



# DEAR INTERNATIONAL STUDENTS

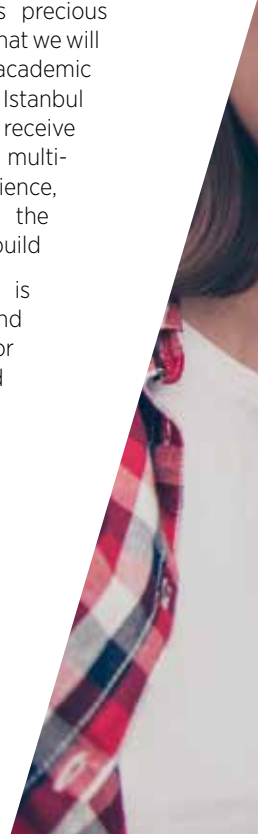
Congratulations on achieving your place at Istanbul Aydın University and thank you for choosing us. We are delighted to welcome all students from different angles of the globe at Istanbul Aydın University. You all choose the right place to enhance your academic objectives. In fact, "it is the place to 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 Aydın 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...

**International Students  
and Staff Affairs (ISSA)**





# RESIDENCE PERMIT

All the students must apply to residence permit. Application must be online from the government website. Please schedule an online appointment at **e-ikamet.gov.tr** in order to obtain a residence permit, 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 re-entering 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 MIND

## Apply in 30 Days

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

## Erasmus Students

Erasmus+ students, Erasmus+ interns and exchange program students are required to apply for the short term residence permit. The reason of stay should be chosen as Student Exchange Program.

## Apply for Residence Permit

Firstly, you need an online application. Application should be done from the official website which is **[e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr)**

### *Required Documents for the online application*

- » A biometric photo
- » Passport
- » Health Insurance

**According to the new protocol between the Council of Higher Education and the Ministry of Interior in Turkey, all international students are obligated to submit their required documents for the student residence permit to International Student and Staff Affairs (ISSA Office).**

**International Students need to submit the required documents for Residence Permit to International Student and Staff Affairs (ISSA Office) Office with an appointment from [ubis.aydin.edu.tr](http://ubis.aydin.edu.tr).**

**ISSA Office will not accept resident permit documents without an appointment.**



# RESIDENCE PERMIT ONLINE APPLICATION

This manual is prepared to explain how to fill this online application form.

## ***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 have not mandatory.
- » 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!



- 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 application type.

Please Select the Type of the Application.



I WOULD LIKE TO LOGGE A NEW APPLICATION



I WANT TO CONGRGATE MY APPLICATION



I WOULD LIKE TO SEE MY APPLICATION RESULT

**IMPORTANT:**

1) Regarding actions and procedures on foreigners, Directorate General of Migration Management does not enter into their national decrees and/or legal actions. However, quarterly, the number of visas decreed in residence permit applications submitted to Provincial Directorate of Migration Management has increased and it has been determined that those applications are mostly made by parents or companies waiting for a verdict on them. Please, make your residence permit applications in person and be honest on their national policies or legal actions.

2) In addition, legal advice will be given in accordance with Article 202 of Turkish Penal Code No. 5237 on foreigners who have made a false statement when applying for residence permit. In addition to this, their residence permit applications will be refused. Their residence permit will be cancelled if it has been found and instead procedure will be initiated for them. It is highly appreciated to those concerned.

Please choose new application and click continue.

Pre-registration Form

<p><b>Name</b> <input type="text"/></p> <p><b>Resmer Last Name</b> <input type="text"/></p> <p><b>Date of Birth</b> <input type="text"/></p> <p><b>Turkey's Döğes Çocuđđ</b> <input type="text" value="Horse select"/></p> <p><b>Father's Name</b> <input type="text"/></p> <p><b>Mother's Name</b> <input type="text"/></p> <p><b>Gender</b> <input type="text"/></p>	<p><b>Nationality ID Number</b> <input type="text"/></p> <p><b>Nationality</b> <input type="text"/></p> <p><b>Travel document no with which entered into Turkey</b> <input type="text"/></p> <p><b>Communication Preference</b> <input type="text" value="Cell Phone"/></p> <p><b>E-Mail</b> <input type="text"/></p> <p><b>Cell Phone</b> <input type="text"/></p>
--	---

All fields marked with red are mandatory.

