INTERNATIONAL STUDENTS LEGAL PROCESS GUIDELINE

2018-2019 Spring

International Relations Office
irolegal@sabanciuniv.edu
Please read the whole guideline carefully, follow the procedures mentioned, and prepare your documents.
CONTENT

LEGAL PROCEDURES SCHEDULE ........................................................................................................ 1

1. STUDENT RESIDENCE PERMIT .................................................................................................. 2
   Why Do I Need A Residence Permit And How Do I Apply For It? ................................................. 2
   Required documents for the student residence permit application ................................................ 2
   When Do I Get My Residence Permit Card? .................................................................................. 4
   What Should I Do Before Leaving Turkey? ..................................................................................... 4
   How Do I Contact With Immigration Office? .................................................................................. 4
   Do I Need To Extend My Residence Permit? .................................................................................. 5

2. HEALTH INSURANCE .................................................................................................................. 5
   Do I Need A Health Insurance? ...................................................................................................... 5
       FOR EXCHANGE STUDENTS ..................................................................................................... 5
       FOR GRADUATE STUDENTS .................................................................................................... 6
   How Can I Go To The Istanbul Immigration Office In Case Of A Need? ..................................... 6

3. PHONE REGISTRATION .............................................................................................................. 8
   Should I Register My Mobile Phone In Turkey? ............................................................................. 8
   How Do I Register The Phone? ..................................................................................................... 8
   How Do I Access The E-Government Portal? ................................................................................ 8
   For Which Devices Is Registration Compulsory? ........................................................................... 9
   Is There A Fee To Pay For The Registration? ............................................................................... 9

4. OPENING A BANK ACCOUNT .................................................................................................... 10

5. DORMITORY APPLICATION ....................................................................................................... 10
   How Can I Apply For Dormitories? ............................................................................................... 10

THE DOCUMENTS NEED TO BE FILLED FOR RESIDENCE PERMIT CARD APPLICATION .......... 12

SAMPLE DOCUMENTS .................................................................................................................. 16
**ORIENTATION WEEK**

**LEGAL PROCEDURES SCHEDULE**

Please pay attention to the calendar below. We cannot arrange any other schedule afterwards.

<table>
<thead>
<tr>
<th>Date</th>
<th>Legal Procedure</th>
<th>Meeting Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>6th Of February</td>
<td>Please come by the International Relations Office to obtain your tax number.</td>
<td>School of Management, International Relations Office (IRO), Room 1181</td>
</tr>
<tr>
<td>08.30 - 11.30 am</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6th Of February</td>
<td>1. We will arrange a bus to take you all to the tax office where you are</td>
<td>School of Management Building</td>
</tr>
<tr>
<td>12.00 am - 4.30 pm</td>
<td>supposed to pay the Residence Permit Card Fee – $9 TL (make sure you have the</td>
<td>Car Park: PARK 12 (in front of the building)</td>
</tr>
<tr>
<td></td>
<td>cash amount with you)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>2. We will drop by the Courthouse to obtain the Criminal Record Document right</td>
<td></td>
</tr>
<tr>
<td></td>
<td>after the card payment (a required document for residence permit application)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>This is a one-time event. Students who miss the bus will have to go by</td>
<td></td>
</tr>
<tr>
<td></td>
<td>themselves later.</td>
<td></td>
</tr>
<tr>
<td>7th Of February</td>
<td>Residence Permit Online Application and Submitting Required Documents:</td>
<td>School of Management Building</td>
</tr>
<tr>
<td>09.00 am - 04.30 pm</td>
<td>We will book a classroom equipped with computers where you can sit down with a</td>
<td>Room: G045</td>
</tr>
<tr>
<td></td>
<td>colleague or assistant student to fill out the application form.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Please submit all the other documents listed below to the IRO.</td>
<td></td>
</tr>
</tbody>
</table>
1. **STUDENT RESIDENCE PERMIT**

**Why Do I Need A Residence Permit And How Do I Apply For It?**

(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://www.goc.gov.tr/En_3](http://www.goc.gov.tr/En_3))

Students enrolled in an academic program in Turkey for 3 months or longer are obliged to acquire a student residence permit as per the Law on Foreigners and International Protection. To do this, each student must make an online residence permit application which gives you an appointment date at the end to 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 all together. 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 until the orientation week so that we can submit your hard copy application file to the Immigration Office. If you do not provide all on time, then you will have to submit them to Migration Office yourself.

