EXCHANGE STUDENTS
LEGAL PROCESS GUIDELINE

INTERNATIONAL RELATIONS OFFICE
SABANCI UNIVERSITY
2023
The processes in this guide have been compiled from the legislation and regulations of the relevant ministries in Turkey. Therefore, these legal processes are subject to change. However, you do not have to worry because we will be making the necessary announcements about any changes that may occur in the future.

Please read this guideline carefully and follow the relevant steps for your residence permit card and other applications.

If you have any questions about the issues which are stated in this guideline, please kindly contact us.

irolegal@sabanciuniv.edu
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We are sending you this legal guide to help you before your university registrations because, depending on your situation, you may need it before university registration. Therefore, we consider it important to send you a guideline beforehand.

The processes included in the legal guideline are created by the relevant ministries and official institutions in Turkey and are subject to change. We only send a guideline once before university registration, but we update the information on our website as there can be changes in the relevant processes. For this reason, we will keep you updated on legal processes on our website, which you will see in the QR code below. We strongly recommend that you visit this website regularly.

SABANCI UNIVERSITY
BEFORE/AFTER ARRIVAL WEBSITE

Also, you can visit in this link: https://www.sabanciuniv.edu/en/degree-students-before-after-arrival
IMPORTANT NOTE

Between **18th of September to 20th of October 2023**, Room 1181 located at the 1st floor in Sabancı Business School will be open to assist you with legal processes.

!
About the visa requirements:

Be aware that students do not have to obtain a student visa to be able to register at the university or to get a student residence permit. Yet, you may need to enter Turkey with a visa. In such a case, you can enter the country with the easiest visa type for you to obtain. Your visa type does not affect your university enrollment or residence permit applications.

For some countries where there are visa exemptions, students can directly enter Turkey without a visa and apply for student residence permit right after the university registration. For more information about passport and visa rules, please visit the website [here](#). Please kindly have a passport that is valid at least 60 days longer than the duration of your study period at Sabancı University. Make sure to enter Turkey with a passport and that your passport has an entry stamp on it.
1. HOW TO OBTAIN A TURKISH PHONE NUMBER

You may be asked for a Turkish phone number when obtaining a tax number, filling out the residence permit registration form and opening a deposit bank account etc. As a result of these applications and forms, immigration offices and banks may prefer SMS channel to contact you. For this reason, we highly recommend that you have a Turkish phone number.

Turkcell, Vodafone and Türk Telekom are the most frequently used and reliable telephone service providers in our country.

The telephone service providers we have listed have shops in Viaport Asia Outlet, which is the closest shopping center to our campus. We recommend it to you as a close location to get a Turkish phone number (sim card).

The Turkish phone number you bought with the passport number you entered the country while coming from abroad will only serve for 3 months. Within 3 months, you must go to the same service provider with your residence permit card and match your number with your residence permit card number. Otherwise, your phone number will be blocked.

Students under the age of 18 cannot buy a Turkish phone number for themselves, even if they have a residence permit card.
2. HOW TO OBTAIN A TAX NUMBER

The tax number is necessary for important payments and processes, such as paying the residence permit card fee, opening a bank account, and/or your mobile phone registration fee on the e-devlet system. 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 for your official payments. Thus, you need to obtain a tax number upon your arrival.

There are two ways to obtain a tax number:

**Online Application:** Visit the official [web page](https://ivd.gib.gov.tr) 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:


(Hello! I study at Sabancı University and I am a foreigner. I came here to obtain a tax ID number. Thank you for your help in advance.)
You can show these Turkish explanations to the officers you may encounter.

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 Location link

⇒ Kadıköy Tax Office: Osmanağa, Halitağa Caddesi No:19, Kadıköy ISTANBUL Location link

Note: If you already have a tax number or Foreign ID Number, you do not have to get a Tax Number again. Please DO NOT FORGET to send your tax number details to studentinfo@sabanciuniv.edu email address!

The related section on the website
From time to time, after you fill the form for a tax number, the page can show you an error and direct you to the main page. If this is the case, there is an option to download your current tax number from the system because each passport number can get one tax number. Therefore, the system may keep a number for you even if it gives an error.

