



2021-2022 FALL

# EXCHANGE STUDENTS LEGAL PROCESS GUIDELINE



. Sabancı .  
Universitesi

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:**

- **An application can be only made after entering Turkey and registering at the university. 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.**
- **Turkish citizens / blue cardholders do not need to get a residence permit. If you have Turkish citizenship or blue card, please let us know via email.**
- **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. Departing from Turkey before the residence permit application is evaluated results in rejection. Your application automatically gets cancelled.**
- **Students are responsible for prolonging their residence permit according to their study period, if needed.**
- **Student's passports must be valid at least 60 days beyond the requested ending date of residence permit. Make sure your passport is valid for 6 months minimum.**
- **The IRO (International Relations Office) submits the applications to the Immigration Office once a month. Missing the documents submission day of the month will mean that you have to wait until the next submission date (next month). Avoid this especially if you have little time left before your visa expires.**

## The first deadline for submitting your documents to the IRO is 27th of September 2021

### 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. Enter the building and go to the "YABANCILAR İÇİN VERGİ NUMARASI" or "SİCİL İŞLEMLERİ" desk. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

*"Merhaba! Ben Sabancı Üniversitesinden geliyorum. Yabancı uyrukluym. Vergi numarası almaya geldim. Yardiminiz için teşekkürler" (Hello! I study at Sabancı University and am foreigner. I came here to obtain a tax ID number. Thank you for your help in advance.)*

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.

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## STEP 2 ONLINE RESIDENCE PERMIT APPLICATION

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

It is necessary to upload your biometric photo in [ICAO standards](#) taken within the last six months to the form. Please have your biometric head-shot photograph in the JPEG version available on your computer.

Before applying online, download the online application guide [here](#) and follow the steps carefully. If you face any problems, you may contact [irolegal@sabanciuniv.edu](mailto:irolegal@sabanciuniv.edu) for technical support.

Click [here](#) to start your online application. Once your online application is complete, you should print it out, sign the signature line on the first page, and submit it along with all your documents to the International Relations Office right away without waiting for an appointment date.

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## STEP 3 RESIDENCE CARD FEE PAYMENT

Once you finish doing your online application, please pay your residence permit card fee.

This card fee must be paid to the tax office. You must first obtain a tax ID number ( look at STEP 1) and Pay the card fee to the relevant cashier at the tax office with the 9207-reference code.

See below the addresses of the Tax offices:

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

Make sure to have 125 TL cash with you when you go to pay. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

*“Merhaba! Ben SABANCI Universitesinden geliyorum. Yabancı Uyrukluyum. İkamet kart ücreti ödemeye geldim. Yardiminiz için teşekkürler.” (Hello! I study at SABANCI University and am a foreigner. I came here to pay my residence card fee. Thank you for your help in advance.)*

Keep the original receipt given to you by the officer in charge. **Never throw away the original payment document as you have to deliver it to the IRO along with other documents, keep the original document. Otherwise, you will have to pay again.**

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#### STEP 4 SUBMIT US YOUR DOCUMENTS

Once you finish your online application and payment, submit us the required documents below:

#### REQUIRED DOCUMENTS FOR THE SHORT-TERM RESIDENCE PERMIT APPLICATION:

1. The Original Receipt of Residence Permit Card Payment (125 TL)
2. The printout of the Residence Permit Application Form: Do not forget to sign the signature section on the first page.
3. The printout of your Passport ID page
4. The printout of your Passport Last Entry Stamp Page of Turkey
5. If exists, Visa Page or e-Visa copy
6. Four (4) Biometric pictures: Full face, front view with a plain white background, taken within 6 months.
7. Student Certificate. (Obtain this form from the Student Resources)
8. Address Certificate: Download [here](#). After printing out the document, fill it out with your own handwriting.

9. Health Insurance Document. You should submit a valid health insurance to be able to get the residence permit. [For the details click here.](#)

Once you finish your online application, payment, and collect all the documents, bring the documents in person to the address below or send them by courier.

**Recipient's name: Hasan Tahsin CETIN, International Relations Office (Room 1168)**

**Address: Sabancı Üniversitesi, Uluslararası İlişkiler Ofisi No: 27 Orta Mahallesi Üniversite Caddesi Tuzla İSTANBUL**

Please inform us after submitting your documents. If you send your documents by courier, send your postal tracking code to [irolegal@sabanciuniv.edu](mailto:irolegal@sabanciuniv.edu) so that we can track where the mail is.

In case of any missing documents, your application will be rejected. If you face any trouble sending your documents, please contact us.

Please keep a copy of your residence permit application form for yourself so that you can track your residence permit application status.

NOTE: After completing the residence permit application, the immigration office will send you an appointment date via SMS or email. Ignore the SMS / Email, as we will deliver your file on your behalf. Do not deliver your documents to any person or institution other than us.

#### 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.

As the International Relations Office, we are only responsible for submitting your file to the Immigration Office 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 mail carrier 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.

You can see the result [on this page](#) only after the evaluation of the immigration authority. Login to the system by entering your mobile number or your e-mail address and passport number that you used in the application along with your application number. The result of your application evaluation (positive or negative) will appear on the screen. If your application is approved, click on the "post tracking" link on the same page to find out the printing status of your card. If your card has not been printed yet, the barcode number will give an error. If it is printed, you can follow the delivery stage of your card according to the barcode number.

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](mailto:studentinfo@sabanciuniv.edu)

If your application is rejected or your missing documents are requested by the immigration administration, visit room 204 of [Istanbul Immigration Management](#) with your passport and provide your missing documents.

**Attention:** You cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case; moreover, 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.

This document allows you to travel and stay outside Turkey for up to 15 days during your residence permit evaluation period. Yet, this document becomes available only after you receive a notification saying that your application has been evaluated positively. The evaluation of a residence permit application may take approximately 15 days after IRO submits them to the authorities.

To get Approval Document (Müracaat Belgesi), you need to visit Istanbul Department of Immigration (İstanbul İl Göç İdaresi) with your passport and submit it to the Room 204 (Student Residence Permit Room) 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.

Once again, 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.

- Website and Address: <https://istanbul.goc.gov.tr/iletisim>
- Google Location: <https://goo.gl/maps/BoNsd5bkMGLd4b9c6>
- Working hours: 09:00-17:00

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

In case of urgent need, please visit the Room 204 (Student Room) on the second 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.

After arriving in Turkey, please visit any Turkish health insurance agency with your passport and obtain a "Health insurance for foreigners" ( in Turkish "YABANCILAR İÇİN SAĞLIK SİGORTASI" ) policy issued for at least 1 year. The document must be issued in Turkish by the Turkish insurance company.

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 police 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.)

### 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 2170 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 (Check [page 4](#).)

- Student certificate or student identification card (Obtain it from the student resources)
- In order to open a bank account in Turkey, you need to submit an "official address declaration document from the country of your stay" a document approved by the competent authorities of your country, showing the address of your place of residence in your country. You need to obtain this document before your arrival in Turkey. This document should be in English or translated in English by the official authorities.
- 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](#).

Start your residence permit extension process by sending an email to [irolegal@sabanciuniv.edu](mailto: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.

For the further questions please contact [irolegal@sabanciuniv.edu](mailto:irolegal@sabanciuniv.edu)

**HOPE TO MEET YOU ALL SOON! ☺**

Follow us on social media to not miss important dates and announcements.

 **suexchangeoffice**  
 **sabanciuniversityinternational**