



2021-2022 SPRING

Legal Process Guideline for Exchange Students



Sabancı
Universitesi

INTERNATIONAL
RELATIONS OFFICE

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

Table of Contents

1. RESIDENCE PERMIT APPLICATION.....	3
WHY DO I NEED A RESIDENCE PERMIT?.....	3
HOW DO I APPLY FOR A RESIDENCE PERMIT?.....	4
STEP 1 ONLINE APPLICATION.....	4
STEP 2 OBTAINING TAX NUMBER.....	4
STEP 3 PAYMENT FOR THE CARD FEE.....	5
STEP 4 DOCUMENT SUBMISSION.....	6
STEP 5 FOLLOWING UP THE RESULT.....	7
FREQUENTLY ASKED QUESTIONS.....	8
WHAT SHOULD I DO BEFORE LEAVING TURKEY?.....	8
HOW LONG CAN I USE MY RESIDENCE PERMIT?.....	9
WHAT SHOULD I DO IF I LOSE MY RESIDENCE PERMIT CARD?.....	9
2. HEALTH INSURANCE	9
1. PRIVATE STUDENT HEALTH INSURANCE IN TURKEY.....	9
2. INTERNATIONAL HEALTH INSURANCE.....	10
3. HOME COUNTRY SOCIAL SECURITY (BASED ON ELIGIBILITY FOR EUROPEAN RESIDENTS).....	11
3. PHONE REGISTRATION	12
4. E-DEVLET PORTAL.....	12
5. OPENING A BANK ACCOUNT	12
6. RESIDENCE PERMIT EXTENSION	13

1. RESIDENCE PERMIT APPLICATION

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:

- If you do not have a passport, you cannot obtain a residence permit. You cannot obtain a residence permit with an identity card of your own country. Therefore, you need to enter Turkey with your own valid passport.
- Your passport 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.
- 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 send a copy to irolegal@sabanciuniv.edu
- 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.
- If you do not get a residence permit, you will have problems in obtaining transcripts and student certificates from the university.
- Students are responsible for prolonging their residence permit according to their study period, if needed.

- After receiving your residence card, you must send a copy to studentinfo@sabanciuniv.edu.
- The IRO (International Relations Office) will submit your application to the Immigration Office on your behalf. Therefore, you have to submit us your documents by the date given below.



DEADLINE: 15th of March 2022 at 16:00 at latest.

DELIVERY LOCATION: International Relations Office, Room Number 1168, 1st Floor, Sabancı Business School, Sabancı University Campus, Tuzla. You must bring your document on your own.

HOW DO I APPLY FOR A RESIDENCE PERMIT?

STEP 1 ONLINE APPLICATION

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



Download the online application guide [here](#) and follow the steps carefully. If you have a problem with the online application, write to irolegal@sabanciuniv.edu for support.

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

STEP 2 OBTAINING 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.

In order to get your tax number, you should visit this link <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.

In case you cannot obtain your tax number online, you need to go to the 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 show this message to anyone, and they will help you:

“Merhaba! Ben öğrenciyim ve yabancı uyrukluym. Vergi numarası almaya geldim. Online vergi numarası alamıyorum. Lütfen bana vergi numarası alabilmem için yardım edin. Yardiminiz için teşekkürler” (Hello! I am student 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 [Click here to see it on google maps.](#)



Yakacık Tax Office: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Caddesi No: 47/A-B Kartal ISTANBUL Click to see it on google maps. [Click here to see it on google maps.](#)

Note: Getting a tax number is free. If you are asked for a fee, refuse to pay.

STEP 3 PAYMENT FOR THE CARD FEE

After obtaining your tax number you have to pay your residence card fee! This card fee must be paid to the tax office. **Make sure to have 160 TL cash with you when you go to pay.** The personnel might not be able to speak English. Therefore, you can show this message to anyone, and they will help you:

“Merhaba! Ben SABANCI Üniversitesinden geliyorum. Yabancı Uyrukluym. 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 submit it to the IRO along with other documents, keep the original document. Otherwise, you will have to pay again. Take a photo of your document and keep a copy for yourself.**

Note: The residence card fee is not currently payable online. That's why you need to go directly to the tax office. If they ask you for extra money, refuse to pay. You just need to pay the card fee.

STEP 4 DOCUMENT SUBMISSION

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 (given by the tax office) Take a photo of your document and keep a copy for yourself as you must give us the original.
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 (You cannot obtain a residence permit with any document other than a passport. We only want a copy of the passport, not your national id card.)
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. (Student resources will send this document to you by email. Print it out and give it to us.)
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, submit the documents to the address below:



Officer Name: Hasan Tahsin CETIN, International Relations Office (Room 1168), 1st Floor, Sabancı Business School, Sabancı University Campus.

In case of any missing documents, your application will be rejected.

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 submit your documents to any person other than us.