1. Go to Interactive Tax Office Web Page
2. Go to Doğrulamalar button
3. Select Yabancılar İçin Potansiyel Vergi Kimlik Numarası Sorgulama
4. Fill the form (there are English explanations.)
5. Download the tax number
Tax Number Sample

T.C. HAZİNE VE MALİYE BAKANLIĞI
GELİR İDARESİ BAŞKANLIĞI
İNTERAKTİF VЕRГI DAIRESİ

Konu : Yabancılar İçin Potansiyel Vergi Kimlik Numarası (APPLICATION FOR NON-CITIZEN’S POTENTIAL TAX NUMBER)

Adı Soyadı/Name and Surname
T.C./Vergi Kimlik Numarası/Identify Number/Tax Number
Adres/Adress
Cep Telefono/Phone number
Onay Tarihi/Validation Date
İVD İşlem Numarası/TVD Transaction Number
Potansiyel Vergi Kimlik Numarası/Potential Tax Number
Cinsiyet/Gender
Annen Adı/Mother’s Name
Babann Adı/Father’s Name
Doğum Tarihi/Date of Birth
Doğum Yeri/Place of Birth
Ulke Kodu/Country Code

Bu belge, 215 sayılı Vergi Uslu Kanunun mukayes 257 ncı maddeinin birinci fıkrasının (4) numaralı bendine uymadığından İnteraktif Vergi Dairesi tarafından öntürlüktür.

492 Sıra No’lu Vergi Uslu Kanunu Genel Tebliğinin 7 ncı maddesinin üçüncü fıkrasında yer alan düzenlemeye göre; İnteraktif Vergi Dairesi üzerinden verilen bilgilerin, yaz, dilerce, tutanak, rapor ve diğer belgelerin güvenli elektronik inşa ve imzalamasına gerek bulunmamaktadır.
3. OPENING A DEPOSIT BANK ACCOUNT

After you come to Sabancı University, you may need to make some official payments or transfer money from your home country to Turkey. For example, there may be reasons such as dormitory payments and your Erasmus grant being deposited in your account. In this case, you may need to open a deposit bank account.

In most cases, our university students open a deposit bank account with Akbank, an official bank in Turkey, and make money transfers or official payments via this bank. However, do not worry, there is an Akbank branch on our campus and you can go there and open a deposit bank account. The Campus branch of Akbank is located on the first floor of the University Center. ATMs are located on the first floor of University Center and D-2 Building. Bank hours: 8:30-12:00 and 12:30-16:45 during the week from Monday till Friday.

Some documents may be requested from you in order to open a deposit bank account. These can be the following documents:

· Passport
· Tax number
· Student certificate and/or student ID card
· A dormitory certificate which can be obtained from the dorm office at the top of the health center should be submitted. If you don’t stay at the dorms, you can submit a rental agreement or an invoice with your name and address on it.

If you are an Erasmus and exchange program student, you can close this account before you leave Turkey.
Note: Please do not forget that there can be deductions/commission cuts during the transaction of money between your home bank account and the Turkish bank account.

If you are under 18 years old, you can not open a bank account.

4. HEALTH INSURANCE (SIGORTA)

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.

The health insurance mentioned here must be different from the private health insurances you use for travel or that you may have it from your own country. Because in order to obtain a residence permit in Turkey, your insurance has to meet the insurance conditions announced by the immigration office. In addition, the relevant document must be prepared in Turkish in Turkey.

Accepted Health Insurance Options:

i. 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 an insurance company in Turkey.