**Note:** Turkish citizens / blue cardholders do not need to get a residence permit.

**Required documents for the student residence permit application**

1. **You must pay the residence permit fee:** 89 **Turkish Liras.** This fee must be paid to the tax office in Turkey. Please check the calendar for **STEP 1 and STEP 2** → Submit the payment receipt to us and keep a copy for yourself.

2. **Printout of your online Residence Permit Application Form** → Please check the calendar for **STEP 3** → Please keep a copy for yourself too. The form will have your application number on it, which is important to track your card.

   **Note:** You should enter a valid Turkish phone number on your application form; otherwise, the immigration officers cannot inform you for a missing document and may cancel your first application.

   While filling the residence permit online application form, you can request a maximum validity period of up to 2 months before your passport expiry date.

3. **Copy of Passport (ID page, entry stamp page, and visa page):** If you have entered Turkey with an e-visa, you have to submit the copy of your e-visa. Make sure you have passport that is valid for 6 months minimum.
4. **Four (4) biometric photos.** Full face, front view with a plain white background, taken within 6 months.

5. **Proof of financial status document for those who have a previous entry/exit penalty.** (This is not required for students who do not have any penalty regarding previous entries or exists in Turkey)

6. If there is not a distinction between your name and surname on your passport, your name and surname will be written together on your residence permit card. If you want your name and surname to be written separately, then you should submit name equivalency certificate, which should be taken from the specific Consulate for your home country in Turkey.

7. **If you are under 18 years old and did not enter the country with a student visa:**
   - You have to submit a document (letter of parental consent) written by your parents allowing you to study at Sabancı University and live in Turkey. It should have an Apostille and must be officially translated into Turkish. You should get a certified copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from your consulate in İstanbul and the district governorship in Turkey after getting it translated and approved by notary.
   - You have to submit your birth certificate. It should have an Apostille and must be officially translated into Turkish. You should get a certified copy of it by notary. If you come from a country that does not have an Apostille agreement, then you should also get the approval from the district governorship in Turkey after getting it translated and approved by notary.

8. **Student Certificate** (in Turkish) (you can obtain this form from the Student Resources during university registration)

9. **Residence Permit Declaration Forms**
   
   a. **Address Declaration Form**
   
   b. **Insurance Declaration Form**
   
   c. **Declaration Notification Acceptance Statement Form**

   - You can find these forms at the end of the guideline. In addition, we attached filled examples of these forms at the end. Please print out the forms and fill out with your own handwriting. Make sure that you sign all the indicated fields in the pages, and please submit these forms to us **on February 7 at School of Management, Room G045, 9 AM to 4.30 PM.**

10. **Health Insurance** International students must have a comprehensive health insurance to get a residence permit. A comprehensive health insurance must cover the below-given points and those points must be clearly articulated in the health insurance plan / agreement:

    - Outpatient treatment up to 2000 Turkish Lira (TL)
    - Cover the cost for medication up to 2000 TL
- Cover the cost of medical items up to 1000TL
- Inpatient treatment without any limits.

(See further explanations below on the Health Insurance Section)

**Be aware that the Immigration Office might request further documents once your file is submitted.**

**When Do I Get My Residence Permit Card?**

If you provide us all your required documents on time, we will submit your hard copy files to the Immigration Office within 1 week. After the Immigration Office approves your application file, your residence permit card will be posted to Sabancı University’s Post Office to your name. You will be informed once your post arrives, and can pick it up from the post office. Please be aware that tracking your residence permit card during the posting process is fully your responsibility.

Please be aware that you cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case, might even face far more sanctions.

**What Should I Do Before Leaving Turkey?**

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

To take this document, you need to go with your departure ticket to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and submit it to the “Teblīğ Odası” (an office within the building) on the first floor and request the document. Please make sure to get this document at least 5 days prior to leaving the country.

**Be aware that**, you are allowed to leave the country only for 15 days even with the Approval Document (Müracaat Belgesi)!!!

**Note:** If your address or passport information is changed, after you received your card you must inform the immigration authority within 20 days. You must fill out the information change form by going to the below mentioned Immigration Office address.

**How Do I Contact With Immigration Office?**

You can get help from the Immigration Office 24/7 Service Hotline: 157 (you will be asked to provide your application number each time, so make sure you have it)
Please keep a copy of your application form for yourself so that you can track your card.

**Do I Need To Extend My Residence Permit?**

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

Please be aware that the extension application is fully your responsibility. You have to make yourself familiar with the extension process from the Migration 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. Therefore, 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)

The extension process is slightly different from the initial application process. For this reason, please read the information from the page: [click this link](#).

