Please read the whole guideline carefully, follow the procedures mentioned, and prepare your documents.
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1. STUDENT RESIDENCE PERMIT

WHY DO I NEED A RESIDENCE PERMIT?

Be aware that this information is the summary of previously gained experience. Every student has to read the Immigration Office official web page and follow the updates about Law on Foreigners and International Protection, as regulations might change frequently: http://en.goc.gov.tr

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. 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 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 most complete the following documents right after the registration so that we can submit your hard copy application file to the Immigration Office immediately. If you do not provide all the documents on time, then you will have to submit them to the Immigration Office yourself, and your card will arrive late.

Important Notes:

- Turkish citizens / blue cardholders do not need to get a residence permit.
- Students who will be abroad during their education period are not required to apply for a residence permit.
- Students cannot leave Turkey before obtaining the residence permit document. (Please read page 7 for details.)
- Students are responsible for prolonging their residence permit according their study period, if needed.
- Residence applications made from abroad are invalid. Students wishing to apply for the residence permit or to extend the duration of the residence permit must be in Turkey.
- 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 proof of leaving your university before joining Sabancı University.

HOW DO I APPLY FOR A STUDENT RESIDENCE PERMIT?

STEP 1 OBTAINING A TAX NUMBER

The tax number is necessary for important payments and processes, such as the residence permit fee, opening a bank account, or registering your mobile phones. Once you receive your residence permit card, you will have your foreign ID number on it. You can use your foreign ID number for all legal issues; however, until you receive it, the tax number is the ID number you will be using. Thus, you have start with obtaining a tax number upon your arrival.

There are two ways to acquire a tax number:

- **Online Application:** Visit the official web page of Tax Office at [https://ivd.gib.gov.tr](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. 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: Osmanağ, 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 ONLINE RESIDENCE PERMIT APPLICATION

**Warning! If you are abroad, you cannot apply for the residence permit!**
Before applying online, download the online application guide here and follow the steps carefully. If you face any problems, please send an email to irolegal@sabanciuniv.edu for technical support.

Click here to make online application.

**STEP 3 RESIDENCE CARD FEE PAYMENT**

Once you finish doing your online application, please pay your residence permit card fee online. Click here to pay. Since the payment system is in Turkish, please read the payment guide and follow the steps carefully. Download the payment guideline. If you face any trouble making the payment, please let us know.

**STEP 4 SUBMIT YOUR DOCUMENTS**

Once you finish your online application and payment, please upload your documents here. You must upload all documents digitally. In case of any errors or deficiencies in the documents, your application will be invalid. If you face any trouble uploading your documents, please contact us.

**REQUIRED DOCUMENTS FOR THE STUDENT RESIDENCE PERMIT APPLICATION:**

1. The Receipt of Residence Permit Card Payment (110 TL)
2. Residence Permit Application Form (PDF)
3. Passport ID page (PDF or JPEG)
4. Passport Last Entry Stamp Page of Turkey (PDF or JPEG)
5. If exists, Visa Page or e-Visa copy
6. Biometric photo (JPEG): Full face, front view with a plain white background, taken within 6 months.
7. Student Certificate. (You can obtain this form from the Student Resources)

**IF YOU ARE UNDER 18 YEARS OLD AND DID NOT ENTER THE COUNTRY WITH A STUDENT VISA:**

- You have to submit a 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 Hague-apostille-country-list [Here](#))

**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.

After completing the residence permit application, the immigration office will send you an appointment SMS or email. Ignore the SMS / Email, 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 / 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 postman 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.

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

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

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.

To take these documents, you need to go with your passport to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and submit it to the Room 106 (Student Application 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 county 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.

HOW DO I CONTACT THE IMMIGRATION OFFICE?

Before taking any action please contact us via irolegal@sabanciuniv.edu Please keep a copy of your residence permit application form for yourself so that you can track your residence permit application status.

HOW LONG CAN I USE MY RESIDENCE PERMIT AFTER LEAVING THE UNIVERSITY OR FREEZING THE TERM?
You should leave Turkey within 10 days once you leave the university or freeze the term, as your card becomes invalid. If you stay more than 10 days, you may have to pay a penalty fee at the airport when you leave Turkey.

