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## General Information for Incoming Students

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Dear Students who have been accepted by the employers in Turkey, we have prepared a guideline for you on what to do after receiving your acceptance documents. Please note that you will also be contacted by Local Committees in Turkey, but we would like you to have a smooth and easy preparation for your arrival in Turkey!

### 1. What to do after the Acceptance?

First of all, you should fill out the documents accordingly and send us within 2 weeks of receiving your final acceptance. These documents are as follows:

- a. **N5-a:** Showing the employer's details who will host you as a trainee. Please pay attention to the period stated on this form and if you realize a mistake, inform your sending committee as soon as possible. These dates will be used for your "internship visa" invitation document, as well; so it is difficult to change them later on.
- b. **N5-b:** This is the confirmation of acceptance, which also shows your final consent in this traineeship. Without this document signed and sent back to us within 2 weeks of reception, we cannot issue an invitation letter for your internship visa application. You may not have booked your ticket yet when you send this document to us, but you may write "*to be confirmed soon*" so that we could follow your arrival later.
- c. **Medical certificate:** This is to certify that you are fit to do an internship abroad and to protect you and the employers against possible claims further on. You may have this document signed by any local hospital or your medical doctor.
- d. **Insurance liability form:** This also should be signed and annexed to the N5b.
- e. **Emergency Contact Information:** Please keep in mind that this is very important in case of an emergency and you should pay attention to mention at least two people, whom we could contact easily and who you know very well.

**Arrival Information:** Please note that students from different Local Committees will try their best to meet you at the airport and drive you to your lodging. However, we expect your understanding about your arrival dates and hours: **We kindly request that you not arrive earlier than 08:00 a.m. or later than 22:00.** We understand that your flights can be delayed, cancelled, etc. but please inform local committees beforehand and give them time to adjust their schedule. Note that we cannot be able to find a person to pick you up if you inform us 2 hours in advance! Lastly, please don't forget to inform your family about your arrival!



**Please Note That:** As for the dates of your arrival, we will be on official holidays between 14<sup>th</sup> - 18<sup>th</sup> June and 20<sup>th</sup> - 26 August as well as Saturdays and Sundays; so we kindly request that you **not** book your arrivals coinciding with these dates as much as possible, as the students will mostly be out of town with their families.

## 2. How to apply for an Internship Visa?

**a) About the Passport Validity:** Foreigners wishing to enter Turkey should carry a passport with an expiration date at least 60 days beyond the “duration of stay” of their visa, visa exemption, or residence permit. For Example: If you a visa with 90 days “duration of stay”, you should hold a passport valid at least for an additional 60 days, which totals to 150 days (90 days + 60 days) of validity at the time of entrance. If you do not have a passport yet, please get one as soon as possible, because we will have to write your passport number on your invitation letter addressed to the respective consulate/embassy.

**b) About the Type of Visa:** The citizens of some countries who will travel to Turkey for short term do not need visa according to the Visa Exemption Agreement between the Republic of Turkey and those countries. However, if these citizens come to Turkey for education, internship or working, no matter how long you they will stay in Turkey in any case you they have to get a visa related to their purpose of visit, and a passport to issue the visa on. Tourist visa or etc. cannot accepted by the Turkish foreign missions. In connection with this, you need a passport because identity cards cannot accepted.

As you come to Turkey within the scope of an internship program, you need to apply for an "internship visa" under the category of Student/Education Visa in the type of visa section. You may send your pre-application via [www.konsolosluk.gov.tr](http://www.konsolosluk.gov.tr) to have an appointment with the Consulate/Embassy that you want to apply to. Then you may process the documents, which we will send you after receiving your N5b and its annexes. These documents are mostly in Turkish as they contain regulatory information related to your stay. So, you may upload them in various steps of the pre-application. We will send you these documents online, but we will also inform the consulate/embassy in question in advance; so it is important that you inform us in due time at which consulate/embassy (in which city) you'll have your appointment. Also, please do not forget to include your insurance document together with the originals of your student certificate. You can also check out the visa information for foreigners: [www.mfa.gov.tr/visa-information-for-foreigners.en.mfa](http://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa). Please note that the e-visa is not valid for internship, valid only for travels with touristic purposes.

