

IMPORTANT DOCUMENTS TO BRING WITH YOU

A- Documents Required for the Diploma Equivalency Application:

In order to be considered for a promotion (from the rank of assistant to associate professor) at the University, you will first need to have your diplomas recognized by YÖK (the Council of Higher Education). Some of the important documents required for the diploma equivalency application process are as follows:

1. Original diplomas (bachelor's, master's, and doctoral degrees)
2. Original transcripts for all your degrees (if you don't have a transcript, please contact the university that granted the degree and ask them to provide you with an official letter stating that the transcript is unavailable)
3. Master's and doctoral degree theses,
4. Original diploma supplement (if applicable)
5. Original passport(s) used/processed during your degree studies if you obtained your degree(s) outside Türkiye
6. Original residence/work permit or visa documents obtained during your degree studies outside Türkiye
7. An official letter/document verifying your stay in the country where you obtained your doctoral degree throughout the duration of your doctoral program. If you have a dual citizenship, regardless of one of them being Turkish, you need this letter for all your degrees.

*If you have any further questions/concerns or need clarification about the diploma equivalency application process, please directly contact the International Center Office.

Contact Information for the International Center Office:

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Coordinator

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B- Original driver's license. Faculty members who are from countries that are members of the International Road Traffic Convention can convert their driver's license into a Turkish one.

C- If family member(s) will be coming with you, please bring the following documents (necessary for family members to apply for a residence permit).

Even though the family residence permit application process is not carried out through the Human Resources or International Center Offices, we have compiled the following documents that we advise you to prepare before your departure and bring with you.

Apostilles are required if you are from one of the Hague Apostille Convention countries, and obtaining them at an embassy is very difficult. With some embassies, it is almost impossible even to get an approval for your document(s).

- a- Apostilled marriage certificate
- b- Apostilled birth certificate(s) of your child(ren)
- c- Apostilled criminal background checks [for both the faculty member (sponsor) and the spouse; citizens of the USA may want to bring FBI and local authority criminal background check documents as well (The Migration Office has the authority to ask for additional documents, and an FBI clearance was one of them in the past).

FYI: According to the current legislation, family residence permit applications must be carried out by a foreign employee with a work permit or a legal representative. The employer (The University) and its representative do not have the authority to proceed with these transactions on behalf of the employee.

