



REPUBLIC OF TÜRKİYE MINISTRY  
OF CULTURE AND TOURISM  
PRESIDENCY FOR TURKS ABROAD  
AND RELATED COMMUNITIES



2022-2023

ACADEMIC YEAR

**FRESHERS'**

**GUIDE**

RESEARCH SCHOLARSHIP



# BEFORE YOU ARRIVE

**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.**

# Scholarship Agreement

**F**irst, 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).

Afterward, please visit the nearest Turkish Embassy / Consulate when you are informed to sign the 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 on your personal page after you upload the signed Scholarship Agreement.

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.



# Health Report

**Y**ou should obtain a health report indicating that you do not have any contagious or chronic disease. Your health report needs to be issued by an official health organization within the last 3 months and it should indicate that you have not been infected by a contagious disease or a disease that requires continued treatment. You should upload the report to Türkiye Scholarships Information System (TBBS) with the Scholarship Agreement. You can call the Embassy / Consulate of the Turkish Republic to learn which health organizations in your country are eligible to provide you with a health report.



# Visa Procedures

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

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

Consulates may request other documents as well. You can consult 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 a visa application. The visa procedures may take some time, therefore it is recommended to apply for a visa immediately after you receive your acceptance letter and sign the scholarship agreement.



# Travel Plans



**A**fter obtaining your visa, prepare your documents and pack your luggage to come to Turkey latest within three months after you have received the acceptance letter from Türkiye Scholarships.

The flight ticket will not be provided by the Türkiye Scholarships Office. Since researchers arrive in Turkey on different dates, there are no welcoming services at the airport. Please check the communication addresses of the university at which you will conduct the research and your residence.

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 checking in will speed up procedures at the airport.

As stated in the acceptance letter, the Research Fellowship Program only covers the monthly stipend. It does not cover transportation, accommodation, and health insurance costs. Your scholarship payment will be initiated after you arrive in Turkey and complete some processes detailed in the next section. We would like to kindly remind you that these processes can take approximately one month. Sometimes the researchers may receive the scholarship payment one month late in the first month so we recommend you bring enough money with you for two months, just in case.







# AFTER YOU ARRIVE

# University Enrolment



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Please contact your supervisor at the university for which you received an acceptance letter to get more information about the enrolment as a guest researcher at the university. You should obtain an official document from the university which shows that you have started your research. The research period (start and end dates of the research) should be stated in the document. After obtaining the document from the university, you should upload it to Türkiye Scholarships Information System (TBBS). After submitting the university document please inform us that you uploaded your documents have been uploaded by sending an email to [research@turkiyeburslari.gov.tr](mailto:research@turkiyeburslari.gov.tr).

# Starting the Scholarship

**Y**ou should complete the following steps to start your scholarship payment. Please be sure that you complete all of the steps.

1. Download your scholarship agreement, sign it, have it verified by officials of Turkish Embassies / Consulates, and upload it to Türkiye Scholarships Information System (TBBS).
2. Obtain a health report and upload it to Türkiye Scholarships Information System (TBBS).
3. When you come to Turkey, obtain an official document from the university that shows that you have begun your research and upload it to Türkiye Scholarships Information System (TBBS).
4. After submitting the university document please inform us that you you have uploaded your documents by sending an email to **research@turkiyeburslari.gov.tr**



# 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. Your unique YKN number will be assigned after your residence permit is issued.

Your "potential" YKN number will be obtained by Türkiye Scholarships Office. You will be informed about this YKN number by email and you will be able to see it in TBBS. It is important to note that obtaining the YKN number given by the Türkiye Scholarships Office does not mean that you have obtained the foreigner's residence permit in Turkey. You should apply for the residence permit individually as explained in the section "Residence Permit".

