

Dear International Students

Congratulations on achieving your place at Istanbul Aydin University and thank you for choosing us. We are delighted to welcome you, students from all angles of the globe, to Istanbul Aydin University. You all choose the right place to enhance your academic objectives. In fact, "it is the place to be". Choosing a university is one of the most important decisions you will ever make in your life, as the competitiveness of your academic degree depends on the university you obtain it from. More importantly, university is where you cultivate your sustainable development capabilities and thus enable you to lay a solid foundation for your entire future life. The years you spend at university are very important. While you are here, we encourage you to strive for a healthy balance between your academic activities as well as enjoying the rich sporting and cultural opportunities that this university offers. Our goal is to offer you a whole education and we recognize that some of the important lessons you will learn will take place outside of the lecture theatre, like the laboratory and the library. We aim at giving you the opportunity to spread your wings within a safe and exciting environment. At the end of your studies, you will leave this university with not only a world-class qualification, but also with friends you will cherish for a lifetime. Best of luck with your studies, and we are certain that your time at this university will be enjoyable and fruitful.

As the International Students and Staff Affairs of this precious university, we ensure you that we will do our best to ease your academic life at our university. At Istanbul Aydin University, you will receive abundant resources, multi-cultural innovation experience, and more importantly, the passion to explore and to build your dreams. All of this is already available around you and it's waiting for you to be discovered and unfolded...

ISSA Office

Residence Permit

If you are planning to stay in Turkey for more than 90 days within a 180- day period, for any reason, including tourism, you must get a Turkish residence permit. In order to obtain a residence permit, please schedule an online appointment at e-ikamet.goc.gov.tr before you contact Provincial Directorates of Migration Management Office in Istanbul.

Turkish authorities enforce the laws, including those stipulating fines, deportation, and bans on future travel to Turkey for people who overstay their visas or do not maintain valid residency permits.

International students who have overstayed their visas, residence permits, or visa exempt periods and are subject to a fine can also benefit from the residence permit procedure as long as they pay the related fines.

Applications for residence permits should be made within 30 days of arrival in Turkey.

If you stay beyond the date of your visa or your residence permit expires, even if only for a few days, you will be fined at the port of exit and will be subject to a travel ban preventing you from reentering Turkey for a period between three months to five years (depending on the length of your overstay). Monthly fines for overstaying Turkish visas or residency permits add up quickly. Travelers are encouraged to check with local authorities to ensure compliance with all Turkish immigration regulations.

Keep in Your Mind

90/180 Visa Rule

For example, if I come to the Area in January and stay for 60 days and then come back in June for 10 days, that counts as 70 days in 180 days. Only days you are in the zone during the period counts.

Apply in 30 Days

Applications for residence permits should be made within 30 days of arrival in Turkey.

Note: If you have dual citizenships or Blue Card (Mavi Kart), you don't need residence permit.

Erasmus Students

If you will stay in Turkey more than 90 days, you have to apply for student residence permit.

Note: If you are coming to Turkey for Erasmus internship, you have to apply for Short-term residence permit.

Apply for Residence Permit

In order to apply for a residence permit, you have to provide the documents listed below:

► **Residence Permit Application Form** (must be signed by you and/or your legal representative)

► **Passport and photocopy of passport substitute document**
(Pages containing identity information, photo, and processed pages)

► **Four (4) photos** (must have been taken within the last 6 months, You should have a white background and biometric photo. Do not upload family, selfie, unrecognizable, old or black and white photos into the system, otherwise the residence permit document will not be issued!)

► **Turkish cell phone number**

► **Declaration which states that financial capacity is to be provided sufficiently and regularly throughout the stay** (Is declared in the Application Form. Directorate may request supporting documents.)

► **Valid health insurance** (Insurance period must cover the intended residence permit duration. One of the following document is considered as sufficient):

- **E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Turkey within the scope of bilateral social security agreements**

- **E-signed/signed and stamped/sealed provision document received from Social Security Institution** (Provision documents to be received from Social Security Institution must be in such a manner that they must be both supportive and cover family members in family residence permits.)

► Residence Permit Manual

- E-signed/signed and stamped/sealed document of the application made to the Social Security Institution to become a general health insurance holder
- Private health insurance (The policy must have the expression of "This policy covers the minimum coverage stipulated in the circular no 9, dated 06/06/2014, on private health insurance required to be taken out for residence permit applications.". Please present signed and stamped/sealed original of your insurance policy during application! For extension applications, attach only approved (sealed, signed) copy of your policy into your application file.)