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, Sompo, Aksigorta etc. Just make sure that it is an appropriate health insurance for the residence permit as
requested. We do not provide a direct assistance or have any responsibility with health insurance. Therefore, it is your responsibility. 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:

<table>
<thead>
<tr>
<th>The Minimum Coverage Table</th>
<th>Contracted Institutions</th>
<th>*Non-Contracted Institutions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Annual Minimum Limit</td>
<td>Contributions</td>
</tr>
<tr>
<td>Outpatient Diagnosis</td>
<td>2.000 TL</td>
<td>Insured: 40% Company: 60%</td>
</tr>
<tr>
<td>Treatment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Impatient Diagnosis</td>
<td>Unlimited</td>
<td>Insured: 0% Company: 100%</td>
</tr>
<tr>
<td>Treatment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Non- Contracted Institutions: Institutions (hospitals, physicians’ offices, and the other health institutions.) do not have an agreement with the insurer.
(The minimum coverage cost may differ)

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 10.06.2021 tarihli ve 8/2021 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 residence permit.)
ii. HOME COUNTRY SOCIAL SECURITY (BASED ON ELIGIBILITY FOR EUROPEAN STUDENTS)

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. (Also, we cannot guarantee that this insurance is acceptable all the time. So, the immigration office can ask you to purchase insurance in Turkey.)

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.

- **Tuzla SGK – Tuzla Social Security Office**
- **Kadıköy SGK – Kadıköy Social Security Office**

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. Note: the list is subject to change.
<table>
<thead>
<tr>
<th>Country Name</th>
<th>Agreement Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Germany</td>
<td>TA 11</td>
</tr>
<tr>
<td>Netherlands</td>
<td>N/TUR 111</td>
</tr>
<tr>
<td>Belgium</td>
<td>BT 8</td>
</tr>
<tr>
<td>Austria</td>
<td>A/TR 3</td>
</tr>
<tr>
<td>France</td>
<td>SE 208-06 A FT &amp; SE 208-28 FT</td>
</tr>
<tr>
<td>Turkish Republic of North Cyprus</td>
<td>KKTC/TC 3</td>
</tr>
<tr>
<td>Romania</td>
<td>R/TR 3</td>
</tr>
<tr>
<td>Bosnia Herzegovina</td>
<td>BH/TR 4</td>
</tr>
<tr>
<td>Czech Rep</td>
<td>CZ/TR 111</td>
</tr>
<tr>
<td>Macedonia</td>
<td>MC/TR 4</td>
</tr>
<tr>
<td>Luxembourg</td>
<td>TR/L 3</td>
</tr>
<tr>
<td>Albania</td>
<td>AL/TR4</td>
</tr>
</tbody>
</table>

Warning: Even if you get approval for this kind of health insurance, your health insurance in Turkey is valid up to 6 months in Turkey.

Note: You can benefit from public health services (public hospitals, clinics etc.) with the social security number given to you by the social security institution.

Please make sure that you contact your home university’s Exchange Office and confirm if there is an active bilateral social security agreement between your country and Turkey.

You can check the details here in this link: https://iro.sabanciuniv.edu/students/exchange/incoming/visa-travel
There is a sample health insurance document from Germany (It is called TA 11 document):

The language and details of the related insurance from your country may differ according to your citizenship.
5. STUDENT RESIDENCE PERMIT

Please 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 who are 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.

The Student 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 student residence permit within a month upon their arrival in Turkey. To do this, you must enter Turkey with your passport, you need to make an online residence permit application and submit your files to the Immigration Office. However, do not worry; we will guide you through the process and provide you with the related information taken from the Istanbul Immigration Office.

However, it is your responsibility to prepare all the documents listed below and submit them to the Immigration Office on time.

You must complete the required documents after the university registration so that you 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 late, and for this reason, your card will arrive late and you may encounter legal problems such as paying fine or deportation.
**Important Notes:**

