

Content

1. Student Visa.....	2
1.1. The Process.....	2
1.2. Time it Takes for Your Application to be Processed	3
1.3. Your Visa Was Rejected.....	3
1.4. Required Documents	3
2. Getting a Tax Number	4
2.1. What can This be Used for.....	4
3. Opening a Bank Account.....	4
3.1. The Banks	4
4. Istanbul Card	4
5. Residency Permit	5
5.1. Required Documents	6
5.2. After your Application	7
5.3. What to do Before Leaving the Country	8
5.4. Important Notes	9
6. e-Devlet (e-Government).....	9
6.1. What do I Benefit from e-Devlet.....	9
6.2. How to Obtain an e-Devlet Password.....	10
7. Phone Registration	11

1. Student Visa

As an international student you will need a student visa before coming to Türkiye for your study.

The people exempt from this are:

- Students with a Blue Card
- Students who are from the Northern Republic of Cyprus
- Students who have parents that live in Türkiye with a work visa and residency permit
- Students who are coming from a country who do not require a visa to visit Türkiye

1.1. The Process

1. You first have to be accepted to a programme in a Turkish University and have your official acceptance letter.
2. If you notify the Işık University International Office, we can write a letter to both you and the Consulate/Embassy to help with the application process
3. Book an appointment at your closest Turkish Consulate or Embassy. You should be able to book the appointment online or over phone, however the application must be done in person.
4. Bring all the required documents for your Visa application. Not having all the [necessary documents](#) will have your Visa rejected and you will have to apply again.
5. During your appointment you will be interviewed by an officer who will ask you simple questions about your visit to Türkiye.
6. All you must do now is wait for the decision; in some cases, you can track your application on the consulate website.

1.2. Time it Takes for Your Application to be Processed

Usually, it takes between 3 to 15 days for your application to be processed. However, we advise you to apply for your Visa as early as possible since unexpected delays or rejected applications can lengthen the process.

1.3. Your Visa Was Rejected

If your Visa application was rejected, it was likely due to missing documents. 24 hours after your rejection you can make another application/appointment (Check with your embassy because regulations can differ depending on the country).

If you think that the rejection is not justified, you should contact the Consulate/Embassy in your country.

1.4. Required Documents

- Your Passport (Valid for at least 90 days)
- A filled in Turkish Student Visa application form
- 2 Biometric Photos
- Acceptance letter from your University (Including the duration of the programme)
- Proof of health Insurance
- Proof of booked flight tickets to Türkiye
- Proof of travel Insurance for your entire time of your stay
- Evidence of sufficient financial resources to support your stay in Türkiye
- Visa processing fee
- Proof of accommodation in Türkiye
- Previous diplomas or education certificates

*The required documents may differ from one country to another. Contact your local Embassy or Consulate to make sure you do not require any other specific documents.

2. Getting a Tax Number

One of the first things you may need to do when you arrive to Türkiye is to get a tax number from the Tax Office. You can do this by going to the [Tax Office Website](#) and clicking “APPLICATION FOR NON-CITIZEN'S POTENTIAL TAX NUMBER”. After filling in your information press “Tamam (OK)”.

2.1. What can This be Used for

Before getting your residency permit using your Tax number, you can do things like opening a bank account. The tax number is also vital for the phone registration.

3. Opening a Bank Account

You can open a bank account after receiving your [tax number](#) or [your residency permit](#). Usually, you will only need the following:

- Passport
- Proof of Address
- Tax number / Residency document (only 1 is enough)
- Mobile phone number

3.1. The Banks

While all Banks should accept you here is a list of banks that foreigners usually prefer.

- Yapı Kredi Bankası
- HSBC
- Ziraat Bankası
- Türkiye İş Bankası
- Halkbank

4. Istanbul Card

Istanbulkart offers students discounted transportation fares for each ride. it can be used for all types of transit except “Dolmuş”, for the dolmuş you need to pay cash.

To apply for the Istanbul card, you need to visit one of the application centres (İETT office), you can find the list of the centres through the link below:

<https://www.istanbulkart.istanbul/basvuru-merkezleri>

Required Documents:

- Passport/Residence Permit card.
- 1 photograph.
- Your original Işık university student ID card/Student Certificate (in Turkish).
- **25₺ (subject to change)**. You can pay the Istanbulkart fee in cash or by credit card on your visit to the Application Center.