For frequently asked question about the Residence Permit, [click this link](#).

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**2. HEALTH INSURANCE**

**Do I Need A Health Insurance?**

**FOR EXCHANGE STUDENTS**

Every student has to submit a valid health insurance to be able to get the residence permit. A comprehensive health insurance must cover the below-given points and these points must be clearly articulated in the health insurance plan/agreement:

- Outpatient treatment up to 2000 Turkish Lira (TL)
- Cover the cost for medication up to 2000TL
- Cover the cost of medical items up to 1000TL
- Inpatient treatment without any limits.

The insurance document must include the below statement: (please make sure your health insurance company adds this note to your health insurance document):
How Can I Go To The Istanbul Immigration Office In Case Of A Need?

The easiest and most secure way to reach the Istanbul Immigration Office (İstanbul Göç İdaresi) from Sabancı University campus is by shuttle (or taxi) to the Tavşantepe Metro Station and from there to go completely by metro. It is possible to transfer between subway lines.

The map below shows which subway line you can use.
1- Go to the Tavşantepe metro station by shuttle or taxi from the university.
2- Take the metro line (M4) to Kadıköy and get off at Ayrılıkçeşme station.
3- Transfer to Marmaray metro line, take the metro to Kazlıçeşme and get off at Yenikapı station.
4- Get off at the Fatih station using the M1A or M1B metro line.
5- Walk 450m (five minutes) to Istanbul Immigration Office.

**Route Map**

**Important Suggestions:**

- DO NOT receive assistance from anyone you do not know inside or outside the institution building except the Immigration Office employees.
- DO NOT pay people who are trying to offer you support in exchange for money.
- DO NOT show your passport to anyone other than the Immigration Office employees.
- DO NOT sign any documents other than those requested by the Immigration Office employees.
- The official working hours of the Istanbul Immigration Office are 8.30 - 17.00.

The Istanbul Immigration Office building is crowded on Mondays and Tuesdays. We recommend that you select morning hours on Thursday or Friday if you need to drop by to ask something.
3. PHONE REGISTRATION

Should I Register My Mobile Phone In Turkey?

If you have brought your own mobile phone to Turkey, you must register it within 120 days (4 months) after your last entry date to Turkey. If you don’t do it, your phone will be blocked by the end of 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.

How Do I Register The Phone?

Mobile phones brought to Turkey are most easily registered via the e-government portal. (E-devlet kapısı)

How Do I Access The E-Government Portal?

To sign up, all you need to do is to go to the nearest PTT office, show your residence permit, sign a form and pay a minimal fee (2 TL). You will receive a single use password that you must change when you first sign in. (This will be sent to your mobile phone, therefore please have your phone with you when visiting the PTT)

Login

After entering www.turkiye.gov.tr you must click the button ‘Sisteme Giriş’ in the right upper corner. You are required to enter ‘T.C. Kimlik No’, which is your YKN (Foreign ID number), and ‘E-devlet şifresi’, which is your password. When you are signed in, your name appears on the right upper corner. To log off, click on ‘Güvenli çıkış’.
The website is in Turkish but there is a (non-interactive) version in English. To access, click non-citizens.

In order to start the registration procedure choose ‘IMEI kaydet’ (https://www.turkiye.gov.tr/btk-imei-kaydet) and fill in the required information (mobile phone number, the device’s IMEI number, details of the ID document you used for your entry to Turkey, date of entry)

If you don’t know the device’s IMEI number dial *#06#

*Alternatively, you can also register the phone / mobile device through a customer registration center of the mobile service providers TURKCELL, VODAFONE or TÜRK TELEKOM. In this case the passport holder applies to one of the mobile communication providers’ customer registration centers (in person, as the Authority will check whether the signature applied on the registration document and the signature on the passport match) with their original passport and the tax receipt. An application form is completed and sent together with copies of the ID page, the page with the entry stamp and the original tax receipt to the central authority for confirmation.*

If the registration is carried out via the e-government portal, no documents need to be submitted. The applicant’s declaration is taken as basis and the data control is performed electronically.

**For Which Devices Is Registration Compulsory?**

All devices containing a SIM card are subjected to the compulsory registration. For example, if you want to use the SIM card (use via the GSM network) in an iPad brought to Turkey from abroad, the IMEI has to be registered or else the functions of the device related to the SIM card cannot be used through our country’s operators.

