2022-2023
INTERNATIONAL STUDENTS LEGAL PROCESS GUIDELINE FOR DEGREE SEEKING GRADUATE STUDENTS

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

If you have any questions about the issues which are stated in this guideline (residence permit, health insurance, telephone registration, etc.), please contact us.

irolegal@sabanciuniv.edu
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1. 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

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 need to make an online residence permit application and submit your files. 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 following documents after the registration so that you can submit your hard copy application file to the Immigration Office immediately. If you don't submit your documents at the appointment time, you will have problems. That's why it's important to deliver your documents on the day of your appointment. If you do not submit your documents to the immigration authority in time, your application may be rejected and you may be asked to leave the country.

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 prolong the duration of the residence permit must be in Turkey.

- Turkish citizens / blue cardholders do not need to get a residence permit. If you have Turkish citizenship or blue card, please let us or student resources know via email.

- Students cannot leave Turkey before obtaining the residence permit document. Departing from Turkey before the residence permit application may be evaluated results in rejection. Your application may get cancelled.
• Students are responsible for prolonging their residence permit according to their study period, if needed.

• Student’s passports must be valid at least 60 days beyond the requested ending date of residence permit. Make sure your passport is valid for 6 months minimum. (We recommend that your passport be for at least 5 years. In this way, it is possible to obtain a longer residence permit.)

• 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 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 proof of leaving your university before joining Sabancı University.

• The IRO (International Relations Office) checks the documents before you submit them to the Immigration Office. Please get in contact with the irolegal@sabanciuniv.edu for showing your documents before your document submission to the Immigration Office.

• Missing documents can lead your card’s evaluation to be late and your card’s arrival may 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.

HOW TO APPLY FOR A RESIDENCE PERMIT?

STEP 1: OBTAIN YOUR TAX NUMBER

The tax number is necessary for important payments and processes, such as the residence permit fee, opening a bank account, and/or registering your mobile phones. Once you receive your residence permit card, you will have your foreign ID number on it. You can use your foreign ID number for all legal issues; however, until you receive it, the tax number is the ID number you will be using. Thus, you 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 of Tax Office at https://ivd.gib.gov.tr Click on the Application for Non-Citizen’s Potential Tax Number button on the bottom of the page.
• The application form has English explanations, and it requires you to upload your passport ID scan. The system will give you a Tax ID number once you submit the form. Please enable cookies and pop-ups on your browser since your Tax ID number will be given to you as an official letter in a PDF format. If you cannot obtain an online tax number, you must visit the nearest tax office in person.

• **In-person application:** You need to visit a Tax office with your original passport and its copy. Enter the building and go to the “YABANCILAR İÇİN VERGİ NUMARASI” or “SİCİL İŞLEMLERİ” desk. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

  “Merhaba! Ben Sabancı Üniversitesi‘nden geliyorum. Yabancı uyrukluyum. Vergi numarası almaya geldim. Yardımcınız için teşekkürler.” (Hello! I study at Sabancı University and I am foreigner. I came here to obtain a tax ID number. Thank you for your help in advance.)

  See below the addresses of the Tax offices:

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

  **Note:** If you already have a tax number or Foreign ID Number, you do not have to get a Tax Number again.

**STEP 2: MAKE ONLINE RESIDENCE PERMIT APPLICATION**

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

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

Before applying online, download the online application guide here and follow the steps carefully. If you face any problems, you may contact irolegal@sabanciuniv.edu 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.
Note: You have to select PENDİK IMMIGRATION OFFICE OR İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜ as your appointment place. If KUMKAPI IMMIGRATION OFFICE is available on the appointment selection list, you can choose it, too. Please leave SULTANBEYLİ for your last option. However, if ESENYURT is listed, please ignore that immigration office due to its distance to the campus.

Your appointment date and time will be sent by the Immigration Office to you as SMS/email message and it may take 5 or 7 days to receive it. Please be patient. If you do not receive after 5-7 days, you can send email to irolegal@sabanciuniv.edu

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 ONLINE APPLICATION FORM’’

IMPORTANT!!!
PLEASE MAKE YOUR ONLINE APPLICATION BETWEEN AFTER YOUR REGISTRATION - 15TH OF OCTOBER.

DUE TO HIGH NUMBER OF APPLICATIONS, WE SUGGEST YOU TO COMPLETE THE ONLINE APPLICATION AT THE EVENING, OUT OF THE WORKING HOURS.

STEP 3: 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 application 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 (160₺).

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 Tax Office: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Caddesi No: 47/A-B Kartal ISTANBUL

- Kadıköy Tax Office: Osmanağa, Halitağa Caddesi No:19, Kadıköy ISTANBUL

Make sure to have more than 160₺ 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. Yardıımınız icin 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 mısınız?)

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 4: PREPARE YOUR DOCUMENTS AND SHOW THEM TO THE IRO FOR THE LAST CHECK

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

REQUIRED DOCUMENTS LIST:

1. The Receipt of Residence Permit Card Payment: If you paid the fee (160₺) at the tax office or bank, submit the original receipt.
2. The printout of the Residence Permit Application Form: Do not forget to sign the signature section on the first page.
3. The printout of your Passport ID page
4. The printout of your Passport Last Entry Stamp Page of Turkey
5. If exists, Visa Page or e-Visa copy
6. Four (4) Biometric pictures: Full face, front view with a plain white background, taken within 6 months, in size 4x6.
7. Student Certificate. (Obtain this form from the Student Resources) Address Certificate: Download here. After printing out the document, fill it out with your own handwriting.
8. Address Document:
   - If you stay in the dormitory, please get in contact with the dormitory management and ask for your dormitory address certificate. Keep one copy for yourself in order to use it for address registration step later.
   - If you stay out of the campus, please get a notarized rental agreement of your residency or water/electricity etc. bill under your name and use its copy as the address document. Keep one copy for yourself in order to use it for address registration step later. (Also, there are several addresses that cannot be used for the residence permit address registration. You can check these addresses here)
   - If you stay with your friends and relatives, please ask your friend or relative to come with you to the notary. You have to get a letter of commitment (Taahhütname) via their help. Keep one copy for yourself in order to use it for address registration step later.
9. The Health Insurance Compliance Document: Download here, filled and signed by the applicant

Please keep in mind that you will give your fingerprints during your document submission. That is why you have to be there physically.

PLEASE SEND EMAIL TO IROLEGAL (irolegal@sabanciuniv.edu) AFTER YOU FINISH YOUR ONLINE APPLICATION AND COMPLETE THE REQUIRED DOCUMENTS.
**STEP 5: SUBMIT YOUR DOCUMENTS AND GIVE YOUR FINGERPRINTS**

After the last check of IRO, you have to submit your documents to the Immigration Office and give your fingerprints. Ensure that you collected all documents.
You need to take your documents to your Immigration Office choice which you made on your online application form.
Please keep your passport and student ID card with you all the time.

**HOW TO SUBMIT APPLICATION DOCUMENTS?**

➔ Please send irolegal@sabanciuniv.edu an email which says that you completed your online application form and other required documents. Then, please come to the IRO room 1181 at the School of Business for the last document check. After, you need to go to the Immigration Office and submit your documents. 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 send email to us if you receive your appointment details.*

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**IMPORTANT!!!**

AFTER YOU FINISH YOUR ONLINE APPLICATION AND COLLECT THE REQUIRED DOCUMENTS, YOU HAVE AN OPPORTUNITY OF SHOWING YOUR DOCUMENTS BEFORE SUBMITTING THEM TO THE IMMIGRATION OFFICE.

THEREFORE,

UNTIL 31<sup>ST</sup> OF OCTOBER, ROOM 1181 AT THE 1<sup>ST</sup> FLOOR OF THE FACULTY OF MANAGEMENT IS OPEN
FOR THE LAST DOCUMENT CHECKING STEP.
PLEASE SEND EMAIL TO irolegal@sabanciuniv.edu
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. For this reason, we suggest you check the application status page regularly after your document submission. You can check your application status [here](#). If you face any trouble during the submission of your documents, please contact us.

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

**WHEN DO I GET MY RESIDENCE PERMIT CARD?**

The Immigration Administration is fully authorized to approve or reject your application and to mail your card to you. The period between the processing of your application and the receipt of your card may take up to 30-45 days.

As the International Relations Office, we are only responsible for 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.

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

Please be aware that tracking your residence permit card during the posting process is fully
your responsibility. To receive your card, make sure you provide the correct address on the application form.

Be aware that the Immigration Administration might ask for some extra documents depending on your situation. After receiving your residence permit card, please send a double-sided copy to studentinfo@sabanciuniv.edu

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.

Attention: You cannot leave Turkey without obtaining your residence permit card. If you do so, you will receive a penalty depending on your case; moreover, your application will be cancelled by the Immigration Office.