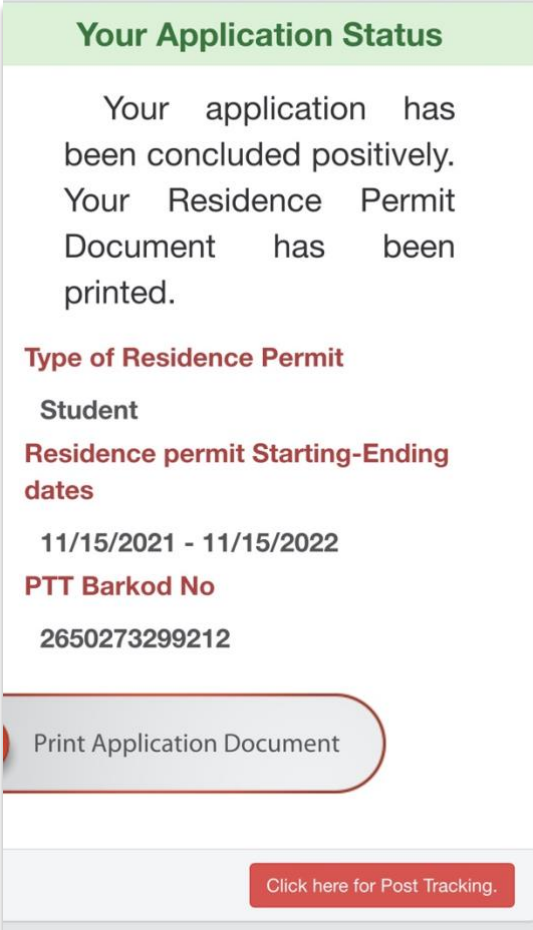
STEP 5 FOLLOWING UP THE RESULT

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 90 days.

As the International Relations Office, we are only responsible for submitting your file to the Immigration Office on your behalf. Start checking the result of your application [on this page](#) from the beginning of the next month after you give us your documents. For example, if you submit your documents to us before March 15th, start checking your application result from April 1st. 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 location 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 campus address on the application form.



Your Application Status

Your application has been concluded positively. Your Residence Permit Document has been printed.

Type of Residence Permit
Student

Residence permit Starting-Ending dates
11/15/2021 - 11/15/2022

PTT Barkod No
2650273299212

[Print Application Document](#)

[Click here for Post Tracking.](#)

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

If your application is rejected or your missing documents are requested by the immigration administration, visit desk 9 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.

FREQUENTLY ASKED QUESTIONS

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 your application has been evaluated positively.

To get Approval Document (Müracaat Belgesi), [click this link](#) . If your application is evaluated positively, download your document by clicking the **Print Application Document button** and print it out.

Once again, you are allowed to leave the county only for 15 days, even with the Approval Document!

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 will 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. [Click here to see the Migration Office location on the google maps.](#)

Working hours of the Immigration Office: 09:00-16:00

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

As per immigration laws in Turkey, it is **MANDATORY** that all students have valid insurance that covers the total duration of their enrollment at Sabancı University. The insurance should take effect from the day the student enters Turkey and cover the complete duration of stay.

Health insurance is not only for your own safety, but it is a legal obligation for your stay in Turkey.

Accepted Health Insurance Options:

1. PRIVATE STUDENT HEALTH INSURANCE IN TURKEY

You can obtain private health insurance upon your arrival in Turkey.

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 Turk Nippon, Allianz, Aksigorta etc. Just make sure that it is an appropriate health insurance for the residence permit as requested. We do not provide assistance or assume any responsibility with health insurance. You must contact the agencies, follow through with all transactions, and make sure you understand your policy coverage very well.

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.)

2. INTERNATIONAL HEALTH INSURANCE

Prior to your arrival, you may obtain health insurance from an insurance company from anywhere that has an office in Turkey and offers service/ coverage for you in Turkey. However, your international health insurance must meet the following conditions. Otherwise, you cannot use it in your residence permit application.

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

- The regarding company has a branch office in Istanbul where you can get your health insurance certificate approved and translated into Turkish.
- 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.
- It has to be translated in Turkish and approved by the Notary in Turkey.

3. HOME COUNTRY SOCIAL SECURITY (BASED ON ELIGIBILITY FOR EUROPEAN RESIDENTS)

Students from below mentioned European countries can benefit from the Bilateral Social Security Agreements as alternative insurance coverage In 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 request and collect it from your local Social Security Office.

To be covered by Turkish Public Health Insurance, **you must activate** your certificate in Istanbul.

After activating your insurance, do not forget to obtain a Provision (provizyon) document from the same social insurance institution and bring it to us. Otherwise, bilateral agreements are not valid for residence permit applications.

You need to go to the closest one of the authorized social security centers in Istanbul, the addresses of which are given below.

- SGK Kartal Sosyal Güvenlik Merkezi – Yabancılar Servisi The address: Bağlarbaşı Mh. Santral Sk. Maltepe Şehit Erol OLÇOK Kampüsü B Blok No:6 Maltepe/İSTANBUL
- SGK Kabataş Sosyal Güvenlik Merkezi - Kabataş Sosyal Güvenlik Kurumu, Pürtelaş Hasan Efendi Mahallesi, Meclis-i Mebusan Caddesi, Fındıklı Yokuşu. No: 5, 34365 Beyoğlu/İstanbul

The below-given countries have a Bilateral Social Security Agreement with Turkey. If you are from one of those countries, you can benefit from Turkish Public Health Care after activating your certificate.

Country Name	Agreement Code
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

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.

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 2732 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 dialing 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 (to obtain your tax number please look at the page 4)

- 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).
- Official document proving your stay in the dormitory
- Passport

6. RESIDENCE PERMIT EXTENSION

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

Please be aware that the extension application is fully your responsibility. You must 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 must 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.

7. CONTACT US / FOLLOW US ON SOCIAL MEDIA

For the further questions please contact irolegal@sabanciuniv.edu

HOPE TO MEET YOU ALL SOON! 😊

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

 [suexchangeoffice](#)
 [sabanciuniversityinternational](#)