

**FENERBAHÇE UNIVERSTIY GRADUATE SCHOOL**

 **EXEMPTION FROM PASSPORT FEE**

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**I. This Part Will Be Filled by the Student**

**To The** **Graduate School** **Directorate**

I want to go abroad for the reason I have stated below.

 Exemption from payment of passport fees

Exemption from departure fee

I kindly request your information.

Name Surname:

Student ID:

Name of Program:

Reason for Departure:

Duration of Overseas Stay:

Destination Country-City:

Communication Address:

Phone Number: Email Address:

Date: Signature:

1. **Head of Department:**

 Approved / Not Approved.

1. **Graduate School Directorate:**

 Approved / Not Approved.

**EXPLANATIONS:**

University instructors, teachers and students who go abroad to participate in scientific, social, cultural and sports activities or to study may be **exempted from passport or departure fees** during the passport transaction/departure according to the Passport Law no. 5682, and within the framework of the decision of 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.

In order to be exempt from the fee exemption, it is obligatory to have a status as a student. Graduates cannot benefit from this exemption. For this reason, it is recommended that students complete these procedures before the finalization of their graduation.

The duration of the overseas stay is taken into consideration when issuing a fee-free passport. In the documents they have received from their universities, passports are issued; for 6 months for those who specify a duration of 6 months, for 1 year for those who specify a duration of more than 6 months, and for 2 years for those whose duration is specified for more than 1 year and for those whose duration is not specified.

 Guideline for Students:

* Students attach the letter of acceptance, document and etc. to the application form they have filled,
* The Student Affairs Directorate prepares a document for the approved student. The duration spent overseas is specified in this document. This document is valid for 6 months.
* The prepared document is submitted to the relevant Governorship / Police Department by the student.