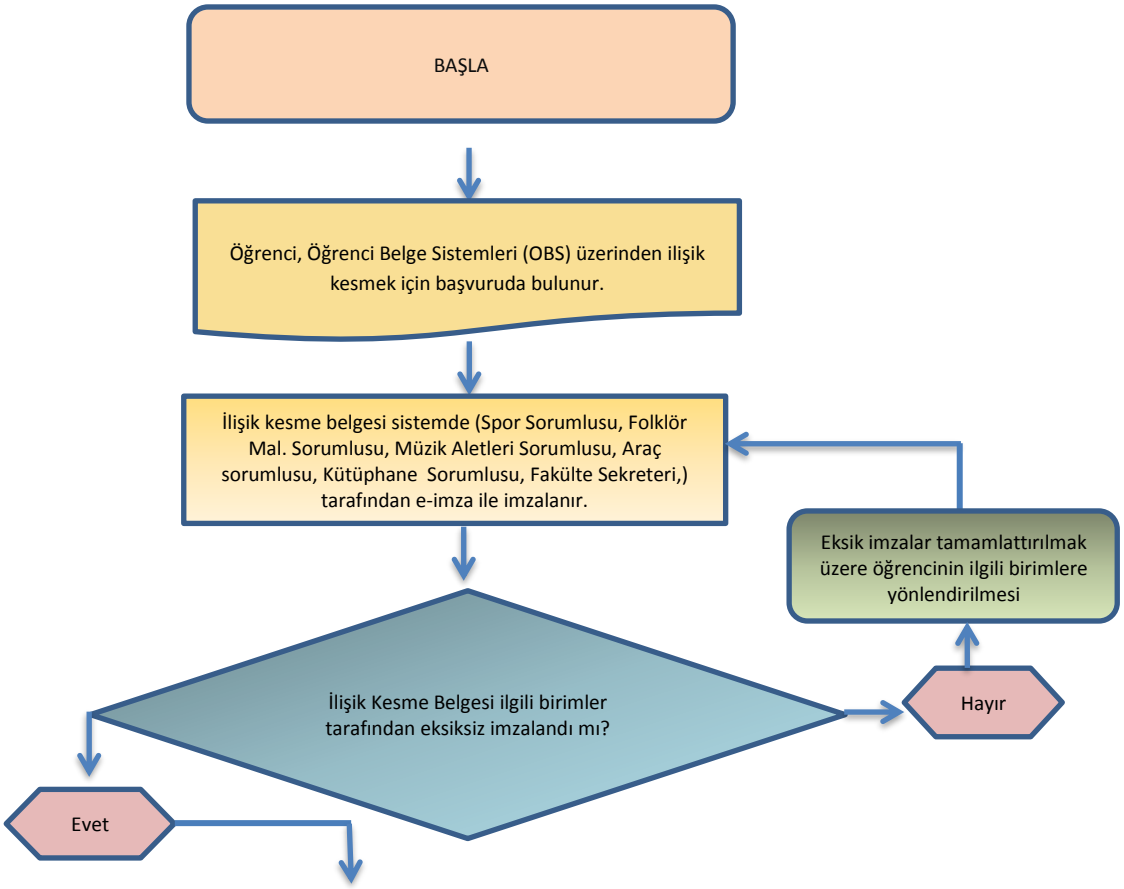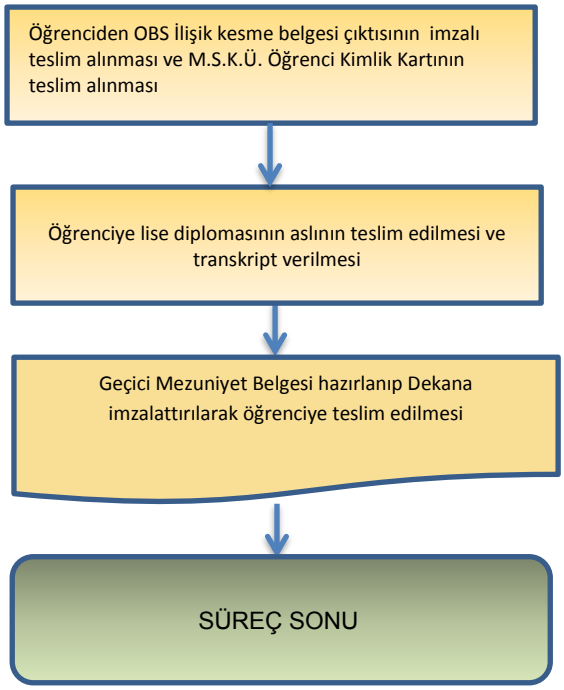GEÇİCİ MEZUNİYET BELGESİ HAZIRLAMA İŞLEMLERİ