



EGE UNIVERSITY

International Relations Office

HANDBOOK

FOR INTERNATIONAL ACADEMIC STAFF

Peaceful University · High Quality Education · Bright Future

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Welcome to Ege University!

We are pleased to welcome you as a member of our international academic community.

This handbook has been prepared to support you throughout your academic journey at Ege University and to help you navigate administrative procedures, academic responsibilities, and daily life in İzmir smoothly.

We hope that your experience at Ege University will be both professionally rewarding and personally enriching.



1. GENERAL INFORMATION ABOUT EGE UNIVERSITY

1.1. About Ege University

Founded in 1955, Ege University is one of Turkey's most respected and comprehensive state universities, located in Bornova, İzmir. It has been designated as one of the 20 Research Universities determined by the Council of Higher Education (YÖK) reflecting its strong academic infrastructure, research capacity, and commitment to excellence.

1.2. International Profile

Ege University places a strong emphasis on internationalization and is among the pilot universities selected under YÖK's internationalization strategy.

International activities are centrally coordinated in tandem with the Directorate of Student Affairs and the International Relations Coordination Office, working in conjunction with the Vice Rector for International Affairs.

The university maintains an extensive international network, including:

- 512 bilateral Erasmus agreements
- Partnerships across 26 European countries
- Participation in Erasmus+ and Orhun Exchