



2019-2020  
ACADEMIC YEAR

# FRESHERS' GUIDE





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# **FRESHERS' GUIDE**

We are delighted to welcome you as a Türkiye Scholarships holder.

This guide will provide you with information on the steps you need to take before and after your arrival in Turkey as a Türkiye Scholarship holder.



## I. BEFORE YOU ARRIVE

- a. Scholarship Agreement
- b. Visa Procedures
- c. Turkish Language  
Education Portal
- d. Travel Plans
- e. Travel Guidelines

## II. AFTER YOU ARRIVE

- a. Airport Transfer
- b. Communication in Turkey
- c. Dormitory Registration
- d. University Enrolment
- e. Required Documents for  
Enrolment
- f. Turkish Preparation  
Course Enrolment
- g. Residence Permit
- h. YKN Number
- i. Health Insurance
- j. Bank Account
- k. Cultural Orientation
- l. Orientation Programmes
- m. Important Notes



1.

Accept your  
Türkiye  
Scholarships  
offer on TBBS



2.

Read the  
information  
in this guide  
carefully

# Steps



3.

Prepare the original copies of the required documents for submission



4.

Visit the nearest Turkish Embassy/ Consulate to have your scholarship agreement verified



5.

Book your travel arrangements

# BEFORE **YOU** **ARRIVE**

We are delighted to welcome you as a Türkiye Scholarship holder during our very competitive round this year. This guide will provide you with information on the steps you need to do take before and after your arrival in Turkey as a Türkiye Scholarship holder. Each of the items listed below will be explained in more detail.



## 1.1 Scholarship Agreement

First, you must accept the scholarship offer, then download and sign the Scholarship Agreement issued in your name through your personal account with Türkiye Scholarships Information System (TBBS).

Afterwards, please visit the nearest Turkish Embassy / Consulate whenever you are informed to sign scholarship contract. Officers at the Turkish Embassy/Consulate will check the original copies and Turkish translations of your previous qualifications (diploma / interim certificate of graduation), transcripts, health report, current passport/ID card and other original supporting documents to ensure that you meet the requirements set by the department/university (if any).

Please do not forget to bring your Scholarship Agreement that has been verified by officials.

The Scholarship Agreement specifies your rights and obligations as a scholarship holder. The Scholarship Agreement verified by officials must be

uploaded again to Türkiye Scholarships Information System (TBBS). Please make sure that you fill out the form in your personal page after you upload the signed Scholarship Agreement.

You must have your passport, diploma, transcript, and health report prepared and translated into Turkish by institutions/bodies accredited by the Turkish Embassy/ Consulate. (You do not need to translate documents such as TOEFL, IELTS, DELF, SAT, GRE, GMAT, etc.). You will need the original documents and translations to register at the university in Turkey and to carry out scholarship procedures. All the documents must be approved by the Embassy/Consulate.

Your health report needs to be issued by an official health organization in the last 3 months and indicate that you are not infected by a contagious disease or a disease that requires continued treatment. You can call the Embassy/ Consulate of the Turkish Republic to learn which health organizations in your country are eligible to provide you a health report.

Students already in Turkey can have their Scholarship Agreement form approved in Ankara and Istanbul at the address provided below. You will be given information here in Ankara and Istanbul regarding visa procedures.

**Please make sure that you fill out the form in your personal page after you upload the signed Scholarship Agreement.**

**Türkiye Cumhuriyeti  
Yurtdışı Türkler ve Akraba Topluluklar Başkanlığı**

**Ankara Office**

**Ankara Sakarya Mah.  
Öz Sk. No:10 Hamamönü  
Ankara TÜRKİYE**

**Istanbul Beyoğlu Office**

**Şehit Muhtar Mah.  
İmam Adnan Sok.  
No:9 Beyoğlu/İSTANBUL**

## 1.2. Visa Procedures

International students who wish to study in Turkey need to obtain a student visa before arriving in the country. Student visas can be obtained from the nearest Consulates or the Embassies of the Republic of Turkey. For student visa applications, required documents are

- a valid passport,
- offer of scholarship,
- visa application form to be obtained from consulates,
- passport photograph
- and visa fee if needed.

Consulates may request other documents as well. You can consult to the nearest Embassy/ Consulate of the Republic of Turkey for the list of all required documents. After obtaining these documents, you need to visit the Consulate department for visa application. Student visa procedures may take some time, therefore you are recommended to apply for visa immediately after you receive your acceptance letter and sign the scholarship agreement.