**HOW LONG CAN I USE MY RESIDENCE PERMIT AFTER GRADUATION?**

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 SHOULD I DO IF I LOSE MY RESIDENCE PERMIT CARD?**

You have to go to the nearest police station as soon as possible and file a report about losing your card. Then you have to go to the Immigration Office with the report and your passport to renew your residence permit card.

**HOW CAN I GO TO THE IMMIGRATION OFFICE IF NECESSARY?**

⇒ Address: İstanbul İl Göç İdaresi, Hırrka-İ Şerif Mahallesi Vatan Caddesi No: 64 Fatih İstanbul

In case of urgent need, you can visit the Room 106 (Student Application Room) located on the first floor of the building.

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

Working hours of the Immigration Office: 09:00-17:00

Warning: Please consult us before taking any action. Do not get help from third parties and organizations for residence application procedures, as this may be unsafe!

2. **THE HIGH-SCHOOL DIPLOMA EQUIVALENCY (DENKLIK)**
WHAT IS DIPLOMA EQUIVALENCY?

As part of registration rules and regulations, all international undergraduate students are required to submit their High School Diploma Equivalency Certificate (Denklik Belgesi) together with other registration documents.

*Equivalency certificate:* The equivalency certificate verifies that your high school diploma / certificate is equivalent to those obtained in Turkey. If you have a Turkish high school diploma, you are not required to submit this document.

The High School Diploma Equivalency can be obtained before arrival in some 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. If the Education Attaché at the Consulate provides this service, you should make sure that you obtain your equivalence certificate before arriving in Turkey, and provide it during registration.

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 and your university registration will not be completed until you submit the equivalency certificate to the University.

- Please bear in mind that students who receive an 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 student’s responsibility. The International Relations Office can guide you through the process, if you have any questions.

HOW DO I OBTAIN MY EQUIVALENCY CERTIFICATE?

**OPTION I**

It is better and easier for you to apply for the certificate of the equivalence while you are in your country. Please click here to see the list of the educational attachés in your country. If there is an educational attaché where you live, we recommend that you contact the attaché in your country by phone or mail prior to your application. You may need to take an appointment and get information in advance. You can find the required document list below. After receiving the equivalency certificate, you should deliver all
the original documents as soon as possible to the Student Resources to complete your registration.

OPTION II

If there is not an Educational Attaché in your home country or if you have not taken your certificate of the equivalence, you should apply for the certificate as soon as you arrive to Turkey. You must make an online application, upload your documents and make an appointment from the Provincial Directorate of National Education in order to apply for the equivalence certificate.

Here are the steps to obtain the equivalency certificate by online application.

1- Please click here to make an online application Note: You cannot make an online application while you are abroad.

2- Enter your personal information. Make sure you enter a valid Turkish mobile number, as the appointment will be sent to your phone via SMS.

3- After entering personal information please upload the required documents below.

4- Select the Equivalency Center: If you are in Istanbul, select Provincial Directorate of National Education (İstanbul İl Milli Eğitim Müdürlüğü)

⇒ The provincial national education directorate in Turkey is located in Sultanahmet District, İstanbul. Please click here to see the location of the Provincial Directorate of National Education.

5- Select an Appointment Date: After selecting the appointment date, the system will generate a Registration Number. Take a screenshot of the page and write down the registration number. Print it out if possible.

6- After completing your online application, please be prepared with all the original documents, and go in person to the equivalency center on your appointment date.

7- The staff at the equivalence center will return the documents to you after verifying the authenticity of your documents.

8- After your documents are verified, you will be able to check your application result by entering the Registration number on the online application system and then will able to download your “Equivalency certificate” .pdf file to your computer.

9- After downloading your result .pdf file, please send it to irolegal@sabanciuniv.edu and studentinfo@sabanciuniv.edu
OPTION III

If both options above are definitely not possible, then please send an email to irolegal@sabanciuniv.edu, explaining your special condition. After reviewing your situation, we will offer you further guidance.

