Please read the whole guideline carefully, follow the procedures mentioned, and prepare your documents.
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# 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><strong>STEP 1</strong> &gt; <strong>OBTAINING TAX NUMBER</strong>&lt;br&gt;9TH OF SEPTEMBER&lt;br&gt;08:30 - 12:30</td>
<td>Please come by the International Relations Office to obtain your tax number.&lt;br&gt;&lt;br&gt;<strong>Important:</strong> If you already have a residence permit or Tax number, please ignore this part. Do not forget to bring them with you for the following day.</td>
<td>School of Management, International Relations Office (IRO)&lt;br&gt;• Room 1181</td>
</tr>
<tr>
<td><strong>STEP 2</strong> &gt; <strong>VISITING TAX OFFICE AND COURTHOUSE FOR DEGREE-SEEKING STUDENTS</strong>&lt;br&gt;9TH OF SEPTEMBER&lt;br&gt;13:00 sharp</td>
<td>1. We will arrange a bus to take you all to the tax office where you are supposed to pay the Residence Permit Card Fee with your tax number in hand – <strong>89 TL (make sure you have the cash amount with you)</strong>&lt;br&gt;&lt;br&gt;2. We will drop by the Courthouse to obtain the Criminal Record Document right after the card payment (a required document for residence permit application)&lt;br&gt;&lt;br&gt;This is a one-time event. Students, who miss the bus, will have to go by themselves later.</td>
<td>School of Management Building&lt;br&gt;• Car Park : PARK 12 (in front of the building)</td>
</tr>
<tr>
<td><strong>FOR EXCHANGE STUDENTS</strong>&lt;br&gt;12TH OF SEPTEMBER&lt;br&gt;09:30 sharp</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>STEP 3</strong> &gt; <strong>RESIDENCE PERMIT APPLICATION</strong>&lt;br&gt;12-13TH OF SEPTEMBER&lt;br&gt;09:00 – 16:30</td>
<td>Residence Permit Online Application and Submitting Required Documents:&lt;br&gt;&lt;br&gt;We will book two classrooms equipped with computers where you can sit down with a colleague or assistant student to fill out the application form.&lt;br&gt;&lt;br&gt;Please submit all the other documents listed below to the IRO as following.</td>
<td>School of Management Building&lt;br&gt;• Room: G045/G050</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)

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, 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 during the orientation week so that we can submit your hard copy application file to the Immigration Office immediately. If you do not provide all the documents on time, then you will have to submit them to the Immigration Office yourself and your card will arrive late.

Important Notes:

- Turkish citizens / blue cardholders do not need to get a residence permit.
- If you already have a short-term residence permit, you can make a “transfer application” for the student residence permit.
- If you are coming from another university in Turkey to Sabancı University, you have to apply for a residence permit within 10 days after you leave your previous university. In addition, you need to get a document as a proof of leaving your university before you join to Sabancı University.
- If you register for a PhD program after graduating from a master degree in Sabancı University, you have to apply for the student residence permit again.

*If you provide us all your required documents on time, we will submit your hard copy files to the Immigration Office after the orientation week.

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.

| Note 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. |

4. **Four (4) biometric photos.** Full face, front view with a plain white background, taken within 6 months.

5. **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 Istanbul 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.
     (*See the list of Hague-apostille-country-list from [Here](#))

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

7. **Residence Permit Declaration Forms**
   a. **Address Declaration Form**
   b. **Insurance Declaration Form**
• You can find these forms at the end of the guideline. In addition, we attached the 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 at the end of each pages, and please submit these forms to us on September 12-13 at School of Management, Room G045, G050 9 AM to 4.30 PM.

8. **Health Insurance**: Sabancı University will provide health insurance for degree-seeking students. However, Exchange students must have a comprehensive health insurance to get a residence permit. See further explanations below on the Health Insurance Section

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

After completing the online application process during the orientation week, the immigration administration will send an appointment SMS to your mobile phone. Ignore this SMS, as we will deliver your file on your behalf.

