



**INTERNATIONAL ACADEMIC
RELATIONS DEPARTMENT**

STUDENT INFORMATION PACKAGE



ISTANBUL AYDIN UNIVERSITY INTERNATIONAL ACADEMIC RELATIONS DEPARTMENT

REQUIREMENTS

- 1) **IAU Application Forms:**
 - a. Incoming Exchange Student Application Form
 - b. Certificate of Health
 - c. Statement of Purpose
 - e. Learning Agreement
- 2) **One Letter of recommendation from faculty or staff of the applicant's home university.**
- 3) **One original copy of the applicant's Certificate of Enrollment**
- 4) **One original copy of the applicant's University Transcript.**
(Transcripts or an accompanying document should show the student's GPA. Transcripts in other languages must be accompanied by a Turkish or English translation)
- 5) **Language Certificate**
(If you will be taking classes in English language programs, B1 level English certificate issued by your home institution is necessary. If you will be taking classes in Turkish language programs, a document issued by your home university indicating your Turkish proficiency level is necessary)
- 6) **One photocopy of the applicant's passport information page.**
(Please check your Passport expiration date. Your passport must remain valid for the duration of your stay in Turkey.)
- 7) **Four Recent Photographs (Passport Type) : 3.5cm by 4.5cm**
(Home produced photographs are not accepted. The background of the photo must be white and your ears must appear with your face in the photo.)

NOTICE

- ☞ Documents should be translated and notarized which are not in English or Turkish.
- ☞ Additional documents may be required if necessary and special conditions may apply for some countries.
- ☞ Before mailing out the above documents to us, please send us a scanned copy of the above documents in pdf file (including photo) to the Email address below:
E-mail address: dilarabaskin@aydin.edu.tr
- ☞ If the information provided is found to be false, any consideration for admission will be disregarded.

DEADLINES

Deadline for
Fall Semester/Full Academic Year:
June 1st

Deadline for
Spring Semester:
October 1st



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BEFORE YOUR ARRIVAL

Student Visa

A **STUDENT VISA** is required for you to be registered as a student in Turkey. You must apply for a student in Turkey. In order to apply for a student visa, you will need to visit the nearest Turkish Consulate in your country with the following documents:

- ✎ The Letter of Acceptance from Istanbul Aydın University
- ✎ A completed visa application form
- ✎ Visa Fee

* The required documents for the consulate may vary please visit consulate web site for detailed information

AFTER YOUR ARRIVAL

Residence Permit Application

Within one month of your arrival, you have to apply for your residence permit **ONLINE**. Please, immediately make your appointment at this link upon your arrival to İstanbul;

<https://e-ikamet.goc.gov.tr/>

A Residence Permit is an official document stating registration with the Directorate General of Migration Management (İçişleri Bakanlığı Göç İşleri Genel Müdürlüğü).

Required Documents For Residence Permit:

- 1) Application form filled out according to the information on the passport (can be done at the time of application)
- 2) Student Certificate (You can pick up this document from Student Affairs Department after you submit the required documents for registration)
- 3) 5 photos (passport size)
- 4) A copy of the following pages in your passport containing your photo, information concerning identification, duration of your passport, Student Visa and the stamp in your passport showing your last entry date to Turkey. The last entry date is the date you arrive to Turkey for your exchange stay.
- 5) Application fee (58,5 TL)
- 6) The birth certificate may be requested for foreign minors.
- 7) 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 to you Consulate/Embassy.
- 8) Original health insurance if you bought it from J Block ground floor (take with you the original that has 3 pages).



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COMPULSORY HEALTH INSURANCE

This insurance is not optional unless you have your own insurance. In this case, you should contact the staff at the office of International Student and Staff Affairs with the documents of proof and have them advise and register you to the Compulsory Health Insurance if need be.

Why do I need Compulsory Health Insurance?

The Compulsory Health Insurance is required for below purposes:

- ✎ Registration to the University.
- ✎ To renew your registration to the University.
- ✎ To obtain a residence permit.

Your CHI covers your treatment at the hospitals which are in agreement with Social Insurance Institutions. The types of treatments that are covered by Health Insurance is explained below with details.

I. When does your insurance start?

After you apply for the Compulsory Health Insurance in International Students and Staff Affairs Office, you are required to make the determined payment to activate it. Generally, you receive the policy and your insurance the following day after the payment has been made.

II. How to make the payment?

You are required to pay the determined amount to your International Student and Staff Affairs Office to maintain your insurance during your education. The payment should be in cash and it should be paid to the International Student and Staff Affairs.

Note: If you do not know your ID number, you should get your tax number to obtain Insurance.

REMINDER!!!

IF you fail to make your payment annually;

- ◆ You can not benefit from insurance in hospitals,
- ◆ You will not be able to process your registration at the University.
- ◆ You will not be able to renew your registration at the University
- ◆ You will not be able to obtain your residence permit.
- ◆ You have to pay for everything for whatever type of treatment you receive when visiting a hospital.

Please be aware that without insurance, hospital expenses are extremely high, especially if you have an accident or illness requiring hospitalization or the care of a specialist. We recommend that you pay regularly.