Enter the characters you see in the image to the space near the image.

Click to continue if you can continue



**Save**

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 or e-mail from GOC IDARESİ.

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 the 'Activation Page' of the application system. At the top, there is a header 'Activation Page'. Below it, there is a red label 'YERLEŞİM KODU' (Settlement Code) next to a text input field containing '434204'. To the right of the input field is a black box with white text: 'Please enter verification code that has been sent via messaging'. Further right is a black button with white text: 'Continue the Application'. Below the input field, the number '163' is displayed in blue. At the bottom of the page, there is a grey button with the text 'Send Verification Code Again'.

Please type the verification code that you received on your cell phone as a text message or e-mail.

The screenshot shows the 'Please Select the Type of the Application' screen. The title is 'Please Select the Type of the Application.'. There are four blue buttons arranged in a 2x2 grid, each with a house icon and text: 'APPLICATION FOR FAMILY RESIDENCE PERMIT', 'APPLICATION FOR LONG TERM RESIDENCE PERMIT', 'STUDENT RESIDENCE PERMIT APPLICATION', and 'APPLICATION FOR SHORT TERM RESIDENCE PERMIT'.

You have to choose the student residence permit type.

### Reminder!

- Short-Term Residence Permit: Tömer Students, Erasmus students, Erasmus-Interns and Exchange
- Student Residence Permit: Associate Degree, Bachelor Degree, Master Degree, PHD degree.



Personal Information

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

Foreigners ID No.

Name

Mother Last Name

Previous Surname

Father's Name

Mother's Name

Define the Photo

All fields marked with red are mandatory.

Next

In this step, you have to fill your personal information and upload 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

Gender

Date of Birth

Marital Status

Status of Special Needs

Nationality ID Number

Nationality

The other nationality

The Nationality at Birth

Place of Birth

The Country of Birthplace

Blood Group

Registered e-mail (REM) address

All fields marked with red are mandatory.

Back

Next

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

**Travel Document Information**

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

Document Type    Document No.

Date of Issue    Issuing Country

Validity Date    Issuing Authority

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 are applying in Turkish Language, you should fill as dd/mm/yyyy.

**Person Applying on Behalf of the Applicant**

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

I lodge the application on my own behalf.

I lodge the application on behalf of the foreigner as his/her Parent/Trustee/Guardian.

All fields marked with red are mandatory.

**Back**   **Next**

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

Contact Details in Turkey

Travel Document Information Person Applying on Behalf of the Applicant Abroad Contact Information **Contact Details in Turkey**

National Address Database Address

GÜLTEPE MAH. ÜMIT SK. NO: 4 / Ç KAPLI NO: 2 KÜÇÜKÇEKMECE / İSTANBUL

All fields marked with \* are mandatory

Telephone 1

Telephone 2

E-Mail

Back Next

In the next step, you will see the abroad contact information. You should fill your home country address, phone number and e-mail address.

Contact Details in Turkey

Travel Document Information Person Applying on Behalf of the Applicant Abroad Contact Information **Contact Details in Turkey**

National Address Database Address

GÜLTEPE MAH. ÜMIT SK. NO: 4 / Ç KAPLI NO: 2 KÜÇÜKÇEKMECE / İSTANBUL

All fields marked with \* are mandatory

Telephone 1

Telephone 2

E-Mail

Back Next

The application system will ask 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.