Once the Immigration Office goes over your files and approves your application file, the confirmation SMS for your application approval will be sent to your mobile phone and your residence permit card will be posted to Sabancı University’s Post Office under your name. Please make sure to enter Sabancı University address as your main address to the online system.

You will be informed by the Communication Center (post office in the campus) once your post arrives, and can pick it up from the post office. Please note that the packages need to be picked up from the Communication Center within two weeks.

- Please be aware that tracking your residence permit card during the posting process is fully your responsibility.

- Be aware that Immigration Office might ask for some extra documents depending on your situation.

- After receiving your residence permit card, please send a double-sided copy to the Student Resources.

**ATTENTION:**

**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 severe sanctions.

**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 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 “Öğrenci Odası” (an office within the building) on the first floor and request the Approval document. Please make sure to get this document at least 5 days prior to leaving the country.

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

IMPORTANT: 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 (see page 18).

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)

See the full address in the upcoming pages (page 18).

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

2. THE HIGH-SCHOOL DIPLOMA EQUIVALENCY (FOR UNDERGRADUATE DEGREE-SEEKING STUDENTS)

Diploma Equivalency (Denklik Belgesi):

The equivalency certificate verifies that your high school diploma/certificate is equivalent to those obtained in Turkey. The High School Diploma Equivalency can be obtained before arrival in the countries where there is an Education Attaché at the Consulate/Embassy of the Republic of Turkey. However, please bear in mind that since not every Turkish consulate issues the Equivalency Certificate, it is important to check with the consulate in the specific country. Students are expected to obtain the equivalency certificate before coming to enrollment; yet, this process might take a couple of weeks.

Students can also obtain the Equivalency Certificate from the Provincial Director of National Education in Istanbul by applying with their high school diploma/transcripts and graduation exam results (with requirements varying from country to country); but evaluation process takes longer in Istanbul. Although this document is one of the required document to finalize your registration before the university starts, you are given some time to obtain and submit it to the
university and in the meanwhile, you can attend your courses. Please note that your university registration will not be completed until you submit equivalency certificate to the University.

- Please bear in mind that students, who receive equivalency certificate rejection, are not allowed to legally register to any university in Turkey.
- Rules and regulations regarding the equivalency certificate are subject to change by the Turkish Ministry of Education.
- Applying for the equivalency certificate is solely the students’ responsibility, but International Relations Office will guide you for the process.

**How to apply for Equivalency Certificate?**

You have to submit the following documents for the application:

1. Equivalence Diploma Application Form: You can find the form attached to this email. You should fill out this form.
2. Passport copies (1. ID page, 2. if you have entered Turkey with a visa than copy of the visa page, if not entered with a visa, last entry to Turkey stamp page copy)
3. Original Diploma\School Leaving Certificate\Testimonial and Transcripts (must cover all high school years)
   a) If you have a diploma from one of the Apostille Convention Signatory countries (see list here) your high school diploma and transcripts must be apostilled (mandatory)
   b) If your country is not listed on the Apostille Convention Signatory countries, your high school diploma and transcripts must be approved/stamped by Ministry of Foreign affairs or the Ministry of Education in your country or your Consulate)
4. The notarized translation of the diploma and the transcripts: It is required only if the documents are not in one of the following languages:
   - Arabic
   - English
   - German
   - French
5. University Acceptance Letter copy
6. Student Residence Permit Card if you have at the time of application.

During registration once you show all your original documents to the responsible person at the Student Resources, she will copy these documents and will give you back original ones (You have to submit original ones to the Ministry of Education for your equivalence application). Student Resources will ask you to sign a petition, which will be the official commitment from your side for bringing your original documents and equivalence certificate back to Student Resources within a given time.

After collecting all the required documents, you have to submit your application folder to the Equivalence Office (‘Denklik Ofisi’ in Turkish) on the ground floor of the building of Provincial
Department of Education in Istanbul (‘İstanbul İl Milli Eğitim Müdürlüğü’ in Turkish). You should submit your documents to the Application Desk (‘Başvuru odası’ in Turkish) in the Office.