**Is There A Fee To Pay For The Registration?**

In line with the ‘General Communiqué of the Act of Fees’, the charge to be paid in 2018 is 500 TL. If you use internet banking, you may pay online or pay the fee at tax offices or at any bank entitled to collect tax. It is also possible to pay the fee by Turkish credit card through the Online Tax Office.

The nearest tax office to our campus is located within walking distance of the “Yakacık” metro station.

Tax Office Address: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No:47/A-B Kartal/İSTANBUL)
Notes:

- Please note that you need a Tax Number to be able to register your cell phone.
- Apart from tax offices, banks also accept payment of the registration fee.
- The receipt must contain the IMEI number of the device to be registered and the passport holder’s name and surname.
- If you make your cell phone registration without your residence permit card, you can use your cell phone just on one phone number that you buy during the registration.
- Only one cell phone can be registered during 2 years.
- You must make your cell phone registration in person. If you buy a cell phone in Turkey, you do not have to make a cell phone registration.

If you don’t want to go through these hectic processes, we suggest that you buy a cell phone in Turkey 😊

4. OPENING A BANK ACCOUNT

How Can I Open A Bank Account?

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

Necessary documents;

- Tax number
- Student certificate or student identification card
- A proof of dorm accommodation. If you do not stay at the dorms, you can submit a rental agreement or an invoice with your name and address on it (An invoice: electricity, water or gas bills).
- Passport

5. DORMITORY APPLICATION

How Can I Apply For Dormitories?

With the Student ID that will be sent to you via e-mail by Student Resources, you can apply online through the link (http://bannerweb.sabanciuniv.edu/) between 3 and 30th of January.

You have to upload documents listed below during the online dorm application
• Health Report: A medical report showing that there is no health problem that would prevent you from staying in a dormitory. You can get this report from your own country so long as it is in English.

• Copy of passport (identity information and photo page)

• Biometric photo: Full face, front view with a plain white background, taken within the last 6 months.

• Student certificate: You can upload your acceptance letter.

• Address declaration form: a document approved by the competent authorities of your country, showing the address of your place of residence in your country.

• Criminal report: You will get this document in Turkey on 6th of February with the help of the International Relations Office

• Student residence permit: You can upload your residence permit application form, which proves you have made your application. Later on, when you receive your residence permit card, you need to provide a copy to the Dormitory Directorate.

Please read the details below:
https://dorm.sabanciuniv.edu

CONTACT US: irolegal@sabanciuniv.edu

HOPE TO MEET YOU ALL SOON!
THE DOCUMENTS NEED TO BE FILLED FOR RESIDENCE PERMIT CARD APPLICATION

You will see three forms to be filled under this page. These documents are very important for the approval of your residence application.

1- **Address Declaration Form**: In this document, you must specify the name of the school and program you are enrolled in and your address in Turkey. In the example document, the address of Sabancı University is written by default. You also acknowledge that if you change the address, you must and will notify the immigration authority.

2- **Health Insurance Declaration Form**: In accordance with the law, it is compulsory to have a valid health insurance "within 3 months of your first registration date. This means that you have promised in this document that you will apply for insurance. In order to avoid problems in your initial application, you must sign this document. By signing this declaration you confirm that you will provide a valid health insurance.

3- **Declaration Notification Acceptance Form**: This document states that you must apply for a residence permit before the end of your visa or visa exemption, and that you must submit your documents within 30 days. Please fill in the document and sign it.

Please see the forms in the next page. We added some filled example forms to help you. Yet if you troubled with filling the forms please print them and bring them with you to get support from IRO.
İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜNE


Öğrenim amaçlı aldığım randevumla işlemlerim yapılıarak taraflı ikamet izni verilmesini ıstiyorum.

Gereğinini yapılmasını arz ederim. ....../....../201..

Adı :
Soyadı :
Doğum Tarihi :
Telefon :

ADRES BİLGİLERİ:
İl : İSTANBUL
İlçe : TÜZLA
Mahalle : ORTA MAHALLE
Cadde/Sokak : UNİVÈRSETE CADDES
Bina-Daire No : 27

İmza : 
TEBLİG-TEBELLÜG BELGESİ

   b) 31.05.2006 tarih ve 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu.
   c) 30.04.2014 tarih ve 2787 sayılı iliği(a) sayılı kanunun uygulaması usul ve esaslarına dair yazı.
   d) Göğ İadesi Genel Müdürlüğünün 10.05.2016 tarih ve 16 sayılı Geneleği.
   e) Göğ İadesi Genel Müdürlüğünün 02.10.2014 tarih ve 11188 sayılı Öğrenci İkamet İzintleri İlanı’nın loku yazı.

