**FREQUENTLY ASKED QUESTIONS**

# 1. Where should I send my documents?

Applicants should send their documents to the below address by postal mail:

**Yıldız Teknik Üniversitesi**

Genel Evrak

Davutpaşa Kampüsü

Davutpaşa Mah.

Davutpaşa Caddesi

34220 Esenler - İstanbul

# 2. Should I go to the Immigration Office on the appointment day?

**No**. Applicants will send their documents to the university by postal mail. If applicants are late with their application, the responsibility belongs to the applicant.

# 3. My appointment is today, what should I do? My appointment was yesterday, and I went to the Immigration Office, but they told me to go back to my University, what should I do?

Applicants are not required to go to the Immigration Service on the day of their appointment. After arranging all the necessary documents, it is sufficient to send them to the university by postal mail. All the responsibility of the late submissions for residence permits belongs to the applicant.

# 4. When are the files sent to the Immigration Office by the University?

Yıldız Technical University submits the files on the **second Wednesday of the month**; therefore, applicants should send their documents according to this delivery schedule.

5. I sent my files to the University, when should I receive my card? Where will mycard be sent to? Where is my card right now?

After sending the required files to the university, the first thing that needs to be considered is the university’s delivery schedule, which is the second Wednesday of every month. **Legal period for the residence cards to be delivered is 90 days**. This duration could be shorter in various cases. **In case applicants do not receive their cards in this time period, they should not contact the university about the location of their cards**. The University does not have any information related to the precise location of the applicant’s card. These questions should be directed to the Immigration Office. Applicant’s card will be delivered to the address provided in the submission form via https://e-ikamet.goc.gov.tr/. **Applicants should ask for a document inquiry at the Immigration Office if their card does not arrive in three (3) months. In case of missing documents, the information shared by the Immigration Office will be posted on** [**http://www.ogi.yildiz.edu.tr/**](http://www.ogi.yildiz.edu.tr/)**.** **Applicants should check the website regularly until their card arrives.**

# 6. I submitted my files to the University, but the Immigration Office has not sent me my card, but I would like to visit my home country or go abroad, what should I do?

The students desiring to go abroad should get a document from the Immigration Office before their departure. In order not to have any problem when entering the country back, you need this document. **This document is not provided by the University.**

# 7. I cannot complete my application on e-ikamet.goc.gov.tr, the system gives an error. What should I do?

If there is a problem, please contact the Immigration Office call center by dialing 157. **Unfortunately, the university is unable to provide support in case of technical issues.**

# 8. I am under 18, are there any other documents I should submit?

Students under the age of 18 are required to send an apostilled "Birth Certificate" and "Consent and Commitment Letter" signed by both parents, apart from the documents that all students need to submit.

# 9. Where can I find the checklist for the required documents concerning the residence card?

The checklist is available on students’ affairs website (<http://www.ogi.yildiz.edu.tr/>).

# All students should submit their required documents within a cardboard file (“Tam Kapaklı Karton Dosya” in Turkish). Please see the picture below.

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**If any documents are missing in the cardboard file, the whole responsibility belongs to the student.**