## 1.3. Turkish Language Education Portal

Since 2009, Yunus Emre Institute has been introducing Turkish language, culture, art and history to people of various professions and age groups in more than 40 cultural centers around the world. Yunus Emre Institute has launched a new website, the Turkish Education Portal, which offers step-by-step Turkish language education at all levels.

The online Turkish Language Education Portal is an easy and entertaining tool for Türkiye Scholarships holders to learn Turkish at their own convenience. The program provides ‘must-have-phrases’ that you can use in everyday conversations so that you have the necessary basic language skills before beginning an intensive Turkish Preparation Course.

**Türkiye Scholarships holders can sign up for the program for free.**

For more information  
please visit Yunus Emre  
Institute website

<https://turkce.yee.org.tr/>



## 1.4. Travel Plans

After obtaining your visa, prepare your documents and pack your luggage to come to Turkey on the date that will be notified to you. Check the communication addresses of the university you are placed in, the dormitory, and the Turkish preparation centre as listed in the mail sent to you. The flight ticket for your first departure from home country to Turkey will be provided by the Türkiye Scholarships Office. Between 5-22 September 2019, the most appropriate flight ticket will be issued for you and you will receive an e-mail about it. Please be prepared for this process.



## 1.5. Travel Guidelines

You are recommended to arrive at the airport two hours before the departure time of your flight, together with your university registration documents, passport with student visa, and all other documents. We strongly advise you to pack a cabin baggage in case of any delay. You may learn about your free of charge baggage rights through the relevant airline company. Make sure you keep your official documents and valuable belongings in your hand luggage to prevent the loss of any important items. Please write your address in Turkey clearly on your luggage. It may also be helpful to have your address written on a piece of paper inside your luggage in case of any external damage. Also, online check-in will speed up procedures at the airport.

You are recommended to not wear any clothes or accessories with metal to avoid any scanning problems at the airport. You may be asked to turn on your laptop (if any) at control points, so make sure that it has sufficient battery during travel. **For practical purposes, make sure to have some USD or Euro (around \$200 or equivalent) with you during your travel to Turkey.** If you must exchange some cash to Turkish Lira for short term purposes such as transport, it is important to note that the exchange offices at the airport charge commission fee unlike foreign exchange offices in the city centers which offer you an exchange rate without commission fee.

Make sure to dress appropriately for the weather. Bring warm clothing and consider carrying an umbrella with you in case it rains in Turkey.

See the passport control desk when you land in Turkey. After passport control, follow the directions to reclaim your checked-in luggage. In the event that your luggage is lost, report to the Airport Lost and Found Office.



AFTER  
**YOU ARRIVE  
IN TURKEY**

## 2.1. Airport Transfer

If you land in Istanbul Airport or Ankara Esenboğa Airport,

- Find the Türkiye Scholarships International Students Welcome Desk after getting your luggage.
- Introduce yourself to the personnels at the desk with your personal and contact information
- You can get information from the personnels about the province in which you will stay and other procedures

You will be welcomed by our staff if you arrive between 5-22 September 2019. In case of your arrival anytime out of these dates (5-22 September 2019), please take into consideration the following instructions.

If you take a bus after landing in Istanbul:

- Go to the bus station from the airport with the shuttle bus provided by the crew that will greet you at the airport
- At the station, buy a bus ticket to the province you will be staying
- When buying a bus ticket, please try to arrange your arrival time before 4:30 pm

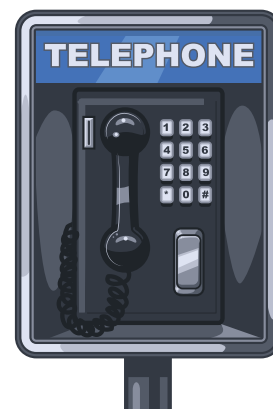
If you take another flight after landing in Istanbul:

- If your journey continues on a different airline, check your ticket and please ensure that you have the relevant information on whether you need to claim your luggage. According to their procedures, some airlines transfer the luggage automatically onto the connection flight. Therefore, the passenger does not have to claim their luggage in between flights. Please ensure that your luggage is labeled until your final destination to check on that it is not left in the terminal.

## 2.2. Communication in Turkey

You can use the payphones at the airports to contact your family after arriving in Turkey. Phone cards are sold at the airports. Do not hesitate to ask the airport personnel for more information. Please be advised that using the SIM cards of the mobile phones you bring from your country may be very expensive in Turkey. When you arrive in Turkey, you can use the phone cards sold in the PTT branches at the airport like YURTKART, Alo PLUS CARD, IPC, TTM, and VIP CARD.

