



Foreign Academic Staff Form

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Staff Identity Information

Name Surname :

Place and date of Birth :

Blood Type :

Marital Status : Name-Surname of Spouse:.....

Home Address :

Telephone - Home : Mobile:.....

E-mail address :

Social Insurance (SSK) Registration Number (if has been registered to the SSK).....

To be assigned to work at :

(Faculty./Vocational School/Graduate School.—Department)

Field(s) of Specialization :

Date:

Signature:

Documents Required for Employment:

1. Copy of Passport
2. Residence permit or photocopy
3. Visa Application Form (for persons who will get a work visa from their home country.)
4. Information Form for Foreign Academic Staff (To be given by us)
5. Diploma photocopies starting from undergraduate degree (original or notarized-translated into Turkish)
6. Certificate of identity register if married to a Turkish citizen
7. Social Insurance Institution Insurance Card (SSK) and if available a photocopy
8. 8 Passport Photos
9. Resume



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Personnel Identity Information Form

Name-**Surname** and **Lastname** :

Place and Date of Birth :

Blood Group :

Marital Status : Name **Surname** and **Last Name** of your spouse :

Permanent **and** Local Adress :

Home Phone:.....GSM Phone:.....

E-mail address:.....

Social Insurance Number (**Ssk connected while working?**) :

The **department that**
you will work unit employed in :

(Faculty/Vocational School/Institute-Department)

Area of Specialization(**s**) :

Date:

Signature:

Required Documents:

1. Copy of Passport
2. Residence Permit and Copy of Residence Permit (If you have one)
3. Visa Request Form (For the people who will request visa from their own country)
4. Academic Personnel Identity Information Form (will be given by us)
5. Diplomas and Copy of Diplomas starting from Undergraduate degree (**Approved by Notary in Turkish Translation**) (**Along/Accompanied with a Turkish translation authenticated/certified by a public notary in Turkey**)
6. If you are married **with to** a Turkish Citizen "Vukuatlı Nufus Orneği" from Office of Population Affairs)
7. **S.S.K (Insurance) Card or Copy of SSK Card (If you have one.)** SSK(Social Security Agency of Turkey) card or a copy of it, if you are already in the SSK system.
8. 8 Photographs
9. Curriculum Vitae