After submitting the documents, they will give you an appointment document showing the date with an ID number on it through which you need to obtain the equivalence certificate and your original documents back.

IMPORTANT: You have to bring copy of this document to Student Resources and IRO office within 8 days after your registration as a proof of your application to equivalence certificate. You can also take a photo if it and send to both office via email immediately. If you fail to do so, the university has the right to cancel your registration.

PS: This document is the most vital paper to prove your application for equivalence certificate. Keep in mind that equivalence certificate is normally supposed to be submitted during registration; however, the university gives you some more time to submit it after registration.

PS: IRO will be in touch with the ministry of education to arrange a date for a bulk application. We will inform you in case of an arrangement.

How to Get My Equivalency Result?

A) You have to go to the Equivalency Office on your appointment date with the appointment document, your passport and student residence permit card (If available). You should submit your appointment document to the Result Desk (‘Sonuç Odası’ in Turkish) in the office to get your file back.

B) If your equivalence application is approved, the Result Desk will provide you “Equivalency Certificate” (“Denklik Belgesi” in Turkish) alongside all the application documents you have submitted before. Please check your file to see if all your previously submitted documents and your equivalence document are given back to you completely and correctly.

C) After getting your certificate, please submit it along with all the documents to the Student Resources. If you do not submit them all to the Student Resource, your registration will be cancelled. Keep in mind that the Student Resources need all these documents back as soon as possible.

HOWEVER:

They may give you a “Temporary Equivalency Certificate” (Geçici denklik belgesi) if you do not have a student residence permit card at the time of your application to the Ministry of Education. In this case, you should apply for “Permanent Equivalency Certificate” again once you get your student residence permit card.
In order to apply for permanent equivalency:

1. Take a copy of the “temporary equivalency certificate” before you submit it to the Student Resources.
2. Fill out the application form given by the Application Desk again (Başvuru odası)
3. Give the copy of the “temporary equivalency certificate” and “residence permit card copy” along with the application form.
4. Application desk will give you an appointment day again to get your permanent certificate and you should go and get your final equivalence certificate on the appointment date.
5. After getting your permanent certificate, please bring it to the Student Resources.

**BEAR IN MIND** that you have to eventually submit your equivalence certificate with all the other original documents to the Student Resources. If you miss any of them, your registration will not be completed and Student Resources will cancel your registration.

D) If your equivalence application is rejected, the Result Desk will give you an official document containing information about why your application was rejected along with all the application documents you submitted before. In this case, make sure that you have been provided with the correct documents.

Rejection document ("Ret" in Turkish) means that the documents you submitted in your application may not be considered sufficient to provide equivalence or some of your files may be missing.

In this case, please bring all the document to the International Relations Office so that we can have a look and guide you.

**Where to Apply?**

In Istanbul, the Equivalence certificate can be obtained from İstanbul Directorate of National Education.

The Address: Binbirdirek M.İmran Öktem C. No:1 Eski Adliye Binası Sultanahmet/Fatih/İSTANBUL

Google Location: [https://goo.gl/maps/oPEfojR1UE5UnPkg7](https://goo.gl/maps/oPEfojR1UE5UnPkg7)

IMPORTANT: IRO will try to help you with the process, however, students are obliged to submit and get back their files in person. Third person is not allowed to do it on your behalf at the moment.
3. HEALTH INSURANCE

Do I Need A Health Insurance?

FOR UNDERGRADUATE DEGREE-SEEKING STUDENTS
Sabancı University will provide health insurance for degree-seeking undergraduate students. In case of need, please contact irolegal@sabanciuniv.edu to get your health insurance certificate.

FOR EXCHANGE STUDENTS
Sabancı University provides a health insurance only for degree-seeking students. If you are an Exchange student, you should submit a valid health insurance to be able to get the residence permit.