İlgi(a) sayılı kanun gereği ülkemizde ikamet izni almak isteyen Yabancı Uyruklu kişileri “Geçerli Sağlık Sigortası” yaptırımlarını zorunludur. Öğrenimden dolayı ikamet izni talep eden Yabancı Uyruklu öğrencilerin okula ilk kayıt yaptırma tarihinden itibaren 3 ay içerisinde SGBK’dan talep edilen belgelerin halinde iliği(b) sayılı kanun gereği Geçerli Sağlık Sigortası kapsamına alınacaktır. 3 aylik müracaat süresinin cape alınması halinde istenmekte olan özel sağlık sigortası poşetlerinde iliği(d) yazı gereği “İlsbu poğicede 10.05.2016 tarih ve 16/2016 sayılı Vize ve İkamet Taleplerinde Yapılarak Özel Sağlık Sigortalarına İlişkin Genelinde Belirlienen Asgarı Teminat Yapımı Kapısmaktadır.” İadesi aranacaktır. Iliği(e) yazı gereği SGBK’ya, yabancı kimlik numarası tahliye edildikten sonra okulunun bulunduğu yerdeki SGBK’ya yazı olarak müracaatı bulunanların ikamet izni müracaatlarının kabul edilecektir. İkamet izni düzeneindikten sonra geçerli sağlık sigortasının süresi bitiminde sigorta süresini uzatması gerekliği ve geçerli sağlık sigortası yaptırmayan yabancı öğrencilerin durumu tespit edilmesi halinde ikamet izni iptal edileceği hususu iliği(c) sayılı yazı gereği teblığ edilmiş olup;

İlsbu teblığ-tebällüğ taraflımdan tanımlı doğruluğu anlaşılıştıktan sonra imza altına alınmıştır.

DECLARATION NOTIFICATION-ACCEPTANCE STATEMENT

As per the law referenced under paragraph(a) above, the foreign citizens who wish to acquire a residence permit in Turkey are required to have a valid “Health Insurance”. As per the law referenced under paragraph(b) above the student in possession of foreign per the law referenced a residence permit for attending a school in Turkey will be included within the scope of the general health insurance upon submitting a request to SGBK within a period of 3 months following their initial registration with school; However, if the student fails to apply for coverage with in the above mentioned 3 months period then the private health insurance policy that is required to be submitted shall include the following phrase as per the instruction referenced under paragraph(d) above “This Present Policy Covers The Minimum Coverage Designated In The Communiqué Dated 10.05.2016 No:16 Per Taining To The Private Health Insurance To Be Acquired In The Submitting A Residence Permit Request”; while the stipulations regarding the residence permit applications of theones, As per paragraph(e) to SGBK, after Foreign identity number is assigned, application for residence permit is accepted for those who apply in written to the SGBK in where their school is located, after their residence permit is arranged, their valid health insurance deadline need to be extended and case of detection of foreign students who did not get necessary health insurance, the point that the residence permit will be cancelled is announced as per the instruction referenced in paragraph(c).

This declaration notification-acceptance statement has been signed after it’s accuracy is determined by the signatories.

TEBLİG EDEN

TEBELLÜG EDEN

Adı :
Soyadı :
İmza :
Tarih :

14
TEBLİĞ-TEBELLÜĞ

......./.......2019 tarihinde üniversitemizin ........................................ Fakültesi
............................................... Bölümüne kayıt yaptran ................................ uyruklu,
............................................................... İsimli yabancıya vize veya vize
muafiyet süresi bitmeden öğrenci ikamet izni almak için başvuru yapması gerektiği ve
başvuru yaptığı tarihten itibaren 30 (otuz) gün içerisinde evraklarını teslim etmesi
gerektiği hususu tebliğ edilmiştir.

İş bu tebliğ-tebelliğ belgesi tarafımızdan tanzimle doğruluğu anlaşılıktan sonra
birlikte imza altına alınmıştır.