Online Application

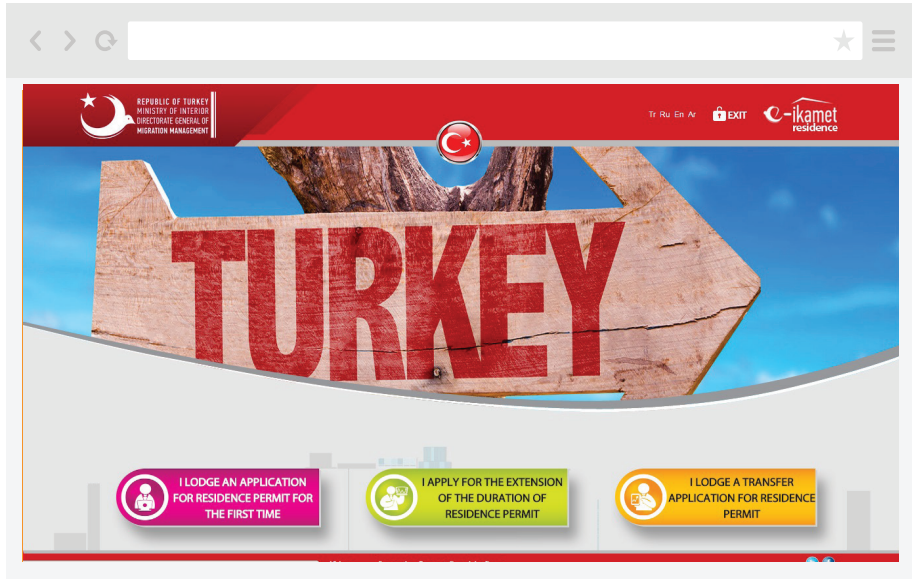
The first required document in the **Residence Permit Application Form** will be ready after you complete your online application on **e-ikamet.goc.gov.tr**. This manual is prepared to explain how to fill this online application form.

Make sure that you have a biometric photo scanned on your computer and a valid insurance. The rest is easy as it is explained in the following pages.

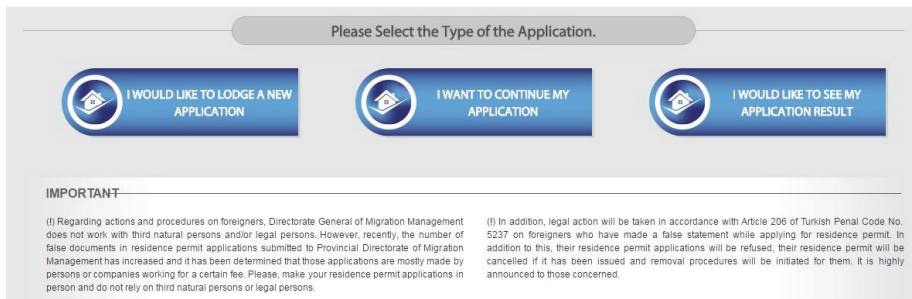
Important Notes before you apply:

- When you start your application, the red questions are compulsory, that means you have to answer them. The grey questions you do not have to fill them out.
- You don't need anyone else to apply for the residence permit. The application system is asking about your personal information. The system is quite simple and everyone can complete the application by themselves.

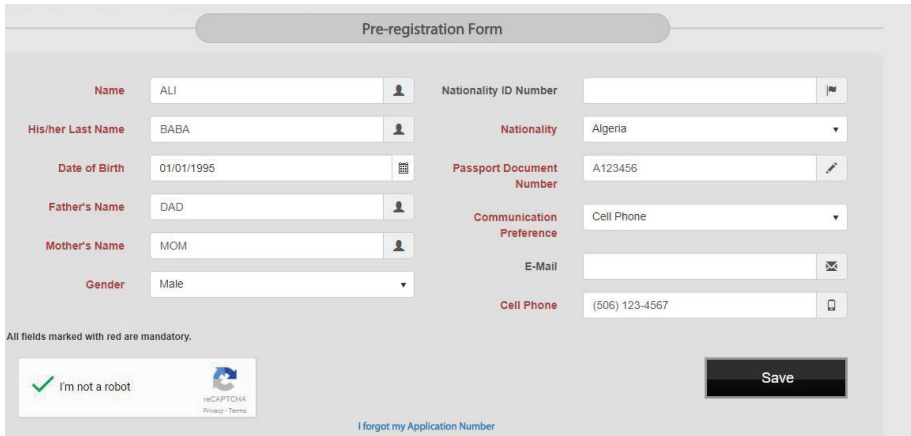
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- There will be three types of applications. If you are a new student, you have to choose the first application. If you already have a residence permit and it is about to expire, then you should choose the extension application.
- If you have a short-term residence permit as a student who is enrolled in Associate degree, bachelor degree or master, you should choose the transfer the application type.



Please choose new application and click continue.



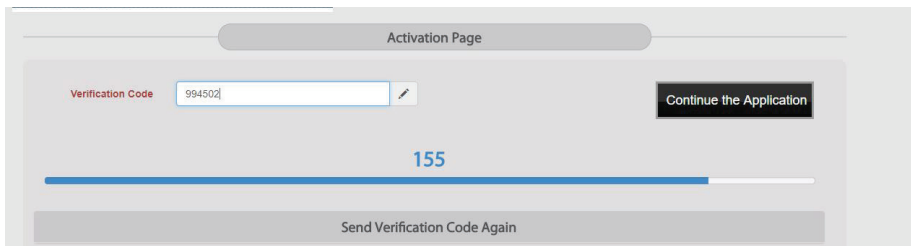
The screenshot shows a 'Pre-registration Form' with the following fields:

Name	ALI	Nationality ID Number	
His/her Last Name	BABA	Nationality	Algeria
Date of Birth	01/01/1995	Passport Document Number	A123456
Father's Name	DAD	Communication Preference	Cell Phone
Mother's Name	MOM	E-Mail	
Gender	Male	Cell Phone	(506) 123-4567

Below the form, there is a CAPTCHA 'I'm not a robot' checkbox, a 'Save' button, and a link 'I forgot my Application Number'. A note states: 'All fields marked with red are mandatory.'