It is more functional and cheaper to use mobile phone operators such as Turkcell, Türk Telekom and Vodafone in Turkey, all of which have English language services of some kind. Once you have decided which mobile operator to use, you can take up a contract or stick to pre-paid option. You can get more information by visiting the branches of the operators. Please update your contact details on TBBS once you have a new mobile number in Turkey.



## 2.3. Dormitory Registration

Officials from Turkish Language Center or Türkiye Scholarships Office will meet you at your final destination and accompany you during the registration process. You can learn in which dormitory you are placed from TBBS (My Applications/ Dormitory Information). When you arrive to the dormitory introduce yourself to the officials, complete the registration process, and settle in your room.

If you have a problem with the dormitory, please see the dormitory directorate. You will be provided with free accommodation within the scope of Türkiye Scholarships Program. Observe the entrance hour limits to the dormitories. No accommodation assistance is provided to students who do not want to stay in the dormitories. Please keep your residence address and related changes updated on TBBS.



## 2.4. University Enrolment

Please contact the Registrar's Office of your university to get more information about the enrolment and course selection process. When you go to the university for enrolment, please visit the International Student Office and provide them with your contact details. After completing your enrolment, obtain four copies of your student certificate from the university.

### Required Documents for Enrolment

- a. Original diploma or interim certificate of graduation and its Turkish translation certified by notary public or Turkish foreign missions.
- b. Original high school diploma equivalence certificate obtained from the Republic of Turkey's Provincial Directorates of National Education (İl Milli Eğitim Müdürlüğü) or Turkish foreign missions (for undergraduate students only).
- c. Approved transcript indicating the courses, grades and general point average (GPA) and its Turkish translation certified by notary public or Turkish foreign missions.
- d. Copy of the pages of the passport with student visa showing your identity information, expiration date, and its Turkish translation, where both the copy and translation are certified by notary public or Turkish foreign missions.

- e. Internationally recognised foreign language certificate and Turkish proficiency certificate (if any)
- f. Six photos (4,5 x 6,0 cm) (taken in the last six months with front view to allow easy identification of the candidate)
- g. Residence permit (to be submitted to your university's Registrar's Office within one month of your enrolment date)

### High School Certificate of Equivalence

Undergraduate students need to obtain a high school certificate of equivalence. Please ask the officials of the Embassy /Consulate of the Republic of Turkey whether there is an Education Counsellor (Eğitim Müşavirliği) in your country.

If there is an Education Counsellor in your country, you can obtain the high school certificate of equivalence before departing to Turkey.

If not, you can get it by applying to the Provincial National Education Directorates (İl Millî Eğitim Müdürlüğü) in the province that you will stay in Turkey.



Transcript of your last year of high school or student certificate



Diploma or student certificate indicating that you are entitled to obtain a diploma



Passport



## 2.5. Turkish Preparation Course Enrolment

Türkiye Scholarships holders have to demonstrate proficiency in the Turkish language (including students who will study at departments where the medium of instruction is English). If you have a Turkish proficiency certificate in the C1 level, you can directly start your university education. If you do not have the Turkish proficiency certificate, but are able to speak Turkish, you can take the Turkish Preparation Course exemption test. If you pass, you can directly start your university education. You can take the exemption test in the Turkish Language Centre that you are placed. Please follow the instructions in the e-mail sent to you about the Turkish exemption test. If you do not speak Turkish, you need to register in the Turkish Preparation Course notified to you on TBBS (My Applications/Turkish Preparation Course Information).



We particularly recommend that you refrain from speaking your native language in order to ensure a quick and better learning of Turkish. During your Turkish Preparation Course, regular attendance to the courses and observance of the education program offered to you will significantly increase your success.

Following the preparation course, an intensive language program called “Academic Turkish Course” will be provided. The Academic Turkish Course which aims to empower you to succeed in any academic-level course is mandatory for Türkiye Scholarships holders even if they have already demonstrated proficiency in Turkish language. The programme is designed to equip you with skills to conduct rigorous academic research and express your ideas effectively in any academic format.

You are expected to have successfully completed the Academic Turkish Course and have received a C1 level certificate of achievement before beginning your university education the following academic year. Your certificate must be submitted to your university.

Ways you can improve your Turkish education include trying to speak Turkish with your friends, joining programmes and reading information about Turkish cultural and social life. We recommend that you start reading books in Turkish (e.g., children’s books, newspapers, magazines) and practice speaking with people around you. Use online Turkish programmes to enhance your language skills.

Turkish courses bring together students from many countries and offer a unique opportunity for students to learn about different cultures. With shared experiences, you will be able to successfully adapt to the Turkish culture.

Ways you can improve your Turkish education include trying to speak Turkish with your friends, joining programmes, and reading information about Turkish cultural and social life.













