



Student's; (To be filled out by student.)

Name Surname	
Turkish ID No	
Faculty/Vocational High School/Graduate School	
Department	
Class	
Reason for Departure	
Duration of Overseas Stay	
County / City	

I want to go abroad for the reasons I stated above. I hereby request your approval for my departure and passport fee exemption.

Regards,

Signature

.....

Approval of Head of Department;

Approved <input type="radio"/>	Name Surname.....
Rejected <input type="radio"/>	Signature
	Date.....

Approval of Faculty/Vocational High School/Graduate School;

Approved <input type="radio"/>	Name Surname.....
Rejected <input type="radio"/>	Signature
	Date

NOTES:

Pursuant to the Passport Law no. 5682 and the Decree of the Council of Ministers no. 20093/6719 on the Amendment to the Procedures and Principles Regarding the Collection of Departure Fees, published in the Official Gazette dated 27.01.2004 and numbered 25359, university instructors, teachers and students who go abroad to participate in scientific, social, cultural and sports activities or to study there may be exempted from passport or departure fees during the passport transactions.

It is obligatory to have a student status for being exempted from such fees. Graduates may not benefit from such exemption. Therefore, students are recommended to complete the procedures before they graduate.

The duration of overseas stay is considered when the passport is issued without fee. The passport is granted for 6 months for those whose duration of stay is indicated up to 6 months in their certificates obtained from the university; for 1 year for those whose duration of stay is indicated more than 6 months; and for 2 years for those whose duration of stay is indicated more than 1 year or not indicated at all.

Guideline for students:

Students attach the letter of acceptance and other certificates to their application forms. The Correspondence Department issues a certificate for students who obtained their approval. The duration of overseas stay is indicated in that certificate. This certificate is valid for 6 months. This certificate is submitted by student to relevant Governorship/Directorate of Security.