Option 1: Apply for Private Health Insurance

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

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

<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 Limit</td>
<td>Minimum Limit</td>
</tr>
<tr>
<td></td>
<td>Contributions</td>
<td>Contributions</td>
</tr>
<tr>
<td>Outpatient Diagnosis</td>
<td>2.000. -TL</td>
<td>2.000.-TL</td>
</tr>
<tr>
<td>Treatment</td>
<td>Insured: 40% Company: 60%</td>
<td>Insured: 40 % Company: 60%</td>
</tr>
<tr>
<td>Inpatient Diagnosis</td>
<td>Unlimited</td>
<td>20.000.-TL</td>
</tr>
<tr>
<td>Treatment</td>
<td>Insured: 0 % Company: 100%</td>
<td>Insured: 20% Company: 80%</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 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 genelde belirlenen asgari teminat yapısını kapsamaktadır”
Option 2:

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

9. The regarding company has a branch office in Istanbul where you can get your health insurance certificate approved and translated.
   - 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.

Option 3:

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

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

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

**SGK Kartal Sosyal Güvenlik Merkezi – Yabancılar Servisi**

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

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

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

However, we can share an experience on that; although you are supposed to have a valid student health insurance, Immigration Office is not persistent about it for Exchange students for the first application, yet, if you decide to stay one more semester and need to extend your residence permit than it becomes a strict obligation.

**FOR GRADUATE DEGREE-SEEKING STUDENTS**

Sabancı University offers student health insurance to its registered students; however, graduate students might need to pay extra amount depending on the agreement signed by the university and Health Insurance Company. You will be informed in case of an extra charge.

### 4. DORMITORY APPLICATION

**How Can I Apply For Dormitories?**

We would like to inform you about the dorm application process to make sure that you are aware of all the details during this process.

To be able to stay in the dormitories, you have to make an online dormitory application and provide all the necessary documents on time. Please be aware that, it is fully your responsibility to provide the required documents and complete the online application process to receive a dorm room.

**Online Dorm application timeline FOR DEGREE-SEEKING students:** You should submit your application between July 15 and September 06, 2019 by 11:59 pm

**Online Dorm application timeline FOR EXCHANGE students:** You should submit your application between July 15 and August 25, 2019 by 05.00 pm

**Access to the systems (Only for Degree-Seeking Students):** You may access to the system with the Student ID number that will be sent to you in an e-mail by Student Resources.
IMPORTANT (Only for Degree-Seeking Students): Your ID info will be sent towards the end of August. Therefore, you will be able to apply than. Do not worry, as you will have time to fill the form before the system closed. So PLEASE make sure you apply before the deadline.

Application link: http://bannerweb.sabanciuni.edu

- You must apply to the dormitory online in order to get a room.
- If you do not complete your online application, you will not be provided a room even if you have dorm scholarship.
- Placements are finalized and announced after the online application system closes.
- Rooms will be available as of September 7, 2019 for the new coming students. Moving into your room earlier than this date is not possible.
- Please check the calendar for orientation (you will receive a separate email for that soon) and registration dates and arrange your travel accordingly.

What are the required documents for dormitory application?

Once you are informed about your dorm placement result, you will have to access to the online system and upload documents listed below: (Make sure to bring all hardcopies of them with you)

1. **Health report:** A medical report saying that there is no health problem that would prevent you from staying in a dormitory. You can get this report from your own country as long as it is in English. The report should be officially signed and sealed by a doctor or a medical professional.

2. **Blood Test and Chest X ray:** In addition to health report, do not forget to have a blood test done (Hemogram, HBsAg, Anti-HBs, Anti-HBc IgG, Anti-HAV IgG, Anti-Measles IgG, Anti-Mumps IgG, Anti-Rubella IgG) and get chest x-ray before registration. You have to submit the chest x-ray results and blood test results to the University’s Medical Department during the registration week.

