****

**Dear students,**

Welcome to our provincial of Ankara. During your studenship, you can apply for residence permit that allows you to stay legally in our provincial by using the e-residence section on [www.goc.gov.tr](http://www.goc.gov.tr) website. Students, who will study in associate's degree, undergraduate, graduate and doctoral programs, will apply for a **student residence permit** from the **first time application**. Students, who come in the framework of student exchange programs **(**Erasmus etc.), will apply for the purpose of under education in the framework of student exchange programs under a **short-term residence permit** from the **first time application**. If you are applying for a residence permit, you must submit your original documents (listed below) to the ASBÜ International Office within 30 days of the date of application. In this context, you should never esteem to anybody except the staff in charge.

**LIST OF REQUIRED DOCUMENTS**

1. Residence Permit Application Form(must be printed on e-residence website)
2. Photocopy of passport (all processed pages and page with visa, with original approval confirmation)
3. Four (4) pieces of **biometric** photos
4. **Valid Health Insurance** (Insurance period must cover the intended residence permit duration. One of the following document is considered as sufficient):

a.) E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services inn Turkey within the scope of bilateral social security agreements

b.) E-signed/signed and stamped/sealed provision document received from Social Security Institution (Provision documents to be received from Social Security Institution must be in such a manner that they must be both supportive and cover family members in family residence permits.)

c.) E-signed/signed and stamped/sealed document of the application made to the Social Security Institution to become a general health insurance holder

d.) Private health insurance(**The policy must have the expression of "This policy covers the minimum coverage stipulated in the circular no 16, dated 10.05.2016, on private health insurance required to be taken out for residence permit applications."**)

1. Student Document and Residence Permit Information Form (**Must include the date of study and the date of possible graduation**)
2. Address Document (If you are staying in a dormitory, you must attach e-signed/signed and stamped/sealed document which shows that you are staying in a dormitory. If you are staying in a rental house with a rental agreement, you need to submit a notary public approved copy of your rental agreement.)
3. Residence Permit Card Fee Receipt **(72 TL for 2018)**
4. Declaration of Income(It would be declared in the application form)
5. If the student is under the age of 18;

a) Birth Certificate(**Apostilled or must be approved by the related country’s consulate and Republic of Turkey Ministry of Foreign Affairs and notarized translation in Turkish.**)

b) Letter of Consent(**Appostilled or approved**)

Note: Birth certificate and letter of consent are not required for children under the age of 18 who are coming from the study visa.