



ISTANBUL AYDIN UNIVERSITY

RESIDENCE PERMIT HANDBOOK

www.aydin.edu.tr
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Istanbul Aydın University Welcomes You

DEAR INTERNATIONAL STUDENTS

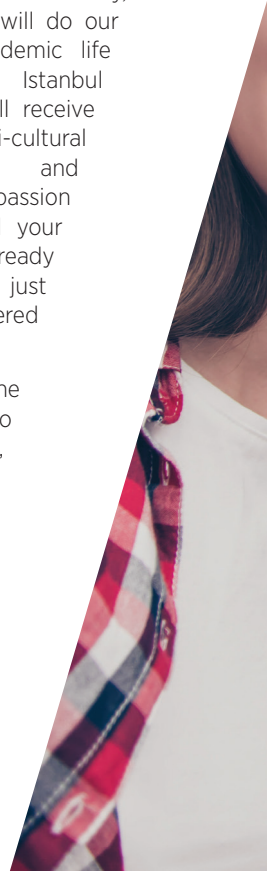
Congratulations on achieving your place at Istanbul Aydın University and thank you for choosing us. We are delighted to welcome you, students from all around world, to Istanbul Aydın University. You all choose the right place to enhance your academic objectives. In fact, "it is a place to be". Choosing a university is one of the most important decisions you will ever make in your life, as the competitiveness of your achievements based on academic degree along with effectiveness of department of the certain university. More importantly, within the period you cultivate your sustainable development capabilities and thus you will lay a solid foundation for your entire future life. The years you spend at the 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, 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 environment 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 just awaiting you to be discovered and unfolded...

This guide highlights the most important things to consider and leads you, step by step, through your life at IAU.

**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.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**

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.

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 are optional.
- » The application system is asking about your personal information. The system is quite simple and everyone can complete the application by themselves!

The screenshot displays the website interface for the Directorate General of Migration Management. The header includes the Turkish flag, the text "REPUBLIC OF TURKEY MINISTRY OF INTERIOR DIRECTORATE GENERAL OF MIGRATION MANAGEMENT", and the "ikamet residence" logo. The main content area features a banner image of a red tram in Istanbul. Below the banner, there are three prominent buttons for application types: "I LODGE AN APPLICATION FOR RESIDENCE PERMIT FOR THE FIRST TIME" (pink), "I APPLY FOR THE EXTENSION OF THE DURATION OF RESIDENCE PERMIT" (green), and "I LODGE A TRANSFER APPLICATION FOR RESIDENCE PERMIT" (yellow). The footer contains navigation links for "Required Documents" and "Suggestion, Request, Complaint Form", along with a visitor count and social media icons.

- 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 LODGE A NEW APPLICATION

I WANT TO CONTINUE MY APPLICATION

I WOULD LIKE TO SEE MY APPLICATION RESULT

IMPORTANT

(i) Regarding actions and procedures on foreigners, Directorate General of Migration Management does not work with third natural persons and/or legal persons. However, recently, the number of false documents 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 persons or companies working for a certain fee. Please, make your residence permit applications in person and do not rely on third natural persons or legal persons.

(ii) In addition, legal action will be taken in accordance with Article 206 of Turkish Penal Code No. 5237 on foreigners who have made a false statement while 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 issued and removal procedures will be initiated for them. It is highly announced to those concerned.

Please choose new application and click continue.

Pre-registration Form

<p>Name <input style="width: 90%;" type="text"/></p> <p>His/her Last Name <input style="width: 90%;" type="text"/></p> <p>Date of Birth <input style="width: 90%;" type="text"/></p> <p>Türkiye'de Doğan Çocuk Please select...</p> <p>Father's Name <input style="width: 90%;" type="text"/></p> <p>Mother's Name <input style="width: 90%;" type="text"/></p> <p>Gender ▼</p>	<p>Nationality ID Number <input style="width: 90%;" type="text"/></p> <p>Nationality ▼</p> <p>Travel document no with which entered into Turkey <input style="width: 90%;" type="text"/></p> <p>Communication Preference Cell Phone ▼</p> <p>E-Mail <input style="width: 90%;" type="text"/></p> <p>Cell Phone <input style="width: 90%;" type="text"/></p>
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All fields marked with red are mandatory.

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

Click to refresh if you can not read.

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.

Activation Page





Verification Code Please enter verification code that has been sent you completely.

163

Send Verification Code Again

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

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.

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 All

Foreigners ID No

Name

His/her Last Name

Previous Surname

Father's Name

Mother's Name

Delete the Photograph

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 All

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.