4.1. Abonman

5. Residency Permit

Be aware that this information is a summary based on the gained experience. Every student must read the [Immigration Office's official web page](#) and follow the updates about Law on Foreigners and International Protection, as regulations might change frequently.

All international students who are planning to stay in Türkiye for more than three months, need to have a residence permit.

- If you have Turkish nationality (TC. Kimlik) or a Mavi card, you do not need a residence permit.
- For the non-visa-required countries, they must apply within 10 days.
- The residence permit process is the student's responsibility.

All international students need to register and obtain a residence permit from the Istanbul provincial Immigration Administration office within ten days of entering Türkiye.

- Students should start their [application online here \(e-ikamet\)](#), after you have applied, you need to collect the required documents and make a tax payment.
- For making the tax payment of 160tl (subject to change), students can pay it online through <https://ivd.gib.gov.tr>. there are different options for that:

1. **OPTION1:** Select "Harç ve Değerli Kağıt Bedeli", then select "Göç İdaresi İkamet Tezkeresi Harcı Ödeme" and then enter the Tahakkuk number you got at the end of your online residence permit application. Then you can pay this fee online and get a receipt.

2. **OPTION2:** Select "Yabancılar için Potansiyel Vergi Kimlik Numarası", fill out the form and get your tax number. Visit Ziraat Bank and make your payment by providing the Tahakkuk Number and your tax number
3. **OPTION3:** Visit a tax office with your passport, get a tax number and then pay at the tax office or Ziraat Bank). Students can reach any brunches of the tax office (Vergi idaresi) and pay the payment.
The closest tax office to the campus is:
Çavuş, Üsküdar Cd, No:169, 34980 Şile/İstanbul

The application process must be done before the validation of the student's visa or the residence permit date (for renewal case).

- To make the online residence permit application, you must be here in Istanbul physically. It means you can only make this application after you cross the Turkish border. So, if you are abroad, you cannot apply for a residence permit.

After completing the residence permit application, the immigration office will send you an appointment SMS or email.

5.1. Required Documents

- Passport Identification page
- Visa
- Entry Stamp
- Old residence permit copy of back and front (if you have)
- Online residence permit application form (must be signed on the 4th page)
- Four photos (Full face, front view with a white background, and it should be original, high quality, taken within 6 months)
- New dated student letter for a residence permit (they can apply and receive it from e campus), at most 15 days old and in Turkish
- Original valid Health insurance policy
- The payment receipt from the tax office
- Rental contract, in the case that you live in the dorm you need to take the letter from the dorm management which is represented as the Rental contract.

For students who are under 18:

- They need a letter of consent (If the foreign mother and father officially reside in Türkiye, this document is not needed.)

- Birth certificate (This document is needed in case the mother and/or father of the student cannot be identified from the given identification/passport)

If you already have a short-term residence permit, you can make a “transfer application” for the student residence permit.

Immigration Administration might ask for some extra documents depending on your situation.

Important to Know:

- In the case of any changes, such as Name, Surname, Marital Status, address, passport, department, or program at your university, you must inform the provincial directorate of Migration management.
- In the case of changing your mobile phone number and email address that you declare on your residence permit application; you need to inform the immigration office on time. Otherwise, you will not receive any SMS or Email notification according to your application.
- If you get an error stating

For graduating students:

- for the graduated students who are planning to stay in Türkiye, they must transfer their residency to a short-term (Temporary) residence permit within 10 days of the graduation date, because the residence permit card is cancelled after the official graduation date.
- If you register for a master’s degree after graduating from a bachelor’s degree at Işık university, you must apply for the student residence permit again.

5.2. After your Application

- the period between the processing of your application and the receipt of your card may take up to 30-90 days.

- When the Immigration Office goes over your documents and approves your application file, the affirmation SMS/email for your application will be sent to you. After getting the message, your card will be printed and posted by the Immigration Office. Your card will be conveyed to your contact address by the authority transporter, PTT. You must be prepared at the address you gave in your application to get the card. The postman will not surrender the residence card to anyone other than you. On the off chance that the postman can not find you at your location, the PTT will return your card to the Immigration Directorate.
- Tracking your residence permit card during the posting process is fully your responsibility. To receive your card, make sure you provide the correct address on the application form.