The screenshot shows a web form titled "Work Information" with a progress bar at the top. The progress bar has four steps: "Person Applying on Behalf of the Applicant", "Abroad Contact Information", "Contact Details in Turkey", and "Work Information" (which is highlighted in green). The form contains the following fields:

- The Situation**: A dropdown menu.
- The Name of the Workplace**: A text input field with a magnifying glass icon.
- Her/his Position**: A text input field with a magnifying glass icon.
- Full Address**: A large text input field with a magnifying glass icon.
- Postal Code**: A text input field with a magnifying glass icon.
- Country**: A dropdown menu with "Please select" as the placeholder.
- City**: A text input field with a magnifying glass icon.
- Job According to Formation**: A dropdown menu.
- Telephone 1**: A text input field with a magnifying glass icon.
- Telephone 2**: A text input field with a magnifying glass icon.
- E-Mail**: A text input field with a magnifying glass icon.

At the bottom left of the form, there is a note: "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)

[Apply](#)
[Abroad Contact Information](#)
[Contact Details in Turkey](#)
[Work Information](#)
[Education Information Last Graduated](#)

Educational Background	<input type="text" value="Finess school"/>	Type of School	<input type="text" value="Finess school"/>
Name of School	<input type="text"/>	Country	<input type="text" value="Finland"/>
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.

[Contact Details in Turkey](#)
[Work Information](#)
[Education Information Last Graduated](#)
[Education Information Continuing](#)

Educational Background	<input type="text"/>	Type of School	<input type="text"/>
Name of School	<input type="text"/>	Beginning Date of the Study	<input type="text"/>
Faculty	<input type="text"/>	End Date of Study	<input type="text"/>
Department	<input type="text"/>	Country	<input type="text"/>
Grade	<input type="text"/>	Postal Code	<input type="text"/>
Student Number	<input type="text"/>	Explanation	<input type="text"/>

National Address  
Database Address

885YOLBAHI LERKENT CAD. NO: 28-C KURTULUŞ I KÜLTÜR MERKEZİ / İSTANBUL

All fields marked with red are mandatory.

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 Graduated)   Education Information (Continuing)   **Income Information**

**Income Status**    **Source of Income**

**Total Monthly Income**    **Current Occupation**

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 is family. In addition, you should write current occupation as a student.

Information on Insurance

Education Information (Last Graduated)   Education Information (Continuing)   Income Information   **Information on Insurance**

**Type of Health Insurance**    **Insurance Company**

**Health Insurance Validity Period**    **Insurance Policy Number**

**Termination No.**

**Add**

Insurance Category	Validity Date	Insurance Policy Number	Termination No.

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.

For your insurance you will add **0** or **1**

**0:** for new insurance

**1:** for extension

Fill the red parts

Click to the add

Your insurance information will appear in the blow.

Then click Next.

# 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 as well within first 180 day upon arrival to Turkey.**

- If you have any question, please contact [www.sgk.gov.tr](http://www.sgk.gov.tr) , Call Center number is 170
- 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.

## **Students Declaration (For the Next Page)**

- 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".



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

I have a passport or a document substituting for passport that is longer than 09 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 instruction provincial directorate within 10 days in the circumstances of graduation or re-enrollment.

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 was not deported from your country with a different name and surname or an entry fee was not choosed 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 29 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 23/7/1953 and numbered 6163 and I accept that I shall pay my debts and penalties that are being followed pursuant to the Turkish Criminal Code dated 26/6/2004 and numbered 5237.



The screenshot shows a web form titled "Student Residence Permit Information". It features a progress bar at the top with four steps: "Basic Information", "Information on Insurance", "Student Declaration Information", and "Student Residence Permit Information" (which is highlighted in green). The form contains several input fields: "Reason for Stay" (a dropdown menu), "Requested Period" (a date range selector with a "year" dropdown), "Possible Entry Date into Turkey" (a date selector), "Explanation of Reason for Stay" (a text area), "Starting date that has been requested" (a date selector), and "Expiry date that has been requested" (a date selector). Below the form is a disclaimer in Turkish and a checkbox labeled "I have Read, Understood and Accept". At the bottom, there are "Back" and "Complete" buttons.