## 2.6. Residence Permit

A Student Residence Permit is issued to undergraduate, Master's and PhD students. A Research Residence Permit is specifically issued to students with a research scholarship. After completing your university enrolment, please visit the web page <https://e-ikamet.goc.gov.tr> and via the "I lodge and application for residence permit for the first time" section submit your residence permit application with the required documents to obtain a residence permit. **Foreign students who enter Turkey with a student visa need to submit their residence permit requests to the Directorate General of Migration Management within 30 days after entry.** Student Residence Permits are issued with an expiration of three years for undergraduate students, two years for Master's students and four years for PhD students. For students who are studying the mandatory Turkish Preparation Course, a residence permit of one year is issued first, which may be extended later in accordance with the duration of further education.

In the case that your residence permit or passport is lost, please immediately report to authorities for renewal of your documents within 15 days.

Students who change their university or residence address should notify these changes to both the new and old local security authorities of the respective institutions within 48 hours.

### Required Documents for Residence Permit

-  Residence Permit Request Form
-  Four passport photos
-  Original copy of the valid passport with long term validity
-  Photocopy of your passport (photo page, last entry page, validity page)
-  Enrolment/acceptance document, student certificate from the university or an equivalent document
-  Student visa to be obtained from foreign missions
-  Valuable paper cost for the residence permit (89 TL for 2019).
-  Original and photocopy of the processed pages of previously obtained residence permits (if any)

In the case that you wish to extend your student residence permit, you must do so by applying to the local security authorities within 15 days after the expiration date on your permit.

Regarding actions and procedures on foreigners, Directorate General of Migration Management does not work with third natural persons and/or legal persons. So you must make your residence permit application in person when you come to Turkey

## 2.7. YKN Number

Your YKN Number (Foreign ID Number) is a unique number of eleven digits issued by the General Directorate of Population and Citizenship Affairs (Nüfus ve Vatandaşlık İşleri Genel Müdürlüğü) to foreigners who obtained a foreigner's residence permit in Turkey for a minimum of three (3) months for any purpose. With this document, you can benefit from health services during your study, register for examinations held by ÖSYM, and open bank accounts. Your unique YKN number will be assigned after your residence permit is issued.



## 2.8. Health Insurance

All international students in Turkey are able to receive General Health Insurance to benefit from extensive and quality health services provided by the state. Health expenses of Türkiye Scholarships holders are covered by the General Health Insurance during the length of the scholarship.

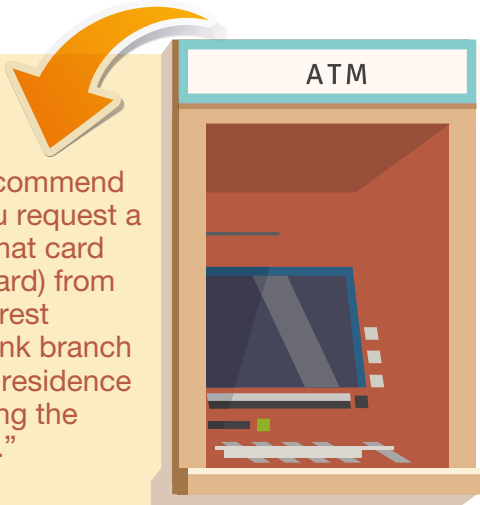
Health insurance registry procedures of scholarship holders will be conducted by the Türkiye Scholarships Office. As soon as you get your YKN number, please register it on Türkiye Scholarships Information System (TBBS) to receive benefits from Health Insurance. Students who do not update their YKN Number on TBBS may face high healthcare costs.

Students with General Health Insurance will receive free care from state hospitals by presenting their YKN number. They are eligible to receive medication and prescriptions recommended by doctors from any pharmacy with only a small contribution fee charge. Pharmacies are open until 19:00 and some may be open overnight as well.

**If you do not register your YKN number on TBBS on time, the activation procedures for health insurance can not be done and you may face high healthcare costs.**

## 2.9. Bank Account

Your bank account that your scholarship payment will be deposited into is opened in your name by the Türkiye Scholarships Office. Scholarships are deposited to the Vakıfbank account in the name of the student at the end of each month. When you arrive in Turkey, please visit the nearest Vakıfbank branch with required documents and activate the account opened in your name, so that you may withdraw money. We recommend that you request a Bankomat card (ATM card) from the nearest Vakıfbank branch in your residence by asking the cashier. With the bank card, you can withdraw your scholarship from all Vakıfbank ATMs 7/24 and from all Vakıfbank branches during working hours.