**c) Residence Permit:** The trainees coming here within the scope of IAESTE programme are required to make an application for short-term internship residence permit. If you have a valid visa, you do not need a residence permit up to 90 days. However, trainees who are supposed to stay longer than 90 days (3 months), should register themselves at the immigration authority upon their arrival in Turkey, regardless of the validity of their visa. You can start your application process for residence permit via Directorate General of Migration Management official web site <https://e-ikamet.goc.gov.tr>. Click on the link and you will see the button **E-ikamet**. Choose English and click the button "I lodge an application for residence permit for the first time." Then you may upload and process the documents.



*For more information about the pre-application for your visa please read the message below.*

- *Biometric Photo:* They are a little bit different from passport photos, so you need to make sure that the required size of this photo complies with the one you have. If you have a system problem, please try to switch the language from English to Turkish. This issue could be solved like this.

- *Acceptance/Approval:* The documents we sent you by e-mail, excluding your passport and student certificate. We will be sending you some visa papers that explains all about the legal basis of the application to the short/long term internship visa, which will also accelerate your visa process and help you get the visa. So the N5a is not enough in itself, as it doesn't contain the additional legal information such us

- *Flight Details:* Buying flight ticket is not necessary for Turkish visa approval process. According to the visa requirements, you should submit a flight reservation or flight itinerary to the related embassy, which is mandatory.

-*Income Statement/Sponsorship letter:* should be provided by yourself, either your bank account information with the transactions or that you're supported by your family, which basically means that you have a support in your home country. If the embassy insists that you submit an income statement/sponsorship letter, you can show them your approval letter from the employer that is an official Turkish paper, N5a form from the IAESTE Turkey and O-form that indicates you will be paid during the internship.

## 1. Accommodation Details

Our volunteer students, namely our Local Committees, try their best to find you a proper and cheap lodging options and the best we could do is basically to coordinate this with universities' student dorms. Please keep in mind that the dorms are only available during summer period (mid-June to August). If you arrive earlier, the LCs will try to accommodate you in shared flats for a short period or if agreed in advance, for the whole duration of your traineeship. Remember that this requires a good coordination and you should remain in contact with your hosting LCs and mentors. Our office will not be able to answer any of your questions regarding this, and **for your lodging, reception and local questions, you should directly get in touch with this Local Committee.**

The generic e-mail address for all the student committees in Turkey is [studentsofiaesteturkey@gmail.com](mailto:studentsofiaesteturkey@gmail.com); but you are allowed to contact them only if you cannot receive an answer from your hosting committee within a reasonable time.

LCs in Turkey are divided based on the universities who have set the first contact with your employers. You may decide which local committee to contact by looking at the last 3 letters of your reference number:



## IAESTE TURKEY

For BIL:

[bilkent.iaeste@gmail.com](mailto:bilkent.iaeste@gmail.com)

For BOUN:

[bogazici.iaeste@gmail.com](mailto:bogazici.iaeste@gmail.com)

For EGE:

[hamdi.bilgen@ege.edu.tr](mailto:hamdi.bilgen@ege.edu.tr) (He is the head professor for IAESTE, so please write him by taking this into consideration ☺ He will probably forward your request to the respective person in charge)

For GSU:

[iaeste.gsu@gmail.com](mailto:iaeste.gsu@gmail.com)

For IST:

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For YIL:

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For GED/MRK/OGM/KGM/TKGM: Please write to us first and we will guide you to the LC who will be in charge with this offer.

**DEAR STUDENTS**

**WE WISH YOU ALL THE BEST & SUCCESS IN YOUR INTERNSHIP IN TURKEY**