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 01.09.2023, 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.



### Appointment Information

**Place of Appointment:** KOCÜKÇEKMECE İLÇE ÇALIŞMA GRUPLARI

APPOINTMENT SITES FOR ISTANBUL PROVINCE APPOINTMENTS	
Regarding your residence permit application, below is a table showing the nearest appointment status of the application centers from which you can get an appointment in Istanbul. You can continue to your application by selecting the appropriate application center for you.	
Place of Appointment	Estimated Nearest Appointment Date
Head of Istanbul District Group	-
Head of Beşiktaş District Group	-
Head of Kadıköy District Group	-
Head of Üsküdar District Group	-
Istanbul Provincial Directorate of Migration Management	-

Enter the characters you see in the image to the space next to the image.  
Click to refresh if you do not read.



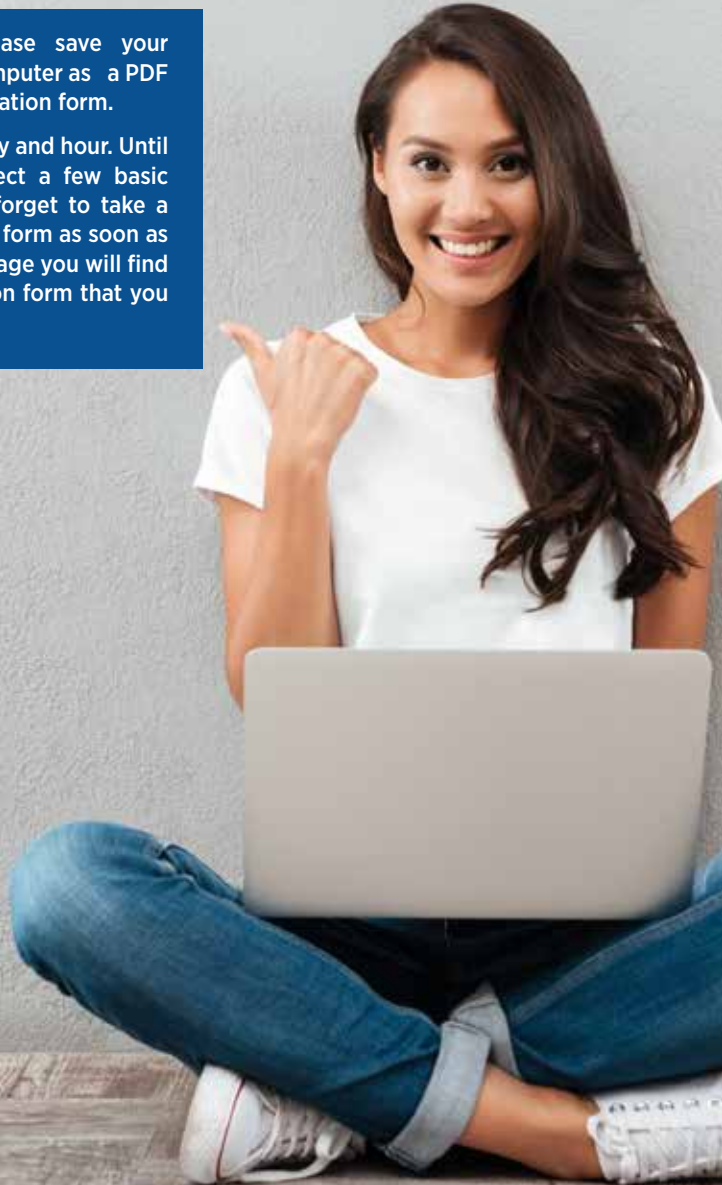
Back
Make an appointment request



# 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.





**İKAMET İZİN ÖĞRENCİ KAYIT FORMU**  
Declaration for Student Residence Permit Registration Form

<b>Kayıt Tarihi</b> (Date of Registration)		<b>Kayıt Numarası</b> (Registration Number)		
<b>Başvuru Türü</b> (Type of Application)		<b>Randevu Yeri</b> (Place of Appointment)		
<b>Başvurulan İkamet İzni Türü</b> (Applied Residence Permit Type)		<b>Randevu Tarihi</b> (Date of Appointment)		
<b>Kalış Nedeni</b> (Purpose of Stay)				
<b>Talep Edilen İzin Başlangıç Tarihi</b> (Requested Start Date)		<b>Talep Edilen Bitiş Tarihi</b> (Requested End Date)		

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

SEYAHAT BELGESİ BİLGİLERİ ( Travel Document Information )			
<b>Belge Türü</b> Type of Document		<b>Belge No</b> Number of Document	
<b>Düzenleme Tarihi / Geçerlilik Tarihi</b> Date of issue / Date of Validity		<b>Veren Ülke / Makam</b> Granting Country / Authority	

HARÇ BİLGİLERİ ( Fees Information )			
<b>Harç Bedeli</b> (Fee Amount)	0.00 TL	<b>İkamet İzin Belgesi Bedeli</b> (Residence Permit Document Fee)	110.00 TL
<b>Tek Giriş Vize Harç Bedeli</b> (One Time Entry Fee Amount)		<b>Cezalı İkamet İzni</b> (Penal Residence Permit)	

RANDEVU YERİ İLETİŞİM BİLGİLERİ ( Contact Informations of Place of Appointment)			
<b>Adres</b> (Address)			
<b>Telefon Numarası</b> (Phone Number)		<b>Fax Numarası</b> (Fax Number)	
<b>E-Posta</b> (E-Mail)			

FORMA İLİŞKİN AÇIKLAMALAR ( Information about the Application Form)
---

## **In order to submit your residence permit application, you have to provide the documents listed below:**

- Residence Permit Application Form (must be signed by the 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):  