## 2.10. Cultural Orientation

The Turkish Language Center or Türkiye Scholarships Office will organize an orientation programme for new students. Enjoy a new culture and social environment during your time in Turkey. Keep in mind that many students that move to a different country may experience cultural shock, but this transition period will quickly pass and you will begin to feel at home. At the beginning, you may experience longing for your family and difficulty in expressing yourself in Turkish. This time of transition may be exhausting, but you can try to make it easier by learning and experiencing new things in your city. Cultural shock is generally a temporary reaction that passes over time as you become more familiar with your new environment. The most frequent physical signs of cultural shock are irregular sleep, headache, stomach ache, and nervousness. Emotional signs are homesickness, feeling of loneliness, causeless anxiety and crying, asocial behaviour, tendency to stay alone, loss of self-confidence, anger and hostility against the new culture. To overcome this period easily, we recommend these suggestions:

**Enjoy a new culture and social environment during your time in Turkey.**

- Try to observe and understand the behaviour, belief systems, and ways of thinking and of people around you.
- Establish communication with people as much as possible. Do not hesitate to share your problems with the people around you.
- Try to express yourself and insist on speaking in Turkish even if people do not understand you at first.
- Avoid classifying the new ways of thinking and living as good or bad; accept that these are only different from your culture. Try to understand different points of views.
- Remain curious and open minded to the new culture.
- Do not hesitate to try new things. Do not forget that you will discover many novelties in Turkey.
- Do not be afraid to make mistakes and be at peace with yourself. You will discover a new country and inevitably have a period of inexperience.
- Establish friendship with people from different countries as much as possible. Do not forget that friendships will be among the greatest gains of your life in Turkey even after you complete your studies.
- Participate in the events organized for you, student clubs, sports, and art activities.
- Visit the international student office in your university. Do not hesitate to contact your advisor.

## 2.11. Orientation Programmes

Different orientation programmes are organized throughout the year to help students who are facing problems during their studies and to facilitate their adjustment process to Turkey. International Students Academy, International Students Social Sciences Congress and International Students Career Days are some of the programmes that have been specially designed for Turkiye Scholarships holders.

International Students Academy is a series of educational programmes that aim to contribute to the academic, social and cultural development of international students in our country by providing them with new opportunities within their fields of interest and study. This enables them to form close relationships with academics, well-known authors, artists, intellectuals and scientists, strengthening their communication and providing an environment where they can benefit from the cultural heritage of other students.

Attendance to the “Turkiye Seminars”, which is a part of International Students Academy organized for incoming freshman students, is mandatory. The program is designed for scholarship holders to acquire more insight about Turkey, develop analytical and critical thinking skills, and raise awareness of regional and global issues. The six-week program consists of lectures in art, culture, sociology, economy, history, international relations, and so on. The exact date of the program will be announced closer to the date.



The International Students Social Sciences Congress is organized to provide an academic environment that aims to enable the international graduate students of social sciences in Turkey to present their research, exchange knowledge, and carry out joint studies through various workshops and other activities. The congress is held once a year with the collaboration of Türkiye Scholarships Programme and a relevant university.

The International Student Career Days Programme is specifically planned to bring together Türkiye Scholarships holders and leading Turkish companies operating abroad. There are “Career Days” organized each year to give international students professional exposure by allowing them to gain insight into the practice of different fields. Students will share their CVs with the

companies to have opportunities for future employment.

Internships, cultural, entertainment, and recreational activities are the other programs created to contribute to the adjustment process of Türkiye Scholarships holders.

Likewise, the orientation programmes organized by universities allow students to participate in various social, cultural, and recreational events where you can obtain basic information about academic programmes, meet lecturers, campus staff, and make new friends. Student’s participation in these events is important for their adjustment process. You can get more information about the social and cultural orientation programmes from the International Office in your university.

# IMPORTANT NOTES



Please keep your personal information updated on the Türkiye Scholarships Information System.



Keep your passport or residence permit licence with you all the time.



If you have any problems or requests about your education and social life, please inform the Türkiye Scholarships Call Centre at 0850 455 0982. (available on weekdays at 09.00-18.00 local time in Turkey)

Follow



In addition, you can follow the current changes and announcements by following our Facebook page ([turkiyeburslari](#)) and Twitter ([@TurkiyeBurslari](#)).



We would like to express that you are our guest in Turkey and we hope that you will successfully complete your studies and benefit from all opportunities offered to you.





0850 455 0 982



[www.turkiyescholarships.gov.tr](http://www.turkiyescholarships.gov.tr)

[www.turkiyeburslari.gov.tr](http://www.turkiyeburslari.gov.tr)

[www.trscholarships.org](http://www.trscholarships.org)

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