The screenshot shows a web form titled "Travel Document Information". At the top, a progress bar indicates the current step is "Travel Document Information", with previous steps "Personal Information 1" and "Personal Information 2" and a next step "Person Applying on Behalf of the Applicant". The form contains several input fields: "Document Type" (dropdown), "Date of Issue" (text with calendar icon), "Validity Date" (text with calendar icon), "Document No" (text with magnifying glass icon), "Issuing Country" (dropdown), and "Issuing Authority" (text with person icon). A note states "All fields marked with red are mandatory." At the bottom, there are "Back" and "Next" buttons.

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.

The screenshot shows a web form titled "Person Applying on Behalf of the Applicant". At the top, a progress bar indicates the current step is "Person Applying on Behalf of the Applicant", with previous steps "Personal Information 1", "Personal Information 2", and "Travel Document Information", and a next step "At". The form contains two radio button options: "I lodge the application on my own behalf." (selected) and "I lodge the application on behalf of the foreigner as his/her Parent/Trustee/Guardian." Below the options, a note states "All fields marked with red are mandatory." At the bottom, 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".

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

The screenshot shows a web form titled "Contact Details in Turkey". At the top, there is a progress bar with four steps: "Travel Document Information", "Person Applying on Behalf of the Applicant", "Abroad Contact Information", and "Contact Details in Turkey" (which is highlighted in green). Below the progress bar, the form is divided into two columns. The left column is labeled "National Address Database Address" and contains a text input field with the value "GÜLTEPE MAH. ÜMIT SK. NO: 4 İÇ KAPI NO: 2 KÜÇÜKÇEKMECE / İSTANBUL". The right column contains three input fields: "Telephone 1", "Telephone 2", and "E-Mail", each with a small icon to its right. Below the input fields, there is a note: "All fields marked with red are mandatory." At the bottom of the form, there are two buttons: "Back" on the left and "Next" on the right.

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 displays a web form titled "Work Information". At the top, a progress bar shows four steps: "Person Applying on Behalf of the Applicant", "Abroad Contact Information", "Contact Details in Turkey", and "Work Information" (which is highlighted in green). Below the progress bar, the form is divided into two columns of input fields. The left column contains: "The Situation" (a dropdown menu), "The Name of the Workplace" (a text field with a calendar icon), "Her/His Position" (a text field with a pencil icon), "Full Address" (a large text area with a pencil icon), and "Postal Code" (a text field with a pencil icon). The right column contains: "Country" (a dropdown menu with "Please select..." text), "City" (a text field with a calendar icon), "Job According to Formation" (a dropdown menu), "Telephone 1" (a text field with a phone icon), "Telephone 2" (a text field with a phone icon), and "E-Mail" (a text field with an envelope icon). At the bottom left of the form, there is a note: "All fields marked with red are mandatory." The "The Situation" field has a red asterisk next to its label.

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)

Application > Abroad Contact Information > Contact Details in Turkey > Work Information > **Education Information (Last Graduation)**

Educational Background	Please select...	Type of School	Please select...
Name of School	<input type="text"/>	Country	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.

Back **Next**

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

Application > Contact Details in Turkey > Work Information > Education Information (Last Graduation) > **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	Please select...
Grade	...	Postal Code	<input type="text"/>
Student Number	<input type="text"/>	Explanation	<input type="text"/>

National Address Database Address
BEŞYOL MAH. 1 İNÖNÜ CAD. NO: 38 İÇ KAPI NO: 1 KÜÇÜKÇEKMECE / İSTANBUL

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

Type of Health Insurance **Insurance Company**

Health Insurance Validity Period **Insurance Policy Number**

Yenileme No

Add

Insurance Company	Validity Date	Insurance Policy Number	Yenileme 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.

Instead of having private 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 , 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 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 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:6183 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.

Student Residence Permit Information

← (ing)
Income Information
Information on Insurance
Student Declaration Information
Student Residence Permit Information

Reason for Stay
Explanation of Reason for Stay

Requested Period Year
Starting date that has been requested

Possible Entry Date into Turkey
Expiry date that has been requested

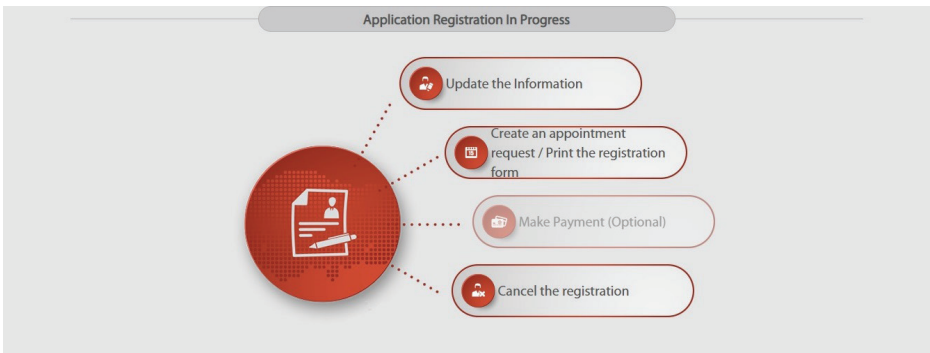
I accept/acknowledge that the information I mentioned above are accurate and if I make a false statement, legal action shall be taken on me pursuant to Article 206 of the Turkish Criminal Code, my residence permit application shall be cancelled and if I have been granted a residence permit, the residence permit shall be cancelled and deportation procedures shall be commenced.