COMPULSORY HEALTH INSURANCE

I. What is covered by the Compulsory Health Insurance?

Compulsory Health Insurance covers many health care costs. Under Compulsory Health Insurance, you can be treated as a patient in a public/private hospital, at minimum charge, by a doctor appointed by the hospital.

Warranties	It is valid in type B institutions. It is not valid in type A institutions.				
		Warranty Limits			
Ambulatory Treatment					
Doctor	Annual	60%	2.000 TL		
Medication					
Visualization					
Labortatory					
Modern Diagnosis					
Physical Therapy (20 sessions)					
Medical Auxiliary Equipment				60%	2.000 TL
Inpatient Treatment					
Surgery	Annual	100%	Unlimited		
Contracted Health Care Provider / Nonagreement Health Care Provider / Nonagreement Doctors	Each and every occurrence		Minimum fee tariff		
Hospital Treatment	Annual		Unlimited		
Artificial Limb	Annual		5.000 TL		
Chemotherapy-Radiotherapy-Dialysis	Annual		Unlimited		
Minor Medical Treatments	Annual		Unlimited		
Room-Meals-Accompaniment (180 Days in a year)	Annual		Unlimited		
Intensive care (90 Days in a year)	Annual		Unlimited		
Ambulance (Land)	Annual		Unlimited		
Rehabilitation	Annual		5.000 TL		
Dental Treatment (Due to Traffic Accident) (20 Sessions)	Annual		Unlimited		
Physical Therapy (Due to Traffic Accident)	Annual		Unlimited		
Domiciliary Care ()	Annual		Unlimited		

* For more information about the subject, please contact: issa@aydin.edu.tr



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IMPORTANT NOTICE FROM IMMIGRATION OFFICE

Obtaining a residence permit is obligatory for the foreigners who will stay in Turkey more than 90 days or the time allowed by visa exemption.

From now on, your residence permit documents will be sent to your addresses. Thus, it is essential to declare your full address (Your University's address) accurately during the application for your residence permit. If you would like to extend your residence permit, you must fill your application at the governorship of your place of residence. To this end, you may begin the application procedures 60 days prior to the expiry date.

When you apply for your residence permit, you will receive an "application document" free of charge. Even though your residence permit has expired, this document will provide you with a right to legally stay in Turkey until your application is finalized.

About your residence permit document

Make sure that you carry your residence permit with you along with your passport at all times.

If you lose your permit, please consult the concerning authority as soon as possible.

At this stage, you are not expected to take any action with regard to the signature space at the back of your card. Please leave this space blank.

Residence permit documents cannot be used for any purpose other than its stated purpose, and this document, alone, does not provide and right to work.

You can enter from border gates without holding a visa provided that you have you valid residence permit document.



ISTANBUL AYDIN UNIVERSITY INTERNATIONAL ACADEMIC RELATIONS DEPARTMENT

UPON YOUR ARRIVAL

Orientation Description

At the beginning of each term, International Academic Relations and IAU Erasmus Office holds a mandatory orientation program for new exchange students. This program is designed to provide you with valuable information and facilitate your transition to Istanbul Aydin University. By participating in Exchange and Erasmus Student Orientation, you will gain essential information about:

- ◆ Residence permit rules and regulations that affect your visa status
- ◆ Student health services and health insurance requirements at Istanbul Aydin University
- ◆ Academic life at IAU and how to register for classes
- ◆ Campus and community resources-campus tour
- ◆ Opportunities to meet other new international and domestic students at IAU

All newly admitted exchange students are required to attend orientation and immigration document check-in

Orientation Dates

Fall Semester: In September

Spring Semester: In February

Arrival at IAU

Visit the International Academic Relations Office, address:

Istanbul Aydin University
Dilara Yılmaz
International Academic Relations Office
Besyol Mahallesi İnönü Caddesi No: 40
34295 Sefakoy / Küçükçekmece
Istanbul / TURKEY
Email: dilarabaskin@aydin.edu.tr

On arrival to IAU you will acquire a Student Card provided by IAU International Academic Affairs.

You will also receive a password to gain access to the Faculty's computers and will be informed of the schedules of the courses.

If you want to change the learning agreement you should contact the International Academic Relations Coordinator of the University upon arrival.

Useful Links:

- ✓ www.aydin.edu.tr
- ✓ www.internationalrelations.aydin.edu.tr
- ✓ www.howtoistanbul.com

Please follow us on:

- ✓ www.twitter.com/IAUintoffice
- ✓ www.facebook.com/intstuoffice

Emergency Numbers:

Health Emergency: 110

Police: 1! Police: 155

Fire: 110

International Registration: 115

Emergency: 112



ISTANBUL AYDIN UNIVERSITY
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ARRIVAL INFORMATION FORM

Personal Information

Student's Name (Mr. / Ms.) _____
Home University _____
Home Address _____
Phone Number _____
E-mail _____

Emergency Contact Information

Name (Mr. / Ms.) _____
Relationship _____
Home Address _____
Phone Number _____
E-mail _____

Flight Information

Departure from Home Country

Airport: _____
Flight Number: _____
Date: (MM/DD/YYYY) _____
Time of Departure _____

Arrival in Turkey

Airport: _____
Flight Number: _____
Date: (MM/DD/YYYY) _____
Time of Arrival _____