- An application can be only made after entering Turkey and registering at the university. Residence permit 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.
- You must enter Turkey with a valid passport from your country to get a residence permit.
- 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.
- Turkish citizens / blue card holders do not need to get a residence permit. If you have Turkish citizenship or blue card, please let us know via email irolegal@sabanciuniv.edu
- It is not recommended to leave Turkey before obtaining the residence permit card. Departing from Turkey before the residence permit application process is concluded positively may result in rejection. However, if you leave Turkey after you make your residence permit card application, you **must obtain Müracaat Belgesi (shows that you made the application)** which is prepared only if your application is approved. With **the Müracaat Belgesi**, you are allowed to travel maximum for 15 days. Also, your travel duration has to cover your visa exemption duration. (If your application gets cancelled for this reason, our university does not accept any responsibility in this case.)
- Students are responsible for extending their residence permit according to their study period, if needed.
- If you already have a short-term residence permit, you can make a “transfer application” for the student residence permit. Please let us know via email if you face such situation.
The IRO (International Relations Office) checks the application documents before you submit them to the Immigration Office. Please get in contact with the irolegal@sabanciuniv.edu in order to have a meeting to show your documents before your document submission to the Immigration Office. Missing documents will mean that your card’s evaluation and issuing steps will be late and your card’s arrival will be late for this reason. Avoid this especially if you have little time left before your visa expires. You may encounter legal problems such as paying fine or deportation if you exceed this visa-free period.

**HOW TO APPLY FOR A STUDENT RESIDENCE PERMIT?**

**STEP 1: MAKE AN ONLINE 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, check the online application guide in our website and follow the steps carefully. If you face any problems, you may contact 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 at the bottom, and add it into your file along with your other documents. You must prepare all required documents by yourself and please make sure that you do not have any missing documents.

Apart from that, at the end of your online student residence permit registration form, you will be asked to select one of the immigration offices below for your appointment place:

- Pendik Immigration Office
- Sultanbeyli Immigration Office
➢ İstanbul Provincial Immigration Office – Fatih Immigration Office
➢ Kumkapı Immigration Office
➢ Esenyurt Immigration Office

All these offices may not be listed in the relevant appointment selection area, because sometimes some immigration offices may have appointments full, depending on the number of applications. Therefore, make your appointment location preferences in the exact order given above.

Your appointment date and time details will be sent by the Immigration Office to you as an SMS/email message and it may take 5 or 7 days to receive it. Please be patient. If you do not receive it after 5-7 days, you can send email to irolegal@sabanciuniv.edu Also, you can check it from the website by downloading your online registration form again. If it is assigned to you, it will appear on it.

There are some tips for your online application:

➢ Make your online application only from the official website.
➢ During the working hours, the website may not work due to the high number of applications. Please try for an online application after the working hours or use VPN and/or OPERA browser.
➢ Make sure you entered correct passport information.
➢ You can skip all the grey questions. They are not required.
➢ Please try to use a Gmail email address and Turkish phone number as contact info on the application form.
➢ Please try to use the Turkish page. Sometimes the English page has some errors. You can check the guide or google translate for the help.
➢ If there is an error on the application steps, immediately send us a screenshot to irolegal@sabanciuniv.edu
➢ If you extend your current card (which means you already have a short-term permit or family permit etc. for any reason), let us know.
https://e-ikamet.goc.gov.tr/

is the only address to make your residence permit registration applications!

If you encounter a problem during your online application, please send the screenshot of the problem/application step to the irolegal@sabanciuniv.edu

Please state your email subject as

“YOUR NAME - RESIDENCE PERMIT APPLICATION ERROR”
SAMPLE RESIDENCE PERMIT REGISTRATION FORM
(The Registration Form is created after you complete the online application.)

<table>
<thead>
<tr>
<th>KAYIT TARIHI</th>
<th>KAYIT NUMARASI</th>
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<tr>
<td>(Date of Registration)</td>
<td>(Registration Number)</td>
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<tr>
<th>BAGIRMA TIPI (Type of Application)</th>
<th>BAGIRMA YERI (Place of Appointment)</th>
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<tr>
<td>(Applied Residence Permit Type)</td>
<td>ISTANBUL IL GOC (DARESI) NADIRLUDU</td>
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<tr>
<th>KALIS NAMLASI (Purpose of Stay)</th>
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<tr>
<td>(Reason for Stay)</td>
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<tr>
<th>TALEP EDILIN BAGIRMA TARIHI (Requested Start Date)</th>
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<tr>
<td>(Requested Date)</td>
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**DATE: 19.9.2019**

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**APPOINTMENT DATE: 05.09.2019**

**ACCRUE NO: 125.00 TL**

Print and sign here

Imza

Signature
Important!