The pre-registration screen will show up to get your verification code and application number. Please fill name, surname, your parents' name, your passport number and cell phone number. Please click save button and you will receive a text message from **GOC IDARES!**

In that part, please (fill in the blanks) answer all the red questions and please choose cell phone option for communication and write your cell phone number.







The screenshot shows an 'Activation Page' with a 'Verification Code' field containing '994502' and a 'Continue the Application' button. Below the code field is a large blue number '155' and a progress bar. At the bottom, there is a button labeled 'Send Verification Code Again'.

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Please type the verification code that you received on your cell phone as a text message

Please Select the Type of the Application.

 APPLICATION FOR FAMILY RESIDENCE PERMIT	 STUDENT RESIDENCE PERMIT APPLICATION
 APPLICATION FOR LONG TERM RESIDENCE PERMIT	 APPLICATION FOR SHORT TERM RESIDENCE PERMIT







You have to choose the student residence permit type.

Short-Term Residence Permit: Tömer Students, Erasmus-Interns


Student Residence Permit: Associate Degree, Bachelor Degree, Master Degree, PHD degree, Erasmus, Exchange and Mevlana

Personal Information

Personal Information 1 | Personal Information 2 | Travel Document Information | Person Applying on Behalf of the Applicant | All

Foreigners ID No	<input type="text"/>	
Name	<input type="text" value="NAME"/>	
His/her Last Name	<input type="text" value="LAST NAME"/>	
Previous Surname	<input type="text"/>	
Father's Name	<input type="text" value="DAD"/>	
Mother's Name	<input type="text" value="MOM"/>	

All fields marked with red are mandatory.


[Delete the Photograph](#)

[Next](#)

In this step, you have to fill your personal information and update your photo (Please upload a **biometric** photo of you and answer the red colored questions.)

Personal Information

Personal Information 1 | **Personal Information 2** | Travel Document Information | Person Applying on Behalf of the Applicant | All

Gender Male

Date of Birth 01/01/1995

Marital Status Single

Status of Special Needs Please select...

Nationality ID Number

Nationality Azerbaijan

The other nationality Please select...

The Nationality at Birth Azerbaijan

Place of Birth

The Country of Birthplace Azerbaijan

Blood Group Please select...

Registered e-mail (REM) address

All fields marked with red are mandatory.

In this personal information page, you will state your nationality, birthplace, gender and marital status here.

Travel Document Information

Personal Information 1 | Personal Information 2 | **Travel Document Information** | Person Applying on Behalf of the Applicant | All

Document Type Ordinary Passport

Document No A123456

Date of Issue 01/01/2015

Issuing Country Azerbaijan

Validity Date 01/01/2020

Issuing Authority POLICE

All fields marked with red are mandatory.

Back Next

Here, you will write your passport information. When you are filling your Date of Issue and Validity date of your passport; please pay attention that it is using the American system for the date (mm .dd .yyyy) if you use the English Language application. If you are applying with the Turkish Language application, you should fill as dd/mm/yyyy.

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The screenshot shows a progress bar at the top with four steps: 'Personal Information 1', 'Personal Information 2', 'Travel Document Information', and 'Person Applying on Behalf of the Applicant'. The fourth step is highlighted in green. Below the progress bar, there are two radio button options: the first is selected and reads 'I lodge the application on my own behalf.', and the second is unselected and reads 'I lodge the application on behalf of the foreigner as his/her Parent/Trustee/Guardian.'. Below these options, a note states 'All fields marked with red are mandatory.'. At the bottom of the form, there are 'Back' and 'Next' buttons.

Please apply only for yourself, do your application by yourself, and choose "I lodge the application on my own behalf".

The screenshot shows a progress bar at the top with four steps: 'Travel Document Information', 'Person Applying on Behalf of the Applicant', 'Abroad Contact Information', and 'Contact Details in Turkey'. The fourth step is highlighted in green. Below the progress bar, there are several form fields with red labels indicating they are mandatory: 'Province' (ISTANBUL), 'District' (KÜÇÜKÇEKMECE), 'District/ Village' (BEŞYOL MAHALLESİ), 'Main Road' (1.İNÖNÜ CADDESİ), 'Apartment' (38/1 - İşyeri - Bina Ana Giriş - Bilinmeyen), and 'Independent Section' (1 - Üniversite / Yüksekokul - Özel - Bilinmeyen). To the right, there are fields for 'Telephone 1' (with the number (212) 444-1428), 'Telephone 2', and 'E-Mail' (myemail@gmail.com). At the bottom of the form, there are 'Back' and 'Next' buttons.

The system will be asking for your contact address in Turkey. You can write Istanbul Aydın University's Address or your home/dorm address.