from UBIS account you can take them.



# APPOINTMENT AND DOCUMENT DELIVERY QUESTIONS

- **I have my residence permit appointment day, can I leave Turkey?**

You cannot 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 will meet to take a new visa.

- **Where can I pay my tax?**

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

**Address 2:** Cihangir, Ormanlı Cd. Avcılar Hükümet Konağı No:55, Avcılar/İstanbul

- **I have submitted my documents to the university and 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.

- **Which company will bring my card?**

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

- **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.

- **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.



# I HAVE A RESIDENCE PERMIT BUT I STILL HAVE QUESTIONS

## • 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.

## • 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.

## • 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.

## • Which company will bring my card?

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

## • 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 within 60 days before its expiration.

For example, your valid residence permit card will expire on 01.08.2021 therefore you can apply for extension on 01.06.2021.

## 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 or the academic program
- Passport



# 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](http://www.goc.gov.tr)

**Tel:** 0212 499 40 00

**Fax:** 0212 453 61 72

**Call center :** 157

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 2**



# 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 tax of the card
- 2 photos
- Take a new dated student letter

Take all the required documents with you and go directly to the Immigration Office, they will issue you with a new residence permit and send it via post again.

Please collect the following documents ready for 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)

- 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





**Istanbul Aydın University**

**Florya Campus International Office**

Beşyol Mahallesi İnönü Caddesi No: 38 Küçükçekmece-İstanbul/TURKEY

**Phone:** 0090 212 444 1 428 **Fax:** 0090 212 425 57 59

**issa.aydin.edu.tr**



[twitter.com/iauissa](https://twitter.com/iauissa)



[facebook.com/iauissa](https://facebook.com/iauissa)



[instagram.com/iauissa](https://instagram.com/iauissa)

4441 428 / [www.aydin.edu.tr](http://www.aydin.edu.tr)