



NECMETTIN ERBAKAN
UNIVERSITY

EXTERNAL
RELATIONS OFFICE

**2019-2020
Academic Year
Information Guide on
Registration and
Official Processes for
International Students**



welcome

**AS THE EXTERNAL RELATIONS OFFICE,
WE WOULD LIKE TO CONGRATULATE OUR
DEAR STUDENTS WHO WERE QUALIFIED TO
STUDY AT OUR UNIVERSITY.**

This information guide was prepared to make your registration and other official proceedings easier and smooth. Therefore, we strongly recommend you to carefully read what is written in the text carefully.

BASIC PROCEDURES TO FOLLOW FOR REGISTRATION AND OTHER PROCESSES

ACCEPTANCE FORM AND VISA APPLICATION WITH REQUIRED
DOCUMENTS

TAKING THE ROAD WITH ALL NECESSARY DOCUMENTS

ARRIVAL TO KONYA AND REGISTRATION TO THE FACULTIES

FINDING ACCOMMODATION AND TAKING OUT INSURANCE POLICY

RESIDENCE PERMIT APPLICATION TO THE KONYA MIGRATION
ADMINISTRATION

FOLLOWING THE ACADEMIC CALENDAR AND STARTING TO
EDUCATION LIFE

DETAILS

VISA APPLICATION

You can apply for the visa in the foreign missions of the Republic of Turkey in your country with your acceptance form and with other required documents.

REGISTRATION PROCESS

Registration Dates

16.09.2019 - 27.09.2019

Place of Registration

Student Services Centres of Each Faculty (**Please check the open address of the faculties you will registered in**).

Documents Required for Registration

- The Original High School Diploma and its Equivalence which shows that the high school diploma is equivalent to a diploma from high school in Turkey. The Equivalence Certificate can be get from Turkey Embassy or Consulate in the country of students by themselves or from the Republic of Turkey Ministry Of National Education and its Provincial Directorates of National Education in Turkey.
- The original copy of the exam result document of which example was sent during application,
- Notarized copy of the passport, (if they do not have passports, Identification Card for Syrian nationals and asylum seekers),
- 6 passport size (4.5 x 6 cm) coloured photographs,
- The notarized document or written contract that shows the candidate has income equal to the monthly gross minimum wage in Turkey.
- Students who were placed in Turkish-medium programs need to certify at least B2 level of Turkish language skills by Turkish Proficiency Exams held in Turkish Education Centres and recognized by the Council of Higher Education. (Not Compulsory)
- Students who were placed in programs and whose language of education is foreign are required to certify that they have received 70 points or more from the Foreign Language Exams held by YÖK and OSYM or they have to obtain enough points from the international exams accepted by the Interuniversity Board as equivalent in the table. (Not Compulsory)
- Bank receipt showing the tuition fee has been paid.

ATTENTION!

In order to make your registration to our university sturdily, you must submit the above-mentioned documents **COMPLETELY between** 16.09.2019-27.09.2019 to the student services centres of the faculties.

Getting to the Place of Registration

To reach from the airport to the faculties you will register, you can first take **HAVAS** buses (12 Turkish Liras) to go to city centre and get off station of **KÜLTÜRPARK first**, then you will take public transportation for the faculties or you just walk to your faculty if it is close to KÜLTÜRPARK station. Students who want to get to the faculties from **OTOGAR** (intercity bus station) can use Minibus (dolmuş) after asking someone how to get to city centre. After arriving at city centre, you may go to faculties by taking public transportation again or by walking depending on the location of your faculty.

POST-REGISTRATION PROCESS

After completing registration at the faculties, the RESIDENCE PERMISSION process will begin. It will be time to click on the link (<https://e-ikamet.goc.gov.tr/>) on the Directorate of General Migration Management of Turkey through which you can benefit in Russian, English, and Arabic. Students who will make residence permit for the first time should click the "APPLY RESIDENCE PERMIT FOR THE FIRST TIME" tab. Thereafter, they must fill in the necessary information and make an appointment with the Konya Provincial Migration Administration.

Address : Aksinne Mahallesi, Pirebi Sokak, No: 14, 42040, Meram/KONYA
(Office Hours 08.00-17.00)

Phone : 0332 248 1050

ATTENTION!