BEŞYOL MAHALLESİ, 1.İNÖNÜ CADDESİ NO: 38 /1 KÜÇÜKÇEKMECE / İSTANBUL

This address is your home address and your residence permit card will be sent to this address. You should pay attention when you are filling this part, otherwise you will lose your residence permit in the mailing process and if you write a wrong address in this part, you might have some difficulties to receive your residence permit card. After you choose all the steps of the address, your address will appear in a white box.

Work Information

◀ on Person Applying on Behalf of the Applicant Abroad Contact Information Contact Details in Turkey **Work Information** ▶

The Situation	<input type="text" value="Çalışmıyor"/>	Country	<input type="text" value="Please select..."/>
The Name of the Workplace	<input type="text"/>	City	<input type="text"/>
Her/His Position	<input type="text"/>	Job According to Formation	<input type="text" value="Hairdressers"/>
Full Address	<input type="text"/>	Telephone 1	<input type="text"/>
Postal Code	<input type="text"/>	Telephone 2	<input type="text"/>
		E-Mail	<input type="text"/>

All fields marked with red are mandatory.

Next step is filling work information. You will choose “çalışmıyor” it means unemployed. (You must choose that option.)

Information on Study (The school that you have last graduated)

◀ e Applicant Abroad Contact Information Contact Details in Turkey Work Information **Education Information (Last Graduation)** ▶

Educational Background	<input type="text" value="Please select..."/>	Type of School	<input type="text" value="Please select..."/>
Name of School	<input type="text"/>	Country	<input type="text" value="Please select..."/>
Beginning Date of the Study	<input type="text"/>	City	<input type="text"/>
End Date of Study	<input type="text"/>	Telephone 1	<input type="text"/>
Full Address	<input type="text"/>	Telephone 2	<input type="text"/>
Postal Code	<input type="text"/>	Explanation	<input type="text"/>

All fields marked with red are mandatory.

This part is not obligatory. You can click on next and continue.

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Student information (for students with attendance)

◀ Contact Details in Turkey Work Information Education Information (Last Graduation) **Education Information (Continuing)** ▶

Educational Background	Undergraduate and equivalent	Type of School	Foundation
Name of School	ISTANBUL AYDIN UNIVERSITY	Beginning Date of the Study	01/01/2018
Faculty		End Date of Study	01/01/2022
Department		Country	Azerbaijan
Grade	1. Grade	City	ISTANBUL
Student Number	B1400.000000	Postal Code	
Full Address		Explanation	

All fields marked with red are mandatory.

Back **Next**

This step is for your education information in Turkey. You will write your major, grade, student number, university address, city, and approximately the final date of your education.

Income Information

◀ Work Information Education Information (Last Graduation) Education Information (Continuing) **Income Information** ▶

Income Status	NAU-1500	Source of Income	FAMILY
Total Monthly Income	1500	Current Occupation	Student

All fields marked with red are mandatory.

Back **Next**

You should write an income information and you can choose your income status NAU-1500 TL, and for source of income, you should write family. In addition, you should write current occupation as unemployed or student.

Information on Insurance

Education Information (Last Graduation) Education Information (Continuing) Income Information Information on Insurance

Type of Health Insurance Private Health Insurance Insurance Company A COMPANY

Health Insurance Validity Period 01/01/2020 Insurance Policy Number 123456

All fields marked with red are mandatory.

Back Next

Please read the required information and after that fill it up. All of the information, which you need, is written on your insurance card and policies.

HEALTH INSURANCE

You need to have a valid health insurance.

The immigration Office has some rules to accept health insurance policies. You do not have to get private health insurance. You can apply for Government Health Insurance.

If you would like to get government health insurance there is a monthly payment. You can go and register yourself within 3 days after the completion of your registration.

If you have any question, please contact www.sgk.gov.tr , Call Center number is 170

Private Health Insurance Rules

Minimum Policy Content

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000. -TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80

Here you can find the table with the prices for the international students

AGE	1 year Insurance	2 years Insurance
6-17	175.00 TL	340.00 TL
18-25	145.00 TL	280.00 TL
26-30	175.00 TL	340.00 TL

**Prices might subject to change!*

Student Declaration Information

◀ Duration
Education Information (Continuing)
Income Information
Information on Insurance
Student Declaration Information
▶

I have sufficient and regular financial possibility during the period of my stay. I can certificate my income in case the administration demands.

I have a passport or a document substituting for passport that is longer than 60 days when I stay in and I affirm that I renew my validity date of travel documents before expiry date.

I do not have a disease that is described as a threat to public health

I have the required sheltering conditions for the general health and security standards.

General Health Insurance (Please select one of the following options)

I have health insurance covering my period of stay.

I declare that I will take out a health insurance within 3 months as of my application date.

I declare that I will not use my residence permit out of its purpose of issue.

I declare that I will not work without having work permit.

I declare that I shall pay university fee, attend my lessons and give information provincial directorate within 10 days in the circumstances of graduation or exmatriculation.

I declare that I can apply for short-term residence permit within 6 months (as of the date of graduation) after I complete my education. I declare that I am acknowledged that this application right does not give the right to stay in your country without residence permit

My legal representatives has consent including my education period in your country.

I declare that I will continue to study.

I declare that I will continue to study.

I declare that I was not deported from your country with a different name and surname or an entry ban was not imposed on me.

I declare that I have not changed my name and surname.