Please try to make your online application between 18th of September-9th of October. Due to the high number of applications, the system may not work properly. Therefore, we suggest you to complete the online application early in the morning or at night.

STEP 2: PAY YOUR RESIDENCE PERMIT CARD FEE

You can make the payment online by the below instructions:

1. Visit //ivd.gib.gov.tr/
2. Click on the “Harç ve Değerli Kağıt Bedeli Ödeme” button.
3. Click on the “Göç İdaresi İkamet Tezkeresi Harç Ödeme” button.
4. Type the Tahakkuk no (Accrue no) into the “Başvuru Numarası” box and then the verification code as seen below in the “Güvenlik Kodu” box.
5. Your accrue no is indicated in your residence permit online registration form (1st page).
6. Please make sure you allow cookies and popups for this webpage to be able to download the receipt.
7. Please download and print out the receipt once you are done with the payment.
8. Please note that you should pay only the card fee (356₺).

If you cannot pay online:

You must first obtain a tax ID number and then pay it via either Tax Office, Ziraat Bank, Halk Bank, or Vakıf Bank with the 9207-reference code. If you already have a residence permit card before, you can use the old residence card number as a tax number. If you are below 18, you are
not authorized to pay the card fee for yourself. Therefore, you may ask for a relative or a friend of yours to pay your card fee in your name with your tax ID number. Please note that the payment of the card fee must be in your name with your tax ID number.

See below the addresses of the Tax offices:

➢ Yakacık D-100 Kuzey Yanyol Caddesi No: 47/A-B Kartal ISTANBUL [Here]
➢ Kadıköy Tax Office: Osmanağa, Halitağa Caddesi No:19, Kadıköy ISTANBUL [Here]

Note: The application fee is subject to change as well.

Make sure to have more than 356₺ 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 tesekkürler.” (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.)

If you pay your residence card fee via bank, please make sure you have a stamp on the receipt. If not, please ask for a stamp (in TR.: Makbuza mühür basar mımsınız?)

Never throw away the original payment document as you have to deliver it to the Immigration Office along with other documents, keep the original document. Otherwise, you will have to pay again.
STEP 3: COLLECT THE REQUIRED DOCUMENTS AND SHOW THEM TO THE IRO

Once you finish your online application and payment, submit the required documents below to the Immigration Office:

REQUIRED DOCUMENTS LIST

1. The printout of the residence permit registration form. Do not forget to sign the signature section on the first page of the form.

2. The printout of your Passport ID page.

3. The printout of your Passport Last Entry Stamp Page to Turkey

4. If exists, Visa Page or e-Visa copy

5. 4 Biometric pictures: Full face, front view with a plain white background, taken within 6 months (minimum 4 x 6 cm in size).
6. **Student Certificate**: A student certificate is a document prepared by Student Resources that shows that you are enrolled in a university. If you are a new incoming international student, you can have it after you complete your registration to the university. It can be prepared as a hard copy or digital copy after the orientation week. Please follow the announcements regarding that and you can send an email to studentinfo@sabanciuniv.edu and irolegal@sabanciuniv.edu if you need.

7. **Address Certificate**: Download [here](#). After printing out the document, fill it out with your handwriting.

8. **Health Insurance Policy Document**: Check the Health Insurance section in this guideline.

9. **The Health Insurance Compliance Document**: filled and signed by the applicant Download [here](#). (Fill in this order: NAME, SURNAME, SIGNATURE and TODAY’S DATE)

10. **The Receipt of Residence Permit Card Payment** (356 ₺) If you have paid the fee at the tax office, keep the original document. If you pay online, download the payment receipt and print it.

If you are **under 18 years old** and don't have a student visa:

- **Parental consent**: You have to obtain a letter of parental consent written by your parents allowing you to study at Sabancı University and live in Turkey. The consent letter must mention that the parents are aware and have permission that the student will be studying at SABANCI UNIVERSITY in Turkey and he/she will be financially supported by his or her parents. It should have an Apostille and must be officially translated into Turkish in Turkey. 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 Istanbul and the district governorship in Turkey after getting it translated and approved by notary in Turkey. Consent Letter is not mandatory if you have a
student visa or your parents are living here in Turkey, with a valid residence permit.

