

REQUIRED DOCUMENTS

- 1- **Copy of your passport** (including the page with your photograph, the page where the last entrance stamp is, the page where the visa is if you have entered Turkey via a visa)

Caution: A person who has entered Turkey via e-visa must include the hard copy of the e-visa.

- 2- Student certificate
- 3- Health insurance declaration (attached)
- 4- 4 photographs; they must be biometrical.
- 5- If your name is not written in the format of “Name – Surname” as two separate entries (some countries give the name and surname as one entry, that surname is written separately is a requirement); you must consult your Embassy here for a name-equivalence.
- 6- You must type in your address and mobile phone number information accurately. You must be careful about this. There have been cases where students could not get their ikamets because of such errors. You must be careful when typing your contact information (the student is responsible if they give wrong information).
- 7- **STUDENTS MUST TYPE IN THEIR SCHOOL ADDRESSES AND OTHER CONTACT INFORMATION SINCE A TEXT MESSAGE IS SENT TO YOUR MOBILE WHEN YOUR PERMIT IS READY AND THE PERMIT IS SENT TO THE ADDRESS THAT YOU WRITE THERE.**
- 8- 55 tl card fee (related tax offices are below)

STUDENTS WHO GET A STUDENT IKAMET PAY ONLY 55 TL;

In order for a student to be able to pay the 55 TL card fee, they must get a TAX NUMBER. After obtaining your tax number;

THE 55 TL CARD FEE COULD BE PAID TO ONE OF THE OFFICES BELOW:

- 1-HİSAR VERGİ DAİRESİ (EMİNÖNÜ)
- 2-RIHTIM VERGİ DAİRESİ (YAKACIK)

3-GELİR İDARESİ BAŞKANLIĞI (VATAN CADDESİ) .

Also some Ziraat bank branches accept the payment.

IMPORTANT: PROCESSES OF THE STUDENTS' WHOSE VISA/ VISA EXEMPTION OR RESIDENCE PERMIT HAS EXPIRED AND WHO HAVE NOT GOT AN APPOINTMENT FOLLOWING THE 10 DAYS AFTER THE EXPIRY WILL NOT BE TAKEN INTO ACCOUNT.

IMPORTANT: THE ONLY FEE THAT MUST BE PAID BY THE STUDENTS WHO ARE GOING TO GET A STUDENT RESIDENCE PERMIT IS 55 TL. 55 TL IS PAID TO A TAX OFFICE.

IMPORTANT: Residence permits of the students who have graduated, cancelled registration, changed department or changed their university are INVALID. These students must get a new appointment before they graduate or cancel their registration.

Example case: Residence permit of student A expires in March 2016. However, the student graduates in November 2015. The permit becomes invalid at the time of graduation. A new application must be done either before graduation or within at most 10 days after registration.