I declare that I will notify the provincial directorate of migration management which is in the province that I have been residing in about my status within 20 working days if I continue my education in a different faculty/department of the same university or transfer to another university in the same province during my residence permit period.

I declare that I know I must apply to Provincial Directorate of Migration Management in the province where my new university is located within 10 days in cases where there is a change in my province of university, faculty or department.

I accept that I shall pay the debts arising from visa violation or from previous residence permit or the debts requiring to be followed and collected pursuant to the Law on Collection Procedure of Assets dated 21/07/1953 and Numbered:5183 and I accept that I shall pay my debts and penalties that are being followed pursuant to the Turkish Criminal Code dated 26/9/2004 and numbered 5237.

I have a criminal record

I do not reside in a different country (abroad) instead of the country of citizenship (country of origin).

I have a visa application that was denied before.

I have a residence permit application that was denied before

All fields marked with red are mandatory.

Back
Next

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Student Declaration Information; you should pay attention to these steps, as they are very important.

You have to tick all the red declarations and you must know and understand all of them.

For information tick: you have two options. The first is "I have health insurance covering my period of stay". (You can choose it, if you have a valid health insurance.)

If you do not have a valid health insurance yet, you must choose "I declare that I will take out a health insurance within 3 months of my application date".

If you don't provide your health insurance after your application within 3 months, Immigration Office will cancel your application.

You should not tick the grey boxes if you are not related with these declarations.

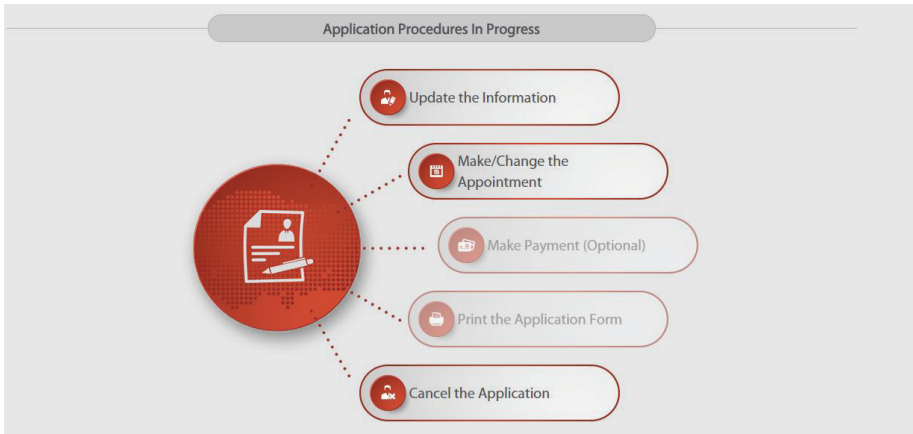
The screenshot shows a web form titled "Student Residence Permit Information". At the top, there is a progress bar with five steps: "Income Information", "Information on Insurance", "Student Declaration Information", and "Student Residence Permit Information" (which is highlighted in green). Below the progress bar, the form contains several fields:

- Reason for Stay:** A dropdown menu with "Undergraduate (4 years)" selected.
- Explanation of Reason for Stay:** A text area with a pencil icon for editing.
- Requested Period:** A text input with "1" and a "Year" dropdown.
- Starting date that has been requested:** A date input with "01/01/2018" and a calendar icon.
- Expiry date that has been requested:** A date input with "01/01/2019" and a calendar icon.
- Possible Entry Date into Turkey:** A date input with a calendar icon.

Below the fields, there is a disclaimer: "I accept/knowledge that the information I mentioned above are accurate and if I make a false statement, legal action shall be taken on me pursuant to Article 206 of the Turkish Criminal Code, my residence permit application shall be cancelled and if I have been granted a residence permit, the residence permit shall be cancelled and deportation procedures shall be commenced." A checkbox labeled "I have Read, Understand and Accept" is checked.

At the bottom, there is a note: "All fields marked with red are mandatory." and two buttons: "Back" and "Complete".

This step is the most important part. You have to write your duration period up to your valid health insurance. For example: if your valid insurance will be over 01.09.2018, you can write your duration exactly the same time period or one day before the expired day of your valid health insurance. If you write more than a year, the system will not accept that duration.



This is the last step, hold on! Please check your information one by one, if they are all entered correctly, you can click make the appointment button because after you make an appointment you cannot change or update your information. After you check all of your information make an appointment.

The form, titled "Information of Person/Persons who will make appointment.", contains two radio button options. The first option, "I Would Like to Make an Appointment only for myself.", is selected with a blue dot. The second option, "I Want To Get An Appointment For More Than One Person.", is unselected with a white dot. Below the options are two black buttons: "Back" on the left and "Resume" on the right.

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Appointment Information

Place of Appointment: İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜ

Please select a convenient day and time from the calendar below which has been arranged according to the appointments available and our application capacity.

