

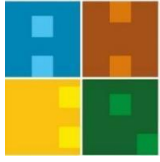
**ALANYA UNIVERSITY
RESIDENCE PERMIT APPLICATION FILE
DOCUMENT CHECKLIST**

PHOTO

NAME - SURNAME :

FACULTY/DEPARTMENT:

CHECK	NO	REQUIRED DOCUMENTS
	1.	RESIDENCE PERMIT REGISTRATION APPLICATION FORM (www.goc.gov.tr) (First application - Extension - Transition) (THE PRINTOUT OF THE APPLICATION FORM WILL BE SIGNED BY THE APPLICANT)
	2.	RECEIPT OF PAYING THE COST OF THE RESIDENCE PERMIT DOCUMENT (card money receipt paid from the tax office 565 TL)
	3.	PASSPORT
	4.	STUDENT CERTIFICATE
	5.	4 BIOMETRIC PHOTOS
	6.	UETS' INFORMATION FORM OBTAINED FROM PTT OFFICE
	7.	PRIVATE HEALTH INSURANCE
	8.	DOCUMENT SHOWING THE ADDRESS OF STAY (Documents for the option below that suits you (Rent or Hotel or Title Deed, etc.) must be prepared.)
8.1 RENTAL AGREEMENT		
	8.1.1	NOTARIZED RENTAL AGREEMENT (Notarized New Dated)
	8.1.2	COPY OF THE LANDLORD'S IDENTITY CARD
	8.1.3	ADDRESS CONFIRMATION FROM THE MUNICIPALITY (NUMARATAJ)
	8.1.4	COPY OF THE TITLE DEED OF THE RENTED APARTMENT
8.2 NOTARY COMMITMENT (If living with someone else)		
	8.2.1	NOTARIZED LETTER OF COMMITMENT (SIGNED BY THE SPOUSE IF MARRIED)
	8.2.2	COPY OF THE UNDERTAKER 'S IDENTITY CARD
	8.2.3	ADDRESS DOCUMENT OF THE UNDERTAKER (E-GOVERNMENT)
	8.2.4	REGISTRY RECORD EXAMPLE OF THE UNDERTAKER (E-GOVERNMENT)
	8.2.5	CRIMINAL RECORD CERTIFICATE OF THE COMMITMENT GIVEN
	8.2.6	MARRIAGE CERTIFICATE / BIRTH CERTIFICATE
	8.2.7	ACCOMMODATION COMMITMENT WILL BE DELIVERED AS AN ORIGINAL DOCUMENT
8.3 HOTEL-HOSTEL-APART HOTEL		
	8.3.1	LETTER OF ACCOMMODATION COVERING THE STAY PERIOD RECEIVED FROM THE HOTEL MANAGEMENT
	8.3.2	TRADE REGISTRY GAZETTE EXAMPLE OF THE HOTEL,HOSTEL OR APART HOTEL
	8.3.3	CERTIFICATE OF ACTIVITY EXAMPLE OF THE HOTEL,HOSTEL OR APART HOTEL
	8.3.4	PAYMENT INVOICE COVERING THE STAY PERIOD
	8.3.5	HOTEL SECURITY NOTICE FORM
8.4 TITLE DEED		
	8.4.1	COPY OF THE TITLE DEED
	8.4.2	ADDRESS CONFIRMATION FROM THE MUNICIPALITY (NUMARATAJ)
	8.4.3	IF RESIDING IN THE FAMILY TITLE, BIRTH CERTIFICATE TRANSLATED INTO TURKISH AND NOTARIZED WITH APOSTILLE OR CONSULATE APPROVAL



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9. IF YOU HAVE A RESIDENCE CARD, THE FRONT AND BACK SIDES WILL BE PRINTED.

10. FOR FOREIGN STUDENTS UNDER 18 YEARS OLD

10.1	DOCUMENT CONTAINING PARENT/GUARDIAN INFORMATION (BIRTH CERTIFICATE, FAMILY CERTIFICATE, ETC.)
10.2	NOTARIZED LETTER OF CONSENT GIVEN BY PARENT/GUARDIAN/LEGAL REPRESENTATIVE (FOR THOSE WHO ENTER WITH A VISA APPROPRIATE TO THEIR PURPOSE (STUDY VISA); NO DOCUMENT INCLUDING CONSENT FORM AND GUARDIAN INFORMATION WILL BE ATTACHED)
11.	FOR ALL STUDENTS FINGERPRINT NUMBER IS REQUIRED

IF EXTENSION APPLICATION

12.	IN ADDITION TO ALL THE DOCUMENTS MENTIONED ABOVE, ADDRESS RESIDENCE DOCUMENT SHOWING ADDRESS REGISTRATION (E-GOVERNMENT)
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NUMBER OF DOCUMENTS RECEIVED:
NAME-SURNAME OF THE RECEIVER:

SIGN:

NUMBER OF DOCUMENTS DELIVERED:
DELIVERY PERSON'S NAME-SURNAME:

SIGN:

Applications of students who do not have an address registration record and foreign students who do not have a fingerprint record will not be accepted for extension applications.

****Please prepare your documents by placing them in a PINK FILE according to the abovementioned order (ORIGINAL and one COPY of each document)***

*****Pink Files are available at stationery stores.***

AFTER STUDENTS RECEIVE RESIDENCE PERMIT CARD:

- 1) Student must go to the Directorate of Immigration Management and register his/her address in the address registration system.**
- 2) THEY NEED TO GO TO THE IMMIGRATION DIRECTORATE AND PROVIDE THEIR FINGERPRINTS**
- 3) THEY MUST SUBMIT 1 PHOTOCOPIE OF THE RESIDENCE CARD TO THE STUDENT AFFAIRS.**