REQUIRED DOCUMENTS FOR THE EQUIVALENCY APPLICATION

- Application form. Download [here](#). Fill out the application form.
- Passport ID page copy
- Diploma or document that states that the applicants are entitled to receive a diploma - With apostille, in the absence of apostille, approved by the ministry of education, the ministry of foreign affairs, or the embassy. (These documents must be completely uploaded in a way that approval / seal will appear clear. Otherwise, the equivalence procedures will be cancelled during the application.
- Transcripts (must cover ALL high school years and must be stamped by Ministry of Education or Foreign Affairs or by the embassy.

Note 1: For Apostille Convention Signatory countries (see list [here](#)): your high school diploma and transcripts must be apostilled (mandatory according to Turkish Ministry of Education regulations). For countries who are not Apostille Convention Signatories: your high school diploma and transcripts must be approved/stamped by the Ministry of Education or Ministry of Foreign affairs or the embassy.

Note 2: The notarized translation of the diploma and the transcripts is required only when the documents are not in one of the following languages:

- Arabic
- English
- German
- French

Note 3: Students who have completed the A- and O-level track for the GCE (British Education System) must fulfil one of the following options:

- Two A-Levels, One AS-Level and Two O-levels
- Three A-Levels and One O-Level
- Two A-Levels and Three O-Levels

Additional Documents:
• Identity card/passport of the mother/father for those under the age of 18,
• Original and approved translation (if necessary) of the parental consent letter, university pre-registration document/student certificate for applicants who are under the age of 18 and will register in the university,
• Original and approved translation of the custody document, proving that the letter was written by the parent who has custody for the student for those whose parents got divorced.
• If there is a change in the surname in the education certificate and identity card/passport due to reasons such as marriage or divorce, the marriage certificate and/or identity register copy must be uploaded to the system.

3. HEALTH INSURANCE

Sabancı University will provide health insurance for degree-seeking undergraduate students. In case of need, please contact irelegal@sabanciuniv.edu to get your health insurance certificate.

4. 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 1838 TL). You can pay your fee via online banking, by going to the nearest tax office, or to any bank branch.

Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. After making the payment, please take the receipt and keep with you.

If you do not know the device’s IMEI number, you can learn it by dialling 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.

5. 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.

6. OPENING A BANK ACCOUNT

You can open a bank account in Akbank. Please note that you do not have to open a bank account for making Sabancı University payments.

Necessary documents;

• Tax number

• 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

7. RESIDENCE PERMIT EXTENSION.

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

• Students who will be abroad during their education period are not required to apply for residence permit.
• Residence card renewal process can only be done in Turkey. Applications made from abroad are invalid. If your residence period has expired while abroad, you may need a visa before coming to Turkey. Please check visa conditions here.

After coming to Turkey, start your renewal process by sending an email to irolegal@sabanciuniv.edu

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 before the expiration date. If you miss the date, then you can still apply within 10 days of expiration, which might bring penalty payments. If you miss the ten-day period, you must leave the country.

The steps you should follow for residence permit extension;

1- Please make online residence permit extension application here. If you need an online application guideline please contact irolegal@sabanciuniv.edu
2- After completing your online application, pay your residence permit card fee here and download your payment receipt.
3- After completing the payment, prepare necessary documents list as below.
4- Once you finish doing your online application, please upload your documents here.

REQUIRED DOCUMENTS FOR THE RESIDENCE PERMIT EXTENSION:

• Residence Permit Application Form (Signed) (PDF)
• Passport ID page copy (PDF)
• Passport Last Entry Stamp page copy (PDF): Make sure your passport is valid for 6 months minimum.
• If exists, visa or e-visa page copy (PDF)
• Old residence permit card copy (PDF)
• Biometric picture scan (JPEG)
• Student certificate (You can obtain this from the Student Resources or download from e-devlet.) (PDF)
• The receipt of the residence permit card fee (currently 110 TL) (PDF)

If you are under 18 years old and did not enter the country with a student visa click here.

For the further questions please contact irolegal@sabanciuniv.edu
HOPE TO MEET YOU ALL SOON! 😊

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