August 2017

Mo	Tu	We	Th	Fr	Sa	Su
			17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3
4	5					

APPOINTMENT DAY

Please Choose the Time

08:00

09:00

10:00

13:00

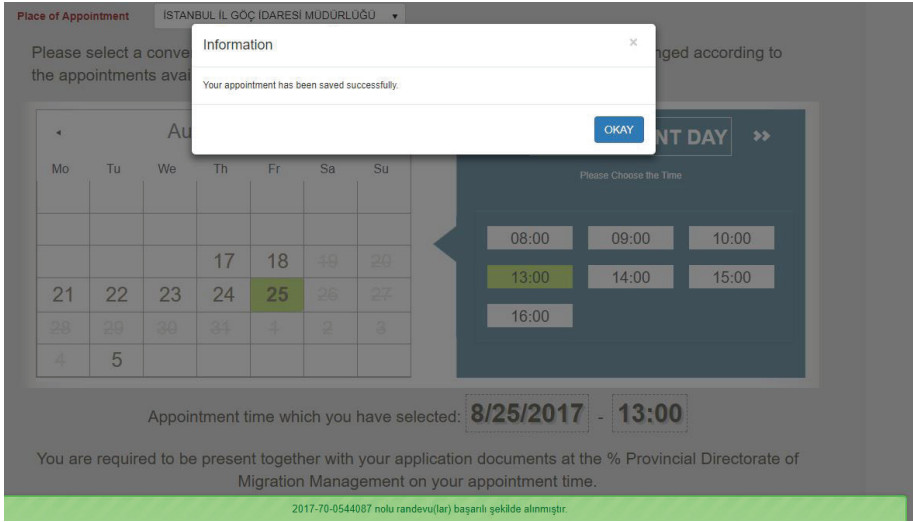
14:00

15:00

16:00

Appointment time which you have selected: **8/25/2017** - **13:00**

After you click on it you will be directed to the selection above, and all the students must choose "Istanbul Göç İdaresi Müdürlüğü". This is a compulsory. In that address, Please, choose the suitable day and time for you. After that, please click "make an appointment" button.



Congratulations!

Finally, you made it! Please save your application form on your computer as a PDF file and print out your application form.

You have an appointment day and hour. Until that day, you have to collect a few basic documents. Please do not forget to **take a print out** of your application form as soon as you apply. In the following page you will find an example of the application form that you should print out.

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İKAMET İZİN ÖĞRENCİ BAŞVURU FORMU Declaration for Student Residence Permit Application Form

Başvuru Tarihi (Date of Application)	17.07.2017	Başvuru Numarası (Application Number)	2017-70-0544087
Başvuru Türü (Type of Application)	İlk Başvuru	Randevu Yeri (Place of Appointment)	İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜ
Başvurulan İkamet İzni Türü (Applied Residence Permit Type)	ÖĞRENCİ	Randevu Tarihi (Date of Appointment)	25.08.2017 13:00
Kalış Nedeni (Purpose of Stay)	Lisans (4 yıl)		
Talep Edilen İzin Başlangıç Tarihi (Requested Start Date)	1.1.2018	Talep Edilen Bitiş Tarihi (Requested End Date)	1.1.2019



KİŞİ BİLGİLERİ (Personal Information)		
Uyruk Kimlik No (Foreign ID Number)	Uyruğu (Nationality)	Azerbaycan
Soyadı (Surname)	Diğer Uyruğu (Other Citizenship)	
Adı (Name)	Doğumdaki Uyruğu (Nationality in Born)	Azerbaycan
Önceki Soyadı (Previous Surname)	Doğum Yeri (Place of Birth)	
Baba Adı (Father's Name)	Doğum Yeri Ülkesi (Born Country)	Azerbaycan
Anne Adı (Mother's Name)	Cinsiyeti (Gender)	Erkek
Yabancı Kimlik No (Foreigner ID Number)	Medeni Hali (Marital Status)	Bekar
Kan Grubu (Blood Group)	Doğum Tarihi (Date of Birth)	1 / 1 / 1995

SEYAHAT BELGESİ BİLGİLERİ (Travel Document Information)			
Belge Türü (Type of Document)	Umuma Mahsus Pasaport	Belge No (Number of Document)	A123456
Düzenleme Tarihi / Geçerlilik Tarihi (Date of Issue / Date of Validity)	1.1.2015 / 1.1.2020	Veren Ülke / Makam (Granting Country / Authority)	Azerbaycan / POLICE

HARÇ BİLGİLERİ (Fees Information)			
Harc Bedeli (Fee Amount)	0.00 TL	İkamet İzin Belgesi Bedeli (Residence Permit Document Fee)	63.00 TL
Tek Giriş Vize Harç Bedeli (One Time Entry Fee Amount)	-	Cezalı İkamet İzni (Penal Residence Permit)	-

RANDEVU YERİ İLETİŞİM BİLGİLERİ (Contact Informations of Place of Appointment)			
Adres (Address)	İSTANBUL İL GÖÇ İDARESİ MÜDÜRLÜĞÜ HIRKA-I ŞERİF MAHALLESİ VATAN CADDESİ NO:64/34091 FATİH / İSTANBUL		
Telefon Numarası (Phone Number)	0 212 499 40 00	Fax Numarası (Fax Number)	0 212 453 61 72
E-Posta (E-Mail)	istanbul@goc.gov.tr		

