

### **1-) Tax Number**

In Turkey you need to have a tax number in order to make any kind of payment. Tax number is also required if you wish to open a bank account or register your cell phones, which you have brought from your home country.

**We will go to the Tax Office in Kartal on 15 th of September with students to get tax number. You have to be on School of Management Car Park at 07.45 a.m.**

**You have to complete 2 necessary documents and bring to International Relations Office on 14th of September.**

#### **Tax Number Necessary Documents**

- 1-) Passport Copy (Visa page/Stamp Page and Picture page)
- 2-) Filled Application Form ( you can find it at the attachment or can be obtained in International Relations Office)

### **2-) Bank Account**

Please note that **you do not have to open a bank account for making your dormitory or other SU payments.** You can open a bank account to Akbank, which is located on campus.

**You can open your bank account as of 16th September on campus.**

#### **Bank Account Necessary Documents**

- 1-) Tax number
- 2-) Student certificate
- 3-) A document that shows you stay in dorms ( can be taken from dorms office at top of health center)
- 4-) Your Passport

### **3-) Dormitory Payment**

You can pay your dorm fee between **7th-18th of September** with student ID number, passport and tax number.

### **4-) Phone Registration**

You need to register your phone that you bring from outside of Turkey. You should make the phone registration within 1 month after entry to Turkey.

**Turkcell, which is one of GSM operator in Turkey, will come to our campus on 17th- 18th of September to get your phone registration.**

#### **Phone Registration Necessary Documents**

- 1-) You will need your IMEI number and you can find it with calling \*#06# in your phone.
- 2-) You need to pay 132 lira to tax Office and keep the receipt. **We will go to the Tax Office in Kartal on 15 th of September with students to pay the phone registration fee. You have to be on School of Management Car Park at 07.45 a.m.**
- 3-) Passport and entry stamp ( **entry stamp should be visible & readable**)
- 4-) You will pay the second registration fee to Turkcell during the registration. It is approximately 100 TL with new SIM card.

## 5-) Residence Permit

If you are doing a first time application you have to make an online application. You have to complete your necessary documents until 19th of October.

**Immigration will be came to our campus on 19th of October. You have to wait until this date.**

### **Residence Permit Necessary Documents**

- 1-) Residence Permit Application Form (Signed)
- 2-) Original copy and photocopy of passport or passport substitute (the pages which are processed with the pages over which there are identity information and photo)
- 3-) Old residence permit copy (if you have a old residence permit)
- 4-) Four (4) photos
- 5-) **\*\*Notification regarding sufficient and sustainable resources for the duration of their stay (Notified in the application form. Management may ask for supportive document.) ( The proof of financial status is not required if there is no penalty of entry to Turkey or while living in Turkey previously. If applicants already have a penalty due to the mentioned occasions, then they are required to prove their financial status)**
- 6-) If there is not a distinction between your name and surname, you should submit name equivalency certificate which will be taken from consulate
- 7-) If you are under 18 years old, you should submit a document written by parents that allow studying in Turkey
- 8-) Student Certificate
- 9-) Valid Health Insurance **(You can get your health insurance certificate from IRO. We will announce it)**
- 10-) Criminal report "sabıka kaydı" **( You will go to get the criminal report with International Relation Office. We will announce it)**
- 11-) You should pay 55 TL which is the residence permit card fee and submit the receipt with copy. **( You will go to get the criminal report with International Relation Office. We will announce it)**

**\*\*You can ask this document International Relations Office. You have to fill out and submit at your residence permit appointment.**