I have Read, Understand and Accept

All fields marked with red are mandatory.

Back
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 01.09.2023, 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 KÜÇÜKÇEKMECE İLÇE ÇALIŞMA GRUP ... ▾

APPROPRIATE DATES FOR ISTANBUL PROVINCE APPOINTMENTS

Regarding your residence permit application, below is a table showing the nearest appointment dates 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 Beşiktaş District Group	-
Head of Beylikdüzü District Group	-
Head of Kadıköy District Group	-
Head of Pendik District Group	-
Istanbul Provincial Directorate of Migration Management	-

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

Click to refresh if you can not read.

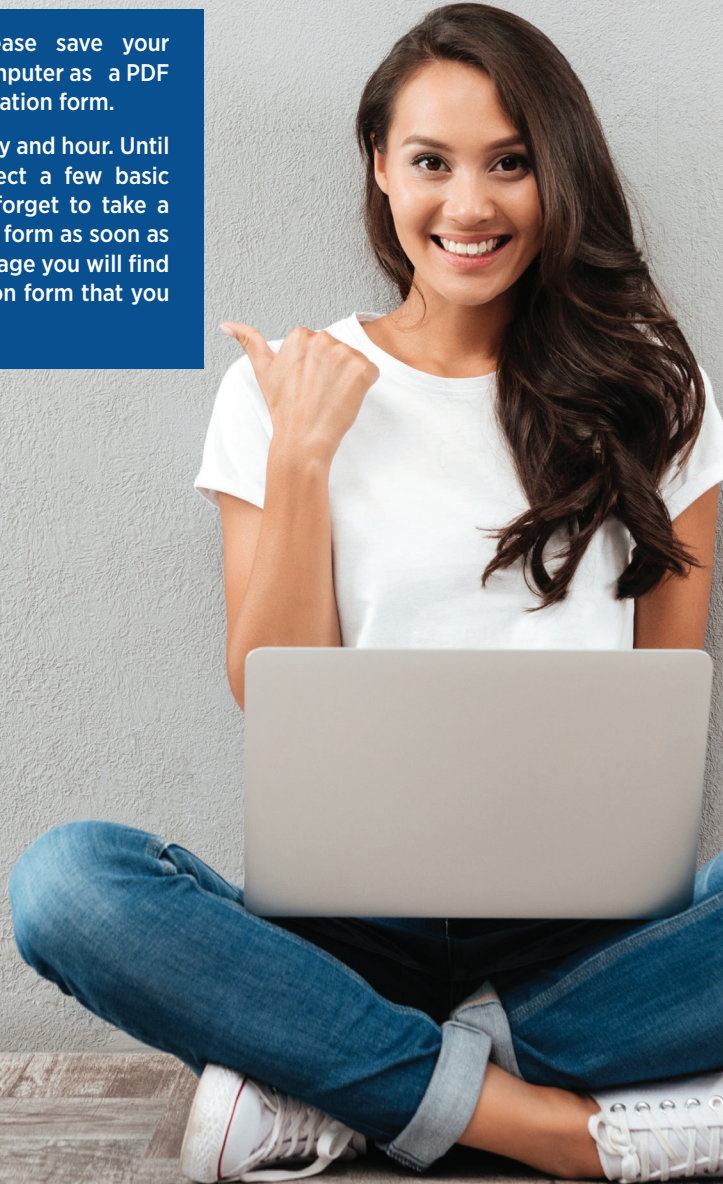


Application Registration In Progress

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 İZİNİ ÖĞRENCİ KAYIT FORMU
Declaration for Student Residence Permit Registration Form

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

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

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

HARÇ BİLGİLERİ (Fees Information)			
Harç Bedeli (Fee Amount)	0.00 TL	İkamet İzin Belgesi Bedeli (Residence Permit Document Fee)	110.00 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)			
Telefon Numarası (Phone Number)		Fax Numarası (Fax Number)	
E-Posta (E-Mail)			

FORMA İLİŞKİN AÇIKLAMALAR (Information about the Application Form)
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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

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
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