FORMA İLİŞKİN AÇIKLAMALAR (Information about the Application Form)		
1. Bu form, hâlinin ikamet izni başvurusu yapıldığı ve belgenin saklandığı yerden kullanılmalıdır. 2. Randevu gün ve saatine kadar ilk sayfanın tapırması yeterlidir. 3. Randevu gün ve saatine etâkî emzalı başvuru formu (biri sayfalar) ile istenen belgelerin eksiksiz olarak il göç idaresi müdürlüğüne getirilmesi gerekmektedir. 4. Bu form "ikamet izni müracaat belgesi" yerine geçmez. Ülkeden çıkış ve ülkeye giriş hakkı vermez. 5. Lütfen bu formu bulmanız halinde en yakın il göç idaresi müdürlüğüne teslim ediniz. 1. This form shows that the holder has made a residence application and this form cannot be used by others. 2. It is required to carry the first page with you until the appointment date and time. 3. It is required to submit the application form (all pages) with original signature together with all required documents to Provincial Directorate of Migration Management on the appointment date and time. 4. This form does not substitute for "residence permit application document". This also does not give the right to enter into Turkey or exit from Turkey. 5. If you find this form, please submit it to the nearest Provincial Directorate of Migration Management.		

After you click on it you will be directed to the selection above, and all the students must choose “İstanbul Göç İdaresi Müdürlüğü”. This is a compulsory. In that address, Please, choose the suitable day and time for you. After that, please click “make an appointment” button.

A

Appointment And Document Delivery Questions

1. What will I do after I get my appointment day?

Until your appointment day, you will complete all of the required documents.

2. I have my residence permit appointment day, can I leave Turkey?

You can not leave Turkey before your residence permit appointment day.

You have to wait for your residence permit appointment day.

If you do not wait for it and leave, your appointment will be cancelled and you can not enter Turkey again.

Required Documents;

- Online Residence Permit Application Form (signed)
- 4 biometric size photos
- Original copy and photocopy of your passport substitute (visa page, stamp page and ID information page)
- Valid Health Insurance Policies (original documents)
- The Tax Payment Receipt (original receipt)
- Notification regarding sufficient and sustainable resources for the duration of your stay in Turkey. (Notified in the application form. Management may ask for supportive document.)
- Student Letter (at most 15 days old)

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2.1. Where can I pay my tax?

Address: Hobyar Mahallesi, Yalıkkökü Caddesi No:16-1 Sirkeci/Fatih/İstanbul

Also you can pay your tax in the Immigration Office but you have to go there before your appointment day.

3. I went to my appointment, and the Immigration Officer took my documents what should I do?

You will wait for your residence permit card. When the Immigration Office delivers your card to the cargo, you will receive a text message and also a barcode to follow where your card is.

4. Which company will bring my card?

The name of the company is PTT. It is a government cargo shipment.

5. I was not at home, and the postman left a declaration on my door, What do I have to do?

You have 5 days to take your residence permit card from the PTT Office. The postman will deliver your document to the nearest PTT Office to your home.

6. I could not go to the PTT to get my document within 7 days. What should I do?

You have to go to the Immigration Office and explain your situation to the Officers. They will check your residence permit card location.

B

I Have A Residence Permit But I Still Have Questions

1. I am a bachelor degree student, why did I not get a residence permit card for 4 years?

The university is not in the authority to answer this question. It is the Immigration Office's decision which they make according to your situation and documents.

2. I have a valid residence permit card. And I want to go out of Turkey, can I go?

If you have a valid residence permit card, you can leave the country. But you have to carry your residence permit card with you because the Officers will request your residence permit card in the airport when you are departing from Turkey and also when you come back.

3. For how long can I go abroad if I have a residence permit?

You have to come to Turkey within 3 months. If you stay longer than 3 months your current residence permit card will expire automatically.

4. I want to extend my residence permit card, when can I extend it?

You have the right to extend your valid residence permit card only 60 days before its expiration.

For example, your valid residence permit card will expire on 01.08.2018 therefore you can apply for extension on 01.06.2018.

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The most important part: Informing Immigration Office

There are cases that you have to inform the Immigration Office if you make any changes to;

- Marital Status
- Home Address
- Education type
- Passport

C

If I Lose My Residence Permit Card, What Should I Do?

If you notice that you lost your residence permit you should follow these steps one by one;

- You should go to the Police Station with your passport and they will give you an official report that you lost your permit.
- You will go to the Nüfus Müdürlüğü nearest to your home (General Directorate of Population and Citizenship Affairs) You will need to take it to a "Yerleşim Yeri Belgesi" (residency address document)

PS: If the Directorate of Population can't provide a residency address document because you lost your residence permit don't forget to mention it on the Immigration Office.

- You will pay a tax fee of 63 TL (you can also pay in the Immigration Office)
- A new dated student letter
- 2 photos
- Take all the required documents with you and go directly to the Immigration Office, they will provide you with a new residence permit.

D

Where Is The Immigration Office? How Can I Go There?

Hırka-i Şerif Mahallesi Vatan Caddesi no:64 Fatih/ İstanbul

Web : www.goc.gov.tr

E-mail : istanbul@goc.gov.tr

Tel : 0212 499 40 00

Fax : 0212 453 6172

Then take the Metro/Tramway to Fatih/Emniyet Station.

If you have any questions you can call the Immigration Office Call Center.

