



2020-2021 FALL

INTERNATIONAL STUDENTS LEGAL PROCESS GUIDELINE

INTERNATIONAL
RELATIONS OFFICE





Please read the whole guideline carefully, follow the procedures mentioned, and prepare your documents.

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1. SHORT-TERM RESIDENCE PERMIT

WHY DO I NEED A RESIDENCE PERMIT?

Be aware that this information is the summary of previously gained experience. Every student has to read the Immigration Office official web page and follow the updates about Law on Foreigners and International Protection, as regulations might change frequently: <http://en.goc.gov.tr>

Exchange Students enrolled in an academic program in Turkey for 3 months or longer are obliged to acquire a short-term residence permit as per the Law on Foreigners and International Protection. The Short-term Residence Permit gives you the right to stay in Turkey during your study period. All international students, regardless of their status, are required to apply for the Short-term Residence permit within a month upon their arrival in Turkey. To do this, you need to make an online residence permit application and submit your files. However, do not worry; we will guide you through the process and submit your hard copy application file on your behalf to Immigration Office Istanbul. However, it is your responsibility to prepare all the documents listed below and submit them to us on time!

You must complete the following documents right after the registration so that we can submit your hard copy application file to the Immigration Office immediately. If you do not provide all the documents on time, then you will have to submit them to the Immigration Office yourself, and your card will arrive late.

Important Notes:

- Turkish citizens / blue cardholders do not need to get a residence permit.
- Students who will be abroad during their education period are not required to apply for a residence permit.
- Students cannot leave Turkey before obtaining the residence permit document. **(Please read [page 7](#) for details.)**
- Students are responsible for prolonging their residence permit according to their study period, if needed.
- Residence applications made from abroad are invalid. Students wishing to apply for the residence permit or to extend the duration of the residence permit must be in Turkey.

HOW DO I APPLY FOR A SHORT-TERM RESIDENCE PERMIT?

STEP 1 OBTAINING A TAX NUMBER

The tax number is necessary for important payments and processes, such as the residence permit fee, opening a bank account, or registering your mobile phones. Once you receive your residence permit card, you will have your foreign ID number on it. You can use your foreign ID number for all legal issues; however, until you receive it, the tax number is the ID number you will be using. Thus, you have start with obtaining a tax number upon your arrival.

There are two ways to acquire a tax number:

- **Online Application:** Visit the official web page of Tax Office at <https://ivd.gib.gov.tr>. Click on the **Application for Non-Citizen's Potential Tax Number** button on the bottom of the page. The application form has English explanations, and it requires you to upload your passport ID scan. The system will give you a Tax ID number once you submit the form. Please enable cookies and pop-ups on your browser since your Tax ID number will be given to you as an official letter in a PDF format. If you cannot obtain an online tax number, you must visit the nearest tax office in person.
- **In-person application:** You need to visit a Tax office with your original passport and its copy.

See below the addresses of the Tax offices:

- ⇒ Kadıköy Tax Office: Osmanağa, Halitağa Caddesi No:19, Kadıköy ISTANBUL
- ⇒ Yakacık Tax Office: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Caddesi No: 47/A-B Kartal ISTANBUL

Note: If you already have a tax number or Foreign ID Number you do not have to get a Tax Number again.

STEP 2 ONLINE RESIDENCE PERMIT APPLICATION

Warning! If you are abroad, you cannot apply for the residence permit!

Before applying online, download the online application guide [here](#) and follow the steps carefully. If you face any problems, please send an email to irolegal@sabanciuniv.edu for technical support.

Click [here](#) to make online application.

STEP 3 RESIDENCE CARD FEE PAYMENT

Once you finish doing your online application, please pay your residence permit card fee. You are supposed to pay the Residence Permit ID Card fee (İKAMET KART ÜCRETİ) with your tax number in hand – 110 TL (make sure you have the cash amount with you)

This card fee must be paid to the tax office. Pay the card fee to the relevant cashier at the tax office with the payment code 9207. Keep the receipt given to you by the officer in charge. Please do not lose the receipt. If you lose, you must pay again. This receipt is one of the documents required for the residence permit application.