➢ **Birth certificate**: You have to obtain your birth certificate. It should have an Apostille and must be officially translated into Turkish in Turkey. 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. Birth Certificate is not mandatory if you have a student visa.

*See the Hague-apostille-country-list here*

Please make sure that you have Sabancı University name on your parental consent and you have a Turkish notary stamp and translation taken from the notaries in İstanbul.

For the İstanbul notaries, please check this page.

We suggest that you have at least 2 copies of the parental consent and birth certificate with you. You may be asked for these documents in different legal processes.

To make sure you don't have any missing documents and to show the documents, you can bring your documents to room 1181 in the Sabancı Business School building until 20th of October for document checking purposes. You can send an e-mail to irolegal@sabanciuniv.edu to inform you before you bring them.

Here is the Calendly app link for your document check step from IRO: https://calendly.com/irolegalsabanci/residence-permit
PLEASE SEND YOUR RESIDENCE PERMIT REGISTRATION FORM TO studentinfo@sabanciuniv.edu and irolegal@sabanciuniv.edu AFTER YOU FINISH YOUR ONLINE APPLICATION AND LET US KNOW WHEN YOU COMPLETE THE REQUIRED DOCUMENTS.

STEP 4: SUBMIT YOUR DOCUMENTS TO THE IMMIGRATION OFFICE AND GIVE YOUR FINGERPRINTS

After checking your documents at IRO, we will give you your file back and indicate the missing documents, if any. If you do not have any missing documents, you can submit the file directly to the Immigration Office. If you have any missing documents, complete them and then submit your file to the Immigration Office. Please keep a copy of your residence permit registration form for yourself so that you can track your residence permit application status.

Ensure that you collected all documents and each document is in order. You need to take your documents to your Immigration Office choice which you made on your online residence permit registration form.

You must submit your documents on the day of your appointment, between 9 AM – 5 PM, Monday to Friday (Public institutions are open during the weekdays in Turkey).

Please keep in mind that you will give your fingerprints during your document submission. That is why you have to be there physically.
Please keep your original passport and student ID card with you all the time.

If you miss your appointment for any reason, you have to re-apply online as described in the previous sections and pay the fee for your new application again. Therefore, constantly check your SMS messages and e-mails. In addition, you can download your online registration form every day on the e-ikamet website to find out if an appointment date and time has been set for you. The link is here.

The most important condition for student residence permit is the student certificate. Therefore, you have to complete your university registration and submit your documents to the Student Resources during the first week to get a student certificate.
HOW TO SUBMIT YOUR APPLICATION DOCUMENTS?

Please send irolegal@sabanciuniv.edu an email which says that you completed your residence permit registration form and other required documents. Then, you can come to the IRO for the last document check step. After that, you need to go to your Immigration Office choice which was on your online application. Submit your documents to the immigration officer. All document preparation step is entirely your responsibility. The follow-up of card’s status belongs to you.

Appointment date and time information will be sent by the Immigration Office in 5-7 days. The follow-up of your SMS or email messages regarding this information is entirely your responsibility. If you miss your appointment, you have to create a new online application on the system.

Please inform us after submitting your documents via irolegal@sabanciuniv.edu

In case of any missing documents, your application may be rejected or put aside until you bring your missing document. To be informed about your application status, we suggest you to check the application status page regularly after your document submission. If you face any trouble during the submission of your documents, please contact us.

After your process is completed (after your file is submitted and your fingerprints are taken), a small paper slip can be given to you by the Immigration Office or a sticker showing the tracking number can be affixed to the back of your passport. Please do not lose this slip and do not tear the sticker.

WHEN DO I GET MY RESIDENCE PERMIT CARD?