Call Center number is: **157** (They speak Turkish, English, Arabic, Persian and Russian)

If you would like to call the Immigration Office Call Center from abroad the number would be **+90 312 157 11 22**

Required Documents for Erasmus+ Students

Erasmus+ students are required to apply for a residence permit within 30 days of their arrival in Turkey. IAU Erasmus+ Office assists Erasmus+ students during their residence permit application. The application is processed at the Directorate General for Migration Management in Istanbul. You will get a receipt indicating that your application has been processed and that allows you, in case of Major Force to leave Turkey for a max of 15 days upon your appointment.

Please get the following items ready prior to the application:

- Online Residence Permit Application Form (signed)
- 4 biometric size photos
- Original copy and photocopy of your passport substitute (visa page, stamp page and ID information page)
- Student Letter document (available from the Student Affairs Office)
- Application Fee – The Tax Payment Receipt (original receipt-63 TL)
- Notification regarding sufficient and sustainable resources for the duration of your stay in Turkey. You can get this document from ISSA –International Student and Staff Affairs– Office (Notified in the application form. Management may ask for supportive document.)

- The birth certificate may be requested for foreign minors.
- Proof of Full Legal Name Certificate will be requested from students who have mentioned in their passport their full name, without a clear distinction between the name and surname. This certificate must be obtained prior to arrival to Turkey and will be issued by the nearest Consulate / Embassy to you.
- Learning Agreement for Traineeship (Only for Erasmus+ Traineeship Students)
- Original Health Insurance obtained from a Turkish Private Insurance Company or the AT/11 Form or equivalent signed and stamped by your National Insurance Company

Concerning the compulsory Health Insurance:

1. If you are coming from Germany, Netherlands, Belgium, Austria, Romania, Czech Republic, and Croatia you can obtain the Health Insurance Policy in your home country by inquiring your National Medical Insurance Company for the equivalent Letter of the Turkish National Medical Insurance–SGK for the entire period of your study mobility at IAU. For example:

GERMANY: T/A 11 form

NETHERLANDS: N/TUR 111 form BELGIUM: B.T.8 form

AUSTRIA: A/TR 3 form

CZECH REPUBLIC: CZ/TR 111 form

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2. If you are not insured under the National Medical Insurance Company, you can as well obtain your compulsory Health Insurance Policy in Turkey during the Orientation Program organized by Istanbul Aydın University Erasmus+ Office: a comprehensive medical insurance package at an average price of 200 TL/year. More information regarding this choice can be found below.

- Yearly insurance premiums to be paid by International Students: around 200 TL.
- If Erasmus+ students intend to stay for a shorter period in Turkey, they can get a valid Health Insurance for 6 or 9 months. The table with the prices can be found below.

AGE	1 year Insurance	2 years Insurance
6-17	175.00 TL	340.00 TL
18-25	145.00 TL	280.00 TL
26-30	175.00 TL	340.00 TL

3. You can obtain your compulsory Health Insurance Policy in your home country but make sure it is specifically valid for Turkey, that is written in English and that it has unlimited coverage for both in-patient and out-patient treatment. Should you decide for a Health Insurance Policy brought from your home country, please have the Insurance Company mention the following minimum policy content on your insurance. The insurance fee is paid once in cash to the representatives of the insurance company who opened a mobile booth in J Block ground floor for IAU Erasmus+ incoming students.

****Prices might subject to change!***

Minimum Policy Content

	Contracted Institutions		*Non- Contracted Institutions	
	Annual Minimum Limit	Contributions	Annual Minimum Limit	Contributions
Outpatient Diagnosis Treatment	2.000.-TL	Insured : % 40 Company : % 60	2.000.-TL	Insured : % 40 Company : % 60
Inpatient Diagnosis Treatment	Unlimited	Insured : % 0 Company : % 100	20.000.-TL	Insured : % 20 Company : % 80

*Non - Contracted Institutions: Institutions (hospitals, physicians' offices, and the other health institutions.) Do not have an agreement with the insurer.

**your insurance company needs to put the conversion rate: Euro/ national currency to Turkish Liras.

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IMPORTANT

Erasmus+ students who will buy a Health Insurance Policy specifically for Turkey in their home countries, written in English and having mentioned on it the above table, will not need to translate this insurance policy to Turkish upon their application for their compulsory Residence Permit (IKAMET), thus saving the costs of translating and notifying the health insurance policy.

4. You can obtain a general Health Insurance given by Turkish Government. You are required to pay the amount determined as "the minimum premium amount" monthly to maintain insurance during your education. Students can apply for the state insurance only once they have obtained their Tax Number. (The premium is minimum 250 TL per semester). Payments can be done via one of these three banks; **Halk Bank, Ziraat Bank or Vakıf Bank**. In order to benefit from the General Health Insurance, students are required to apply, in person, to the Social Security Directorate in Istanbul (SGK) within 90 days upon official registration at the university. Students are responsible for their own payments of health insurance contributions. The insurance will be valid until the end of study. In order to activate the medical insurance, students should go the local health authority with their Tax number, passport, 2 photos and a Student's Letter which can be acquired from IAU Registrar's Office.

NOTES

Dotted lines for writing notes.