

ALANYA UNIVERSITY
RESIDENCE PERMIT APPLICATION FILE
DOCUMENT CHECKLIST

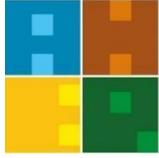
PHOTO

NAME - SURNAME :

FACULTY/DEPARTMENT:

DATE OF DELIVERY:

| CHECK | NO | REQUIRED DOCUMENTS |
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| | 1. | RESIDENCE PERMIT REGISTRATION APPLICATION FORM (https://e-ikamet.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) |
| | 3. | PASSPORT (Entry Stamps Included) |
| | 4. | STUDENT CERTIFICATE (Either from E-Devlet, Student System or Hard Copy Signed) |
| | 4A | TOMER STUDENT CERTIFICATE (Only for Active TOMER students.) |
| | 5. | 4 BIOMETRIC PHOTOS (2 for Extension) |
| | 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 |
| | 8.1.4 | COPY OF THE TITLE DEED OF THE RENTED APARTMENT (Tapu) |
| 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) (N/A For Foreigners) |
| | 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

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| 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

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| 12. | IN ADDITION TO ALL THE DOCUMENTS MENTIONED ABOVE, ADDRESS RESIDENCE DOCUMENT SHOWING ADDRESS REGISTRATION (E-GOVERNMENT) |
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| <p>NUMBER OF DOCUMENTS RECEIVED: NAME-SURNAME OF THE RECEIVER:</p> <p style="text-align: center;">SIGN:</p> | <p>NUMBER OF DOCUMENTS DELIVERED: DELIVERY PERSON'S NAME-SURNAME:</p> <p style="text-align: center;">SIGN:</p> |
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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.