Two important required documents for a Residence Permit must be obtained before the appointment. The first one is the document showing that Health Insurance and the second one is the document showing your place of residence.

In Turkey, various health insurance companies offer health insurance services for international students. After having online or face-to-face by contact with private insurance companies and getting information about insurance terms via Google search, taking out a policy of insurance process can be done easily. Alternatively, you can find the insurance conditions for foreigners (fees, applications, etc.) from the government agency of the Social Security on the following video:

http://www.sgk.gov.tr/wps/portal/sgk/tr/calisan/gss_tescil_sureci/gss_video/02_gss04

Secondly, before applying for a residence, you must bring a rental contract, residence certificate from your dormitory, or electricity, natural gas or water bill that is invoiced in your name. The student who has made an appointment must print the Residence Permit Application Form which will be automatically provided by the website at the end. And then, submit the following documents to the Konya Provincial Migration Administration on the relevant date (these documents will also be notified to you on the website of this institution when you finished your application process)

- Residence Permit Application Form (Signed)
- Student Certificate (can be obtained from our Department for Student Affairs after registration)
- Photo
- Passport
- Document Showing the Residence Address
- Insurance Policy

ATTENTION: Your Residence Permit Application and Appointments dates must be completed within your Visa Exemption Date. For this reason, you must go to the Provincial Directorate of Migration with the required documents and complete your application before completing the exemption day written on your visa.

THE OTHER IMPORTANT POINTS TO BE PAID ATTENTION

- After your registration process, as a new student of our university, you will be subject to the official functioning of the Necmettin Erbakan University. For this reason, we recommend that you save the 2019-2020 Academic Year Calendar to your computer or mobile phone. You can access the calendar from; <https://www.erbakan.edu.tr/storage/files/departman/ogrenciisleri/2019-2020%20Akademik%20Takvim.pdf>
- After registering to our university, you can apply for a discount student card for a certain registration fee (20-30 TLs) by applying to Transportation Department of Konya Metropolitan Municipality with a received student certificate. You can load money on this transportation card at different points of the Konya. This card is valid on trams and city buses and is not valid for special blue minibuses (dolmuş).
- After arriving Konya, we recommend that you buy a cell phone line on the first day. Thus, you will have no difficulty in communicating with the relevant institutions of your university and in other official proceedings. You can access the mobile phone packages and tariffs of various companies through their websites.
- We also suggest that you install a Turkish dictionary application on your mobile phone which contains the basic Turkish dialogues and words before coming to Turkey. This will help you to overcome the language problems of your early days in Turkey.
- We advise that you bring a certain amount of the money in cash to cover your expense at least during the first week. This amount will be enough for the costs. In addition, there are Western Union services in many banks in Konya through which you can withdraw your money. On the other hand, in the event that you bring your international used Mastercard/Visa with you, you can carry out shopping and withdrawals in Turkey with a certain commission.
- Until you have arranged your permanent residence, you can stay in guesthouses (DSİ, Teacher's House) or hotels in various parts of Konya
- In an emergency moment, you should contact the officials (dial 155 for Police, 112 for the Ambulance, and 110 for the Fire Station) at any time without losing time.
- If you have a chronic illness, we recommend that you bring the report of this illness, your prescription, and at least one month enough medications to Turkey with you.
- You should check the weather forecast report of Konya for your arrival date and the following days. Thus, you can protect yourself from cold or heat weather conditions after choosing convenient clothes according to this forecast.

ATTENTION!

Before leaving your home, we advise you to check the list of documents which are required for registration and the other official processes. In fact, in order to not giving rise to interruption to all these processes due to missing documents, we kindly recommend you to write all of these documents in a small notebook from now.

For any questions and comments, please contact us via the official Twitter account of the Office of External Relations (<https://twitter.com/neugenel>) or via the official e-mail address dik@erbakan.edu.tr

If you want to have more information about the educational process and life-style of Turkey, you can check Study in Turkey (<http://www.studyinturkey.gov.tr/>) platform, which is being managed by the International Relations Department of the Higher Education Council (YÖK).

We are looking forward to welcoming you in Konya.



NECMETTİN ERBAKAN
UNIVERSITY
**EXTERNAL
RELATIONS OFFICE**

N.E.U. OFFICE OF EXTERNAL RELATIONS

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