   (You might face some language barrier issues and a time schedule problem if you chose to obtain these tests from Turkey during registration week. Thus, we strongly recommend that you obtain these reports from your home/host country in order to make your registration easier.)

3. **Passport copy:** Identity information and photo page.

4. **Biometric photo:** Full face, front view with a plain white background, taken within the last 6 months.
5. **Student certificate**: Once you are registered, you can get it from Student Resources.

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

7. **Criminal report**: You will get this document in Turkey during orientation week with help of International Relations Office.

8. **Residence permit card copy**: You will apply for student residence permit during orientation week. Until then, you can provide your application form as a proof.

**IMPORTANT**: Once you arrive, beside the documents listed above, you are supposed to provide payment slip for the housing and deposit for the dorm.

For more information, please visit: [https://dorm.sabanciuniv.edu](https://dorm.sabanciuniv.edu)

For more questions regarding dormitory application, please contact: yurtlar@sabanciuniv.edu

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**5. 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 do not 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?**

In order to register your phone to the system, first you need to pay mobile phone registration fee (currently 1500 Turkish Liras). You can pay your fee via online banking, by going to the nearest tax office or to any bank branch.

The nearest tax office to our campus is Yakacık Tax Office: Address: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Cad. No: 47/A-B Kartal/İSTANBUL)

Whether you pay your fee online or in person, you will be asked to provide IMEI number of your mobile phone.

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. Do not forget to login to the e-government portal (http://www.turkiye.gov.tr) and register your phone.

**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 process.

**How Do I Access The E-Government Portal?**

You can login to the e-government portal with your online banking account. If you are unable to reach your online banking account, you can go to the any PTT office and get an e-government password with your residence permit card.

How Do I Access The E-Government Portal?

You can login to the e-government portal with your online banking account. If you are unable to reach your online banking account, you can go to the any PTT office and get an e-government password with your residence permit card.

**Figure 1 E-Government Login Page**

![E-Government Login Page](image)

**Login**

After entering [www.turkiye.gov.tr](http://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’.

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).

Alternatively, you can go to a Turkish mobile operator company store in order to register your phone. Mobile companies may charge service fee for the registration. Still, make sure that you have registration receipt with correct IMEI information.
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.

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 do not want to go through these hectic processes, we suggest that you buy a cell phone in Turkey 😊

6. 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
7. RESIDENCE PERMIT EXTENSION

If your studies 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 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. 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 steps you should follow up for residence permit extension;

1. You should make your online residence permit extension application at this link: https://e-ikamet.goc.gov.tr

   We advise you to do your online application under the Turkish version of the website. To avoid language problems, we have created a presentation with translations, in this link.

2. You need to get a print of application form and prepare necessary document list as below.

3. After making your online application, the immigration office will send you appointment SMS or e-mail. Only after receiving the SMS or e-mail, you can pay your residence card fee through e-ikamet system. In addition, you can make your fee payment to any tax offices without waiting SMS or email.

4. After making your payment, print out the receipt. You should bring all your documents along with payment receipt to IRO in 5 working days.

5. After completing online application, send a copy of your online application file to irolegal@sabanciuniv.edu and sr@sabanciuniv.edu

After completing the online application, the immigration administration will send an appointment SMS to your mobile phone. Ignore this SMS, as we will deliver your file on your behalf. Once the Immigration Office goes over your files and approves your application file, the confirmation SMS confirming your application will be sent to your mobile phone and your residence permit card will be posted to your contact address under your name.

Be aware that Immigration Office might ask for some extra documents depending on your situation. You will be informed by the Communication Center (post office) once your post arrives, and can pick it up from the post office. (Enter your campus address as your contact address in the online application form so that your card can be safely delivered to the Communication Center) Please be aware that tracking your residence permit card during the posting process is fully your responsibility. Please note that the packages need to be picked up from the Communication Center within two weeks. If you do not take your card in time, your card will be sent back to the Istanbul Immigration Directorate in Fatih.
What are the required documents for residence permit extension?