STEP 4 SUBMIT YOUR DOCUMENTS

Once you finish your online application and payment, please upload your documents [here](#). You must upload all documents digitally. In case of any errors or deficiencies in the documents, your application will be invalid. If you face any trouble uploading your documents, please contact us.

REQUIRED DOCUMENTS FOR THE SHORT-TERM RESIDENCE PERMIT APPLICATION:

1. The Receipt of Residence Permit Card Payment (110 TL)
2. Residence Permit Application Form (PDF)
3. Passport ID page (PDF or JPEG)
4. Passport Last Entry Stamp Page of Turkey (PDF or JPEG)
5. If exists, Visa Page or e-Visa copy
6. Biometric photo (JPEG): Full face, front view with a plain white background, taken within 6 months.
7. Student Certificate. (You can obtain this form from the Student Resources)

WHEN DO I GET MY RESIDENCE PERMIT CARD?

The immigration administration is fully authorized to approve or reject your application and to mail your card to you. The period between the processing of your application and the receipt of your card may take up to 30-45 days.

After completing the residence permit application, the immigration office will send you an appointment SMS or email. Ignore the SMS / Email, as we will deliver your file on your behalf.

Once the Immigration Office goes over your files and approves your application file, the confirmation SMS / email for your application approval will be sent to you. After receiving the message, your card will be printed and posted by the Immigration Office. Your card is delivered to your contact address by the official carrier, PTT. You must be ready at the address you provided in the application form to receive the card. The postman will not hand over the residence card to anyone other than you. If the postman cannot find you at your address, the PTT will return your card to the Immigration Directorate.

Please be aware that tracking your residence permit card during the posting process is fully your responsibility. To receive your card, make sure you provide the correct address on the application form.

Be aware that the Immigration Administration might ask for some extra documents depending on your situation.

After receiving your residence permit card, please send a double-sided copy to studentinfo@sabanciuniv.edu

Attention: You cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case and your application will be cancelled by the Immigration Office.

WHAT SHOULD I DO BEFORE LEAVING TURKEY?

In case you need to leave Turkey before you receive the residence permit card (we do not suggest this unless it is an emergency), please make sure you have an Approval Document (Müracaat Belgesi) and the residence card payment receipt with you at the airport that proves your application for the residence permit.

To take these documents, you need to go with your passport to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and submit it to the Room 106 (Student Application Office within the building) on the first floor and request the Approval document. Please make sure to get this document at least 5 days prior to leaving the country.

Please be aware that, you are allowed to leave the county only for 15 days, even with the Approval Document!

WHAT IF MY INFORMATION (ADDRESS, PASSPORT INFORMATION, OR CELL PHONE NUMBER) CHANGES?

If your address or passport information is changed, after you receive your card you must inform the immigration authority within 20 days. You must visit the Information Update Room (Bilgi Güncelleme Odası) within the Istanbul Provincial Directorate of Immigration Administration building.

HOW DO I CONTACT THE IMMIGRATION OFFICE?

Before taking any action please contact us via irolegal@sabanciuniv.edu Please keep a copy of your residence permit application form for yourself so that you can track your residence permit application status.

HOW LONG CAN I USE MY RESIDENCE PERMIT?

You can use your residence card until its expiration date. You should leave Turkey within 10 days after its expiration date. If you stay more than 10 days, you may have to pay a penalty fee at the airport when you leave Turkey.

WHAT SHOULD I DO IF I LOSE MY RESIDENCE PERMIT CARD?

You have to go to the nearest police station as soon as possible and file a report about losing your card. Then you have to go to the Immigration Office with the report and your passport to renew your residence permit card.