TEBLİĞ EDEN

Üniversite Genel Reisin
28 MAY 2019

TEBELLÜĞ EDEN

Yabancı Öğretmenin
Adresi YAPIL

Bilgisayar
İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞİNE

NATIONALITY (IN TURKISH) uyruklu olup Passport Number. Pasaport sabhibiyim. İstanbul'da, después, Üniversiteleri
FAKULT İ NAME İN TURKISHI fakültesi PROGRAM (IN TURKISH) bölümünde okumaktayım. Türkiye'de öğrencisi olduğum için herhangi bir yerde çalışmaktayım ve ailemin maddi
yardımı ile geçimimi sağlamakta. Başvuru formu ve teslim ettiğim diğer evraklardaki
bilgilerin doğruluğu kabul ediyorum. Adres değişikliklerimi yirmi (20) iş günü içerisinde İl
Göç İdaresi Müdürlüğüne bildireceğimi ve nu konudaki yasal sorumluluklarını kabul
ediyorum.

Öğrenim amaçlı aldığım randevuyla işlemlerinin yapılarak ikamet izni verilmesini istiyorum.

Gereğinin yapılması arz ederim. …/…/201_

Adı : NAME
Soyadı : SURNAME
Doğum Tarihi : BIRTH DATE (D/M/Y)
Telefon : PHONE NUMBER

ADRES BİLGİLERİ:
İl : ISTANBUL
Belediye : TÜZLA
Mahalle : ORTA
Caddesi/Sokak : UNIVERSITE CADDESİ
Bina-/Dasra No : 27

İmza : SIGN THIS FIELD

WRITE HERE
DAY/MONTH/YEAR OF
YOUR APPLICATION
(SAMPLE: 12/03/2010)
2. HEALTH INSURANCE DECLARATION FORM

DECLARATION NOTIFICATION-ACCEPTANCE STATEMENT

Re:

a) Foreigners and International Protection Law No 6458, Dated 04/04/2013
b) Social security and General health Insurance Law No 5510 Dated 31/05/2006
c) Instruction Letter No. 2787 Dated 30/04/2014 regarding the Implementation procedures and the principles for the Law referenced under paragraph (a) above.
d) Letter No. 564 Dated 12/06/2014 of the Ministry of Interior Affairs, Immigration and Administrative Services General Directorate, Issued in regards to Social Security Insurance.

As per the Law referenced under paragraph (a) above, the foreign citizens who wish to acquire a residence permit in Turkey are required to have a valid ‘Health Insurance’. As per the Law referenced under paragraph (b) above the student in possession of a foreigner permit for the residence permit for attending a school in Turkey will be included within the scope of the General Health Insurance upon submitting a request to SGK within a period of 3(three) months following their initial registration with school. However, if the student fails to apply for coverage with in the above mentioned (three) 3-month period then the private health insurance policy that is required to be submitted shall include the following phrase as per the instruction referenced under paragraph (d) above: “This present policy covers the minimum coverage designated in the communiqué dated 06/06/2014 No:9 per taining to the Private Health Insurance To Be Acquired in the Submitting A Residence Permit Request” ; while the stipulations regarding the residence permit applications of theorems, As per paragraph (e) to SGK, after Foreign Identity Number is assigned, application for residence permit is accepted for those who apply in written to the SGK in where their school is located, after their residence permit is arranged, their valid health insurance deadline need to be extended and case of detection of foreign students who did not get necessary health insurance, the point that the residence permit will be cancelled is announced as per the instruction referenced in paragraph(c)

This declaration notification-acceptance statement has been signed after it’s accuracy is determined by the signatories,

Tarih:

TEBELLÜG EDEN
Adı: NAME
Soyadı: SURNAME
İmza: SIGNATURE
3. DECLARATION NOTIFICATION ACCEPTANCE FORM

WRITING DOWN YOUR REGISTRATION DATE OF SABANCI UNIVERSITY (DAY/MONTH/YEAR)

WRITE YOUR FACULTY NAME IN TURKISH

WRITE YOUR FIRST NAME AND YOUR LAST NAME

WRITE YOUR LAST NAME OF THE PROGRAM TURKISH NAME OF YOUR UNIVERSITY

Fakültesi Bölümüne kayıt yapılan........................................... uyruklu, ışılı yabancıya vize veya vize muafiyet süresi bittmeden öğrencii ikamet izni almaktan başvurusu yapıması gerektiği ve başvurusu yaptığı tarihden itibaren 30 (otuz) gün içerisinde evraklarını teslim etmesi gerektiği hususu teblig edilmiştir.

Bu teblig-tebellüğ belgesi tarafımızdan tanzimde doãruluğu anlaşıldığından sonra birlikte imza altına alınmıştır.

TEBLIG EDEN

TEBBELLÜG EDEN

Yabancı Öğrencinin Adı Soyadı

WRITE YOUR FIRST NAME AND LAST NAME HERE

PUT YOUR SIGN HERE