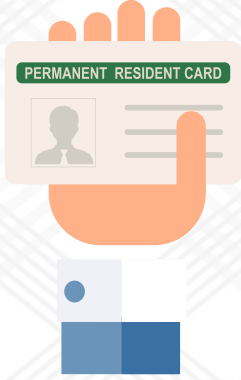
You should use the YKN number given in TBBS when you go to VAKIFBANK to activate your account, which is opened by Türkiye Scholarships Office, as explained in the section "Bank Account".

**1234567890123-0000**



# Residence Permit

**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” / Application for short-term residence permit / Request of administrative authorities (reason for stay) section submit your residence permit application with the required documents to obtain a residence permit.



**P**lease note that it is important to choose the reason for stay as “the request of the administrative authorities.” After you get an appointment date, you have to go to the relevant Provincial Directorate of Migration Management with the necessary documents on the appointment date.

**F**oreign students / researchers who enter Turkey with a student / research visa need to submit their residence permit requests to the Directorate General of Migration Management within 30 days after entry.

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

- 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, certificate from the university or an equivalent document)
- Research visa to be obtained from foreign missions
- Valuable paper cost for the residence permit
- Original and photocopy of the processed pages of previously obtained residence permits (if any)

# Bank Account

Your bank account that your scholarship payment will be deposited into will be opened in your name by the Türkiye Scholarships Office. Scholarships are deposited to the Vakıfbank account in the name of the student at the first week of each month.

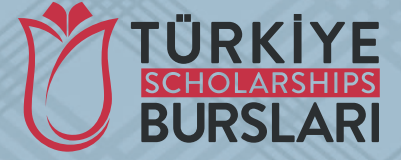
When you receive the first Scholarship payment (after you submit university document), you will be able to download a bank account information document from the “Bank Document” section on your own student profile page on TBBS (Türkiye Scholarships Information System) web site.

When you arrive in Turkey, please visit the nearest Vakıfbank branch with required documents:

- Passport/Identity Card
- Foreign nationality number (YU number). If YU number has not been obtained yet, your tax identification number
- Bank document from TBBS
- Document which state you started your research at the university
- Acceptance letter stating that you have won the Türkiye Scholarships

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.





# AFTER STARTING YOUR RESEARCH

After you submit your document from the university, the payment of the scholarship will be initiated within one month. The start of your scholarship period will be the date stated in the university document.

# Reports

**W**e would like to kindly remind you that the research study is monitored through the “Progress Report” in the first half of the research, and the Final Report” at the end of the research, which is required to be submitted in TBBS. The reports should be approved by your supervisors.

If there is a violation of the obligations, fellowship payments will be taken back with legal interest.

Progress report deadline: At the first half of the research (Please consider the time according to the duration of your research period. If your research is 12 months, you should submit the progress report latest 6 months after you started your research, if your research is 6 months, you should submit the progress report in 3 months.)

Final report deadline: One week before the end of your research

The relevant reports should be uploaded in TBBS (Türkiye Scholarships Information System).





# Extension of the Research Period

According to the Türkiye Scholarship regulations, it is possible to extend the scholarship period by 1 or 2 months in case the Research Committee approves the need for the extension. For those whose scholarship period is up to 6 months, the extension could be a maximum of 1 month, for those whose scholarship period is up to 12 months, the extension could be a maximum of 2 months. Please note that it is not possible to have an extension of more than 2 months.

If you need more time to complete your research, you should obtain an official document from your supervisor that states the reasons for the extension. You should send the extension request to TBBS a minimum of 3 weeks before the end date of your scholarship.

After you submit your document from the university, the payment of the scholarship will be initiated within one month. The start of your scholarship period will be the date stated in the university document.



# Important Notes

- If you have any questions about scholarship payments after your scholarship begins, please create a request in TBBS regarding your payment.
- If you want to extend your Scholarship period (1 or 2 months) please send your request of minimum 3 weeks before the end date of your scholarship.
- Please keep your personal information updated on the Türkiye Scholarships Information System. Please check your passport number and name in the Türkiye Scholarships Information System (TBBS) and be sure that they are correct as written in your passport. This is very important for payments of the stipend.
- Keep your passport or residence permit license 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). 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.





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