1. Residence Permit Application Form (Signed)
2. 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 your passport is valid for 6 months minimum.**
3. Old residence permit card copy
4. Four (4) biometric photos
5. Student certificate (in Turkish) You can download your student certificate from e-devlet portal through [this link](#) or request an official document from Student Resources through [this link](#).
6. Health insurance certificate (If you are degree-seeking student, please obtain your health insurance document from IRO. IRO will add your health certificate to your file while sending)
7. A Printout of Address Declaration Document (Download from [here](#). You may download the sample filled document from [here](#).)
8. The receipt of residence permit card fee (currently 89 TL) You can pay with your debit or credit card through e-ikamet system. However, e-ikamet system does not give permission to pay online your fee before receiving appointment SMS. Thus, you need to wait for online payment until you receive SMS or you can pay it at the tax offices without waiting. Whether paying online or at tax office, please do not forget to get print of the receipt. Before submitting the receipt to us, take a copy for yourself.
9. If you are under 18 years old in the time of application and did not enter the country with a student visa:
   - You have to submit a document (letter of parental or guardian 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 Istanbul 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. FREQUENTLY ASKED QUESTIONS ABOUT RESIDENCE PERMIT

How long can I use my residence permit after leaving university?
You can stay in Turkey 10 days after you leave university or freeze the term with your valid residence permit. If you will stay more than 10 days after leaving university or freezing the term, you have to pay penalty at the airport when you leave Turkey. You can apply for a short-term residence permit before your residence permit becomes invalid.

**How long can I use my residence permit after university graduation?**

If you graduate, your residence permit card is canceled as of your graduation date, even if the card’s expiry date shows a later date. You can stay in Turkey 10 days after your graduation date. You can apply for a short-term residence permit before your residence permit become invalid. If you will do further studies in Turkey, you can apply for student residence permit within 90 days.

**What should I do if I lose my residence permit card?**

You have to go to the nearest police center as soon as possible and get a report about losing your card. Then you have to go to the Immigration Office with the report 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 go to the Immigration Office in case of a need?**

Istanbul Immigration Office (İstanbul Göç İdaresi) Address: Hırka-i Şerif Mahallesi Vatan Caddesi No: 64 Fatih/ISTANBUL

In case of urgent need, you can visit the “Öğrenci Odası” (Student room) located on the first floor of the building.

Google Location: [https://goo.gl/maps/BoNsd5bkMGLd4b9c6](https://goo.gl/maps/BoNsd5bkMGLd4b9c6)

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 Halkalı and get off at Yenikapı station.
4. Get off at the Fatih-Emniyet station using the M1A or M1B metro line.
5. Walk 450m (five minutes) to Istanbul Immigration Office.
Transportation 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.
9. 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.

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 randevuyla işlemlerinin yapılarak tarafta ikamet izni verilmesini istiyorum.

Gereğinin yapılması arz ederim. ....../....201..

Adı : 
Soyadı :
Doğum Tarihi :
Telefon :

ADRES BİLGİLERİ:
İl : ISTANBUL
İlçe : TÜZLA
Mahalle : ORTA MAHALLESİ
Caddesi/Sokak : Üniversite Caddeşi
Bina-Daire No : 27

İmza :
TEBLİĞ-TEBELLÜĞ BELGESİ

İlgili: a) 04.04.2013 tarih ve 6548 sayılı Yabancılar ve Uluslararası Koruma Kanunu,
b) 31.05.2006 tarih ve 5510 sayılı Sosyal Sigortalar ve Genel Sağlık Sigortası Kanunu,
c) 30.04.2014 tarih ve 2787 sayılı İlgil(a) sayıları kanunun uygulama usul ve esaslarına dair yazi,
d) Göç İdaresi Genel Müdürlüğü’nün 10.05.2016 tarih ve 1€ sayılı Yönetm.,
e) Göç İdaresi Genel Müdürlüğü’nün 02.10.2014 tarih ve 1188 sayılı Öğrenci İkamet İzni Komite décision.