HOW CAN I GO TO THE IMMIGRATION OFFICE IF NECESSARY?

⇒ Address: Istanbul İl Göç İdaresi, Hırka-I Şerif Mahallesi Vatan Caddesi No: 64
Fatih İstanbul

In case of urgent need, you can visit the Room 106 (Student Application Room) located on the first floor of the building.

⇒ Google Location: <https://goo.gl/maps/BoNsd5bkMGLd4b9c6>

Working hours of the Immigration Office: 09:00-17:00

Warning: Please consult us before taking any action. Do not get help from third parties and organizations for residence application procedures, as this may be unsafe!

2. HEALTH INSURANCE

Sabancı University doesn't provide health insurance for exchange students.

You should submit a valid health insurance to be able to get the residence permit.

The IRO (International Relations Office) can suggest you companies or you can find a well-known company to get a health insurance, such as AON, Allianz, Aksigorta etc... Just make sure that it is an appropriate health insurance for the residence permit as requested.

A comprehensive health insurance must cover the below-given points and these points must be clearly articulated in the health insurance plan/agreement:

The Minimum Coverage Table	Contracted Institutions		*Non-Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000 TL	Insured: 40% Company: 60%	2.000 TL	Insured: 40% Company: 60%
Inpatient Diagnosis Treatment	Unlimited	Insured: 0% Company: 100%	20.000 TL	Insured: 20% Company: 80%

*Non- Contracted Institutions: Institutions (hospitals, physicians' offices, and the other health institutions.) do not have an agreement with the insurer.

The insurance document must include the below statement: (please make sure your health insurance company adds this note to your health insurance document):

"İşbu polise 10.05.2016 tarihli ve 16/2016 sayılı vize ve ikamet izni taleplerinde yaptırılacak özel sağlık sigortalarına ilişkin genelgede belirlenen asgari teminat yapısını kapsamaktadır"

(The sentence above is stating that the insurance fulfills the coverage required for the short-term residence permit.)

If you have an international private health insurance:

In case you have an internationally applicable private health insurance in your country, you can use it for the residence permit application only if;

1. The regarding company has a branch office in Istanbul where you can get your health insurance certificate approved and translated.
2. The coverage table has to be shown in your insurance policy explicitly. Your insurance policy must be in compliance with the minimal requirements of the mandate for obtaining a residence permit in Turkey.
3. It has to be translated in Turkish and approved by the Notary in Turkey.

If your country has a social security agreement with Turkey;

If your country and Turkey has a social security agreement, you need to bring the "Right to Health Assistance Certificate" with you. You can activate your governmental social security policy with this certificate, which you can get this certificate from your social security institution. You need to submit the document to the Social Security Institution of Turkey (Sosyal Güvenlik Kurumu, SGK).

Warning: Even if you get approval, your health insurance in Turkey is valid up to 6 months in Turkey. In addition, you can benefit from public health services with the social security number given to you by the social security institution.

The address of the authorized social security center for non-Turkish is given below. If you get approval, you must submit the approved document to International Relations Office.

SGK Kartal Sosyal Güvenlik Merkezi – Yabancılar Servisi

The address: Bağlarbaşı Mh. Santral Sk. Maltepe Şehit Erol OLÇOK Kampüsü B Blok No:6 Maltepe/İSTANBUL

List of countries, which have an agreement with Turkey listed on below:

Germany TA 11
Netherlands N/TUR 111
Belgium BT 8
Austria A/TR 3
France SE 208-06 A FT & SE 208-28 FT
Turkish Republic of North Cyprus KKTC/TC 3
Romania R/TR 3
Bosnia Herzegovina BH/TR 4
Czech Rep CZ/TR 111
Macedonia MC/TR 4
Luxembourg TR/L 3
Albania AL/TR4

However, we can share an experience on that; although you are supposed to have a valid student health insurance, Immigration Office is not persistent about it for

Exchange students for the first application, yet, if you decide to stay one more semester and need to extend your residence permit than it becomes a strict obligation.