5.3. What to do Before Leaving the Country

You cannot leave Türkiye without getting your residence permit card. In the case that you do such, you will get a penalty relying upon your case and your application will be dropped by the Immigration Office. On the off chance that you want to leave Türkiye before you get the residence permit card (we do not recommend this except if it is an urgent/emergency), kindly ensure you have an approval Document (Müracaat Belgesi) and the residence card payment receipt with you at the airport that proves your application for the residence permit.

To take these documents, you need to go with your passport to the Istanbul Department of Immigration (İstanbul İl Göç İdaresi) and request the Approval document.

- Please make sure to get this document at least 5 days prior to leaving the country.
- Please be aware that, you are allowed to leave the county only for 15 days, even with the Approval Document!

5.4. Important Notes

- In the case that you leave your university or freeze it, your residence permit card becomes invalid. So, you should leave Türkiye within 10 days! Otherwise, you may have to pay a penalty fee at the airport.
- If you lose your residence permit card, you need to go to the nearest police station and file a report about losing your card. Also, you need to go to the tax office, pay the card's tax payment, and then you need to go to the immigration office with the report and your passport to renew the residence permit card.
- You can apply to do a residence permit renewal, 60 days prior to expiration.

6. e-Devlet (e-Government)

e-Devlet is a resource providing access to government services. To use the system, you need to first receive your [residence permit](#).

6.1. What do I Benefit from e-Devlet

Some of the benefits are, but not limited to:

- You can individually collect your Address Registration Certificate (you must first register your address at Nüfus idaresi or göç idaresi (immigration office)).
- Social Security Activation Document
- Information services
- Integrated electronic services
- Payment transactions
- Shortcuts to institutions and organizations
- In addition, the sharing of information and documents between public institutions is provided by the services offered by e-Government.
- Social security and health care,
- Applications of motor vehicle registration, vehicle tax, and incentives,
- Penalty Inquiry Written On The Vehicle Plate,

- Driver’s License and Criminal Inquiry Written to Persons,
- OGS (Automatic Pass System) Pass Information Inquiry,
- Fast Pass System (HGS) Account Information Inquiry,
- List of mobile phones under your name,
- IMEI Registration for mobile phones sold abroad,
- Tax debt, debt
- Application to the Turkish Employment Agency,
- Registration and student tracking at universities,
- Making a BIMER Application,
- TCIP Police Interrogation,
- Deed Information Inquiry,
- Address Change Notifications,
- Citizenship proceedings.

6.2. How to Obtain an e-Devlet Password

- To have your password, you have to visit a PTT branch (post office) with your active Turkish phone number, passport, and residence permit card. Once you asked the personnel for an e-Devlet password by saying “e-Devlet şifresi almak istiyorum”, s/he will ask for your Turkish mobile phone number and will send your password as a text message in return for 2 TL. The PTT works between 08:30- 17:00 pm with a lunch break between 12:30- 13:30.
- In addition, foreigners who have previously opened an account in any bank can login to e-devlet without going to PTT branches.

In this case, you can find the “E-Devlet Transactions” option in the bank application and apply through it.

The nearest PTT branch to the university is at:

Çavuş mh, Cumhuriyet Cd. No:97, 34980 Şile/İstanbul

Google Location: <https://goo.gl/maps/HNdtETXSTB5KtKFC6>

7. Phone Registration

Those who want to use their mobile phones bought abroad in Türkiye must register their phones. IMEI numbers must be used for phone registration. Phones that are not registered within 120 days cannot be used within the country.

IMEI registration fee for 2022 has been announced as 2.732 TL. You can pay the fee via online banking, by going to the nearest tax office, or any bank branch. Whether you pay your fee online or in person, you will be asked to provide the IMEI number of your mobile phone. After making the payment, please take the receipt and keep it with you.

To know the device's IMEI number, you can learn it by dialling these digits: *#06#.

Paying the registration fee does not mean registering the phone. You must register your phone through the e-devlet portal. (<http://www.turkiye.gov.tr>).