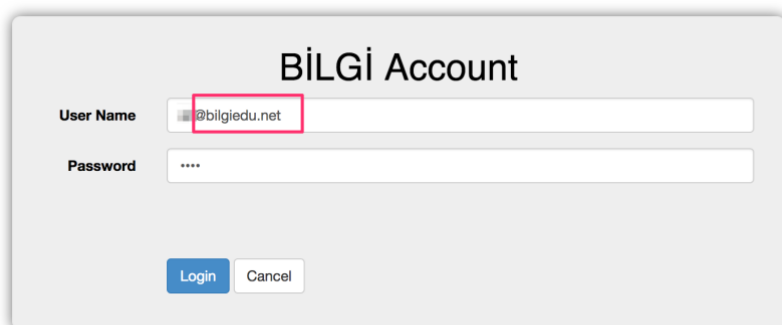


You will receive notification emails informing you about your application status. All notification emails will be sent to your **BİLGİ account** which ends with **@bilgiedu.net** domain name.

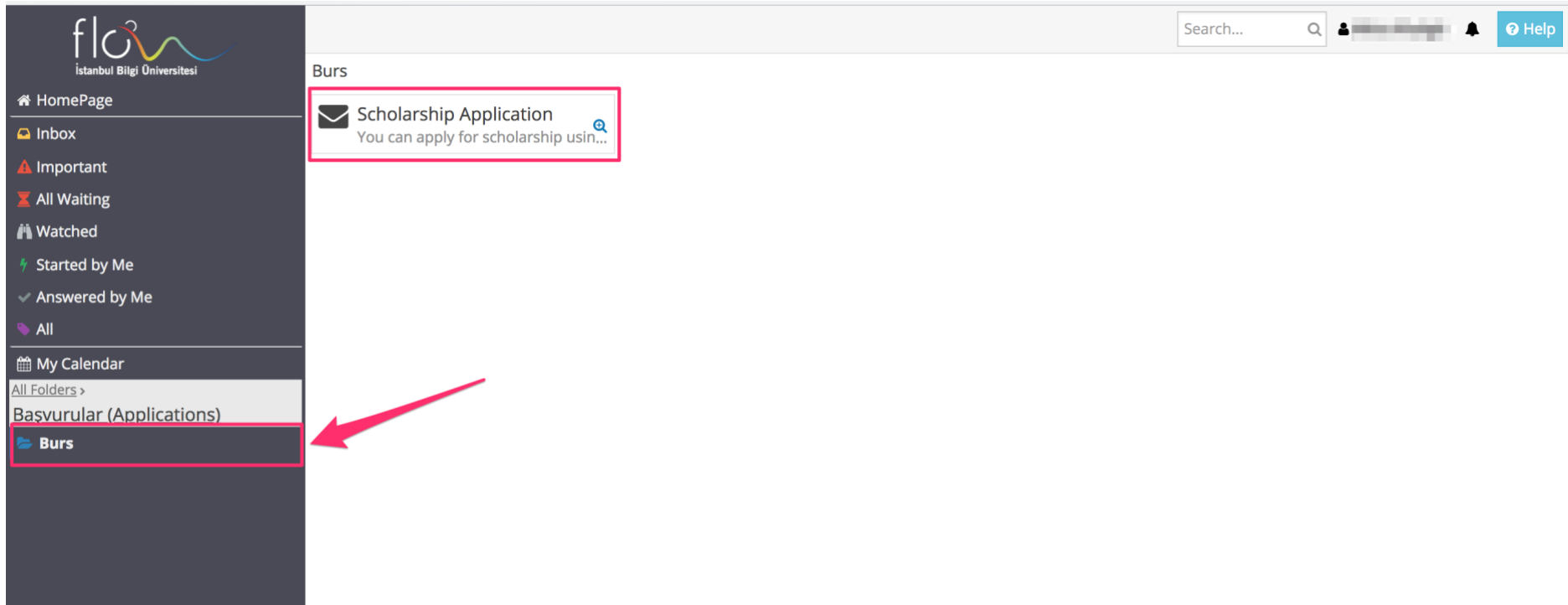
You can alternatively send and manage your scholarship application using <https://flow.bilgi.edu.tr>. To login to Flow first you will need to click on the **BİLGİ** link.



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 **@bilgiedu.net** domain.

A screenshot of the BİLGİ Account login form. The form has a light gray background and is titled 'BİLGİ Account'. It contains two input fields: 'User Name' and 'Password'. The 'User Name' field contains the text '@bilgiedu.net' and is highlighted with a red rectangular box. The 'Password' field contains four dots. Below the input fields are two buttons: a blue 'Login' button and a white 'Cancel' button.

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.