The Immigration Administration is fully authorized to approve or reject your application and send your card to the address you stated on the online registration form. The period between the processing of your
application and printing your card may take up to 30-90 days. As the International Relations Office, we are only responsible for providing the related information regarding your residence permit card application.

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. However, as stated in the guide, if you have shown the relevant address in the online registration form as Sabancı University, you will be able to get your card from our university's communication center.

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 (approval or rejection) 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 printing and delivery process is fully your responsibility.

   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 and irolegal@sabanciuniv.edu.

   If your application is rejected or your missing documents are requested by the immigration administration, visit the Immigration Office that you have submitted your documents before with your passport and provide your missing documents. They give 30 days to complete your missing documents after your appointment. If you do not show up with your missing document in this 30-day period, your application can get cancelled and you can get banned to get a student type of permit for minimum 6 months.

WHAT SHOULD YOU DO BEFORE LEAVING TURKEY?

   We do not recommend leaving Turkey without obtaining your residence permit card. If you do so, you may receive a penalty depending on your case; moreover, your application can be cancelled by the Immigration Office.

   In case you need to leave Turkey before you receive the residence permit card, please make sure you have an Application 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 your application has been evaluated positively. The evaluation of a residence permit application may take approximately 15-30 days after you submit them to the immigration office.

To get Müşacaat Belgesi, you need to visit here. If your application is evaluated positively, you can download it as a PDF version or you need to visit the immigration office that you submitted your documents to request the Application 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 country and to come back only for 15 days after you get the Müşacaat Belgesi. Remember, your card is still at the printing step.
PLEASE SEND YOUR RESIDENCE PERMIT CARD TO studentinfo@sabanciuniv.edu and irolegal@sabanciuniv.edu

Note: At the end of each term, there will be an obligation check from the various units of Sabancı University. If your residence permit card copy is not submitted to the Student Resources, your transcript of records for your mobility period can not be issued.
WHAT IF MY INFORMATION (ADDRESS, PASSPORT NUMBER ETC.) CHANGES?

If your address or passport information has been changed, after you receive your card, you must inform the Immigration Authority within 10 days. You must visit the Kumkapı Immigration Office building.

Kumkapı Immigration Office📍
Working hours: 09:00-17:00 – Weekdays

IF I LOSE MY RESIDENCE PERMIT CARD?

You have to go to the nearest police station as soon as possible and get a report about losing your card. Then, you have to pay your residence permit card fee (356 TL in cash) at the tax office and keep the receipt. Then, you have to go to the Kumkapı Immigration Office with the report, payment receipt and your passport to apply to get a new residence permit card (You do not need to get an appointment date before going there). Immigration Office officials will accept your application and will send your new card to the address you have mentioned.

HOW CAN I EXTEND MY RESIDENCE PERMIT?

If your studies continue past the expiration date of your card, then you have to extend your residence permit card. 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 59 days at earliest before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments too. If you miss the ten-day period, you must leave the country.
6. ADDRESS REGISTRATION

Address registration is not compulsory for students coming with Erasmus and exchange programs.

However, if you have to **extend** your residence permit card during your education at Sabancı University, you will be asked by the immigration office to register your address before you extend your permit.

After making your first application and receiving your card, we recommend that you double-check the expiration date of your card and your study period at our university. This means that if your education period exceeds your residence permit period, you will apply for an extension before your residence card expires. Therefore, you will be asked to register your address during the extension process. So, the immigration office asks for having this procedure within **20 days** after getting your card.

Required documents for the address registration:

**If you stay at the dormitories:**

1. Residence Permit Card (valid)
2. Dorm Certificate taken by the Dormitory Management
3. Passport copy
4. Residence Permit Card copy
5. Student Certificate

**If you stay out of the campus:**

1. Residence Permit Card (valid)
2. Rental Agreement copy (notarized) and a Water Bill under your name (notary approved) or Letter of Commitment (Taahhütname) from the notary or your title deed (Tapu) approved by the notary if you are the house owner
3. Passport copy
4. Residence Permit Card Copy
5. Student Certificate

You can go to the nearest immigration office with these required documents and register your address.