İlgil(a) sayısı kanun gereği ilmekinde ikamet izni almış isteyen Yabancı Uyruklu kişilerin “Geçerli Sağlık Sigortası” yaptırımları zorunludur. Öğrenin onaylı ikamet izni talep eden Yabancı Uyruklu öğrencilerin okula ilk kayıt yaptırma tarihinden itibaren 3 ay içerisinde SGK dan talepte bulunmaları halinde ilgil(b) sayılı kanun gereği Geçerli Sağlık Sigortası kapsamına alınacaktır. 3 aylik müracaat süresinin karşılanmasa halinde istencek olan özel sağlık sigortası polislerinde ilgil(d) yazılı görevi “İşbu polise 10.05.2016 tarih ve 1€/2016 sayılı Vize ve İkamet Taleplerinde Yapılanacak Özel Sağlık Sigortalarına Uygın Genelgehede Belirlenen Asgari Teminat Yaptırma Kapsamaktadır.” ibaresi aranacaktır. İlgil(e) yazılı görevi SGK’ya, yabancı kimlik numarası tahsis edildikten sonra okullarının bulunduğu yerdeki SGK’ya yazılı olarak müracaat başvuranların ikamet izni müracaatlarının kabul edilecektir. İkamet izni düzenlendikten sonra geçerli sağlık sigortasının süresi bitiminde sigorta süresini uzatması gereklüğü ve gerekli sağlık sigortası yaptırmayan yabancı öğrencilerin durumu teşpi edileceğinde halinde ikamet izni iptal edileceği hususu ilgil(e) sayılı yazılı görevi teblığ edilmiş olup,

İşbu teblığ-tebellüğ tanzimindan tanzimde doğruluğunu anlaşıltıktan 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 SGK 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 Communique Dated 10.05.2016 No: 1€ 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 thones, 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(e).

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

TEBLİĞ EDEN

Adı : 
Soyadı :
İmza :
Tarih : 

TEBEllÜĞ EDEN

Adı :
Soyadı :
İmza :
Tarih :

22
SAMPLE DOCUMENTS

1. ADDRESS DECLARATION FORM

İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜNÜNE

NATIONALITY (IN TURKISH) ... uruklu olup ... PASSPORT NUMBER ... Pasaport sahibiyim. İstanbul da ... SABANCI ... Üniversitesi FACULTY NAME (IN TURKISH) fakültesi PROGRAM (IN TURKISH) bölümünde okumaktayım. TürkİYE’de öğrenci olduğum için herhangi bir yere çalışmamaktayım ve ailemin maddi yardımı ile geçimimi sağlamaktayım. Başvuru formu ve teslim ettiği diğer evraklardaki bilgilerin doğru olduğunu kabul ediyorum. Adres değişikliklerimi yirmi (20) iş günü içerisinde İl Göç İdaresi Müdürlüğüne bildireceğimi ve nu konudaki yasal sorumluluklarını kabul ediyorum.

Öğrenim amacı aldığım randevumla işlemlerimin yapılarak tarafa ikamet izni verilmesini istiyorum.

Gereğinin yapılmasını arz ederim. .../.../201...

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

ADRES BİLGİLERİ:

İl : ISTANBUL
İlçe : TUZLA
Mahalle : ORTA
Cadde/Sokak : UNIVERSITE CADDESI
Bina-Daire No : 27

İmza : SIGN THIS FIELD

WRİTE HERE DAY/MONTH/YEAR OF YOUR APPLICATION (SAMPLE: 12/03/2019)
2. HEALTH INSURANCE DECLARATION FORM

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 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 14/9/2014 No:9 per having to the Private Health Insurance To Be Acquired In the Submitting a Residence Permit Request ".

As per paragraph (a) 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(s).

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

Tarih: 

NAME

SURNAME

SIGNATURE

TEBELİS EDEN
For the further questions please contact irolegal@sabanciuniv.edu

HOPE TO MEET YOU ALL SOON!