3. PHONE REGISTRATION

If you have brought your own mobile phone to Turkey, you must register it within 120 days after your last entry date to Turkey. If you do not, your phone will be blocked after 120 days.

You will need to submit your residence permit card during the phone registration. If you register without a residence permit card, your phone will be blocked after 6 months.

In order to register your phone to the system, first you need to pay the mobile phone registration fee (currently 1838 TL). You can pay your fee via online banking, by going to the nearest tax office, or to any bank branch.

Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. After making the payment, please take the receipt and keep with you.

If you do not know the device's IMEI number, you can learn it by dialling these digits: *#06# After you learn your IMEI number, please write it down to a paper.

Paying the registration fee does not mean registering the phone. You must register your phone through the e-devlet portal. (<http://www.turkiye.gov.tr>)

Ps: As the cost of registering your phone is almost equal to a new phone cost, we suggest buying a new phone instead of going through all these bureaucratic processes.

4. E-DEVLET PORTAL

E-devlet is a website offering access to all public services from a single point. You can register your IMEI Number, download your criminal record or student certificate or address document.

If you are an internet banking customer of a Turkish bank, you do not need to obtain an e-devlet password. You can enter the platform with your internet banking credentials. Once you enter the e-devlet website, you will see an internet banking option to enter the platform. Select that option, choose your bank and proceed. Otherwise, you do need an e-devlet password. To get your password, you have to visit a PTT branch (post office) with your active Turkish cell phone, passport and residence permit card.

5. OPENING A BANK ACCOUNT

You can open a bank account in Akbank. Please note that you do not have to open a bank account for making Sabancı University payments.

Necessary documents;

- Tax number
- Student certificate or student identification card
- A rental agreement or an invoice with your name and address on it (An invoice: electricity, water or gas bills).
- Passport

6. RESIDENCE PERMIT EXTENSION

If your studies continue past the expiration date of your card, then you have to extend your residence card.

- Students who will be abroad during their education period are not required to apply for residence permit.
- Residence card renewal process can only be done in Turkey. Applications made from abroad are invalid. If your residence period has expired while abroad, you may need a visa before coming to Turkey. Please check visa conditions [here](#).

After coming to Turkey, start your renewal process by sending an email to irolegal@sabanciuniv.edu

Please be aware that the extension application is fully your responsibility. You have to make yourself familiar with the extension process from the Immigration Office web page and apply for extension before your residence permit expires. If you do not do so, you will face penalties and even deportation.

We suggest that you add your expiration date to your personal calendar and make sure to set a reminder at least 2 months in advance. You have to make your extension application before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments. If you miss the ten-day period, you must leave the country.

The steps you should follow for residence permit extension;

- 1- Please make online residence permit extension application [here](#). If you need an online application guideline please contact irolegal@sabanciuniv.edu
- 2- After completing your online application, pay your residence permit card fee and keep your payment receipt with you.
- 3- After completing the payment, prepare necessary documents list as [below](#).
- 4- Once you finish doing your online application, please upload your documents [here](#).

REQUIRED DOCUMENTS FOR THE RESIDENCE PERMIT EXTENSION:

- Residence Permit Application Form (Signed) (PDF)
- Passport ID page copy (PDF)
- Passport Last Entry Stamp page copy (PDF): Make sure your passport is valid for 6 months minimum.
- If exists, visa or e-visa page copy (PDF)
- Old residence permit card copy (PDF)
- Biometric picture scan (JPEG)
- Student certificate (You can obtain this from the Student Resources or download from e-devlet.) (PDF)
- The receipt of the residence permit card fee (currently 110 TL) (PDF)

For the further questions please contact irolegal@sabanciuniv.edu

HOPE TO MEET YOU ALL SOON! ☺

 **sabanciuniversityinternational**