Note: According to where you stay, they may ask for some additional documents. Also, keep your residence permit card and passport with you all the time.

For the detailed info: https://www.sabanciuniv.edu/en/address-registration
T.C. İÇİŞLERİ BAKANLIĞI
Nüfus ve Vatandaşlık İşleri Genel Müdürlüğü
YERLEŞİM YERİ VE DIĞER ADRES BELGESİ

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AÇIKLAMALAR
1- Bu YERLEŞİM YERİ VE DIĞER ADRES BELGESİ www.turkis.gov.tr ADRESİNİNEN 25/03/2018 TARİHNE ALINMİŞ OLSA, 24.04.2018 TARİHNE KADIR ODELDİR.
2- Bu YERLEŞİM YERİ VE DIĞER ADRES BELGESİ DE ÝÇERDİK İÇİNDE 26.03.2018 TARİH VE 1 SAYILÝ YAYIL TALEBE DOĞRULUZUNA DUYUMLANMAMİSTEÞ, BAŞKA AMACA KULLANILMAMALAZ.
3- VARDIÞ ÝÇERDÝĞINE 26.03.2018 TARİH VE 1 SAYILÝ YAYIL YAPTÝLDIĞI TARAFINDAN VERÝLEN KURÂN KARŞANDA YERLÝBETÝ ÝÇERÝÞ NUFUS KURÇUMLERINDEN ALINMİŞ OLGU BELGELEÞE AYNI HUKUK ÝDESEL ÝSEMLE SANYAPILAR.

Bu belgenin doğruluğu https://www.turkis.gov.tr/telse-eignetam adresinden veya masturbation, yangınlara segundo edenleri ırk cinslik resident time nüfusun sahibi iki yandan kariştık durumda kontrol edebilir.
7. E-DEVLET (E-GOVERNMENT SYSTEM)

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. There are many features of e-devlet that even we do not know but you can mainly use it to download your official documents.

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 nearest PTT branch (post office) with your active Turkish cell phone, passport and residence permit card.

With e-devlet, you can do:

- Download your criminal record (you will need it for the dorms)
- Download your student certificate/residence permit without waiting for the Student Resources’ email
- Download your address document with barcode (you will need it for your residence permit card extension)
- Register your IMEI device number
- Download your müstehaklık document (in case you start an internship, you may be asked to submit it)

https://www.turkiye.gov.tr/ is the official page for e-devlet.
8. TELEPHONE REGISTRATION (IMEI NUMBER 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 20000 TL). You can pay your fee via online banking/tax office page, 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. [https://www.turkiye.gov.tr/btk-imei-kaydet](https://www.turkiye.gov.tr/btk-imei-kaydet)

Note: 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.
9. ISTANBUL CARD

For low-cost public transportation in Turkey, you can apply for a Student Istanbul Card.

In order to apply for this card, you need have your YÖK number which is written on your student certificate and given by the Student Resources Office or you can use your residence permit card/ID card or blue card. Then you need to visit the closest İstanbul Card branch with your student certificate, passport, 1 biometric photo and some cash. For more information:

➢ https://www.istanbulkart.istanbul/basvuru-merkezleri
➢ https://iett.istanbul/en

Please pay attention to the foreign ID number given to you when you first receive your student certificate. This is the YÖK number given by the Higher Education Institution, but you cannot do anything legal with this number. In order to gain legal status, you must obtain your residence permit card number (real foreign ID number). You can obtain an İstanbul card with a YÖK number, but you cannot take other legal actions.
The processes in this guide have been compiled from the legislation and regulations of the relevant ministries in Turkey. Therefore, these legal processes are subject to change. However, you do not have to worry because we will be making the necessary announcements about any changes that may occur in the future.

Please read this guideline carefully and follow the relevant steps for your residence permit card and other applications.

If you have any questions about the issues which are stated in this guideline, please kindly contact us.

irolegal@sabanciuniv.edu

Instagram: https://www.instagram.com/sabanciuniversityinternational/?hl=en

Website: https://www.sabanciuniv.edu/en/degree-students-before-after-arrival