STEP 6: REGISTER YOUR ADDRESS

After your residence permit card is prepared, the Immigration Administration asks students to go to the nearest Immigration Office and register their address. For this reason, you must register the address where you live with your residence permit card and passport. You do not need to make an appointment for this procedure. You can register by going to the nearest Immigration Office on the day and time you are available. We recommend Pendik Immigration Office as it is close to our university.

Required documents for address registration:
1. Residence permit card
2. Passport
3. Address proof:
   ➔ If you are staying in the dormitory, dormitory address certificate given by the dormitory management
   ➔ If you are living off-campus, rental agreement (notarized), or water / electricity bill showing your name and address.
   ➔ If you are living at a friend’s or relative’s house, a letter of commitment (Taahhütname) which is prepared at the notary can be used for address registration. You have to go there with your friend or relative who are having their address registration at this residency.
WHAT SHOULD I DO BEFORE LEAVING TURKEY?

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

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

To get Approval Document (Müracaat Belgesi), you need to visit the same website that you checked your application status. 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 only for 15 days, even with the Approval Document.

WHAT IF MY INFORMATION (ADDRESS, PASSPORT INFORMATION, OR CELL PHONE NUMBER) CHANGES?

If your address or passport information is changed, after you receive your card, you must inform the Immigration Authority within 20 days. You must visit the Information Update Room (Bilgi Güncelleme Odası) within the Istanbul Provincial Directorate of Immigration Administration building.

- Website and Address: https://istanbul.goc.gov.tr/iletisim
- Google Location: https://goo.gl/maps/BoNsdbkMGLd4b9cf
- Working hours: 09:00-17:00
LEAVING THE UNIVERSITY, FREEZING THE TERM OR GRADUATION:

You should leave Turkey within 10 days once you leave the university or freeze the term, as your card becomes invalid as of your leave or freezing date. If you stay more than 10 days, you may have to pay a penalty fee at the airport when you leave Turkey.

If you graduate, your residence permit card is canceled as of your official graduation date, regardless of its duration. You can stay in Turkey for 10 days after the official graduation date. You can apply for a short-term residence permit application depending on your purpose of stay, before your student residence permit becomes invalid.

WHAT 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 pay your residence card fee (160 TL in cash) at the tax office and keep the receipt. Then, you have to go to the Kumkapi 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.

Kumkapı Immigration Office

HOW TO PROLONG MY RESIDENCE PERMIT?

If your studies continue past the expiration date of your card, then you have to prolong your residence 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.
2. HEALTH INSURANCE

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 information about the scope of the health policy, please contact healthcenter@sabanciuniv.edu.

3. PHONE REGISTRATION

If you have brought your own mobile phone to Turkey, you must register it within 120 days after your last entry date to Turkey. If you do not, your phone will be blocked after 120 days. You will need to submit your residence permit card during the phone registration. If you register without a residence permit card, your phone will be blocked after 6 months.

In order to register your phone to the system, first you need to pay the mobile phone registration fee (currently 2170 TL). You can pay your fee via online banking, by going to the nearest tax office, or to any bank branch. (The fee may change annually.) Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. After making the payment, please take the receipt and keep with you.

If you do not know the device’s IMEI number, you can learn it by dialing these digits:
*#06# After you learn your IMEI number, please write it down to a paper.

Paying the registration fee does not mean registering the phone. You must register your phone through the e-devlet portal. (http://www.turkiye.gov.tr)

PS: As the cost of registering your phone is almost equal to a new phone cost, we suggest buying a new phone instead of going through all these bureaucratic processes.
4. **E-DEVLET PORTAL**

E-devlet is a website offering access to all public services from a single point. You can register your IMEI Number, download your criminal record or student certificate or address document.

If you are an internet banking customer of a Turkish bank, you do not need to obtain an e-devlet password. You can enter the platform with your internet banking credentials. Once you enter the e-devlet website, you will see an internet banking option to enter the platform. Select that option, choose your bank and proceed. Otherwise, you do need an e-devlet password. To get your password, you have to visit a PTT branch (post office) with your active Turkish cell phone, passport and residence permit card.

5. **OPENING A BANK ACCOUNT**

You can open a bank account in AKBANK, which is also available within the campus. Please note that you do not have to open AKBANK account for making Sabancı University payments.

**Necessary documents.**

- Tax number
- Student certificate or student identification card
- A rental agreement or an invoice with your name and address on it (An invoice: electricity, water or gas bills).
- Passport
HOPE TO MEET YOU ALL SOON! 😊

Follow us on social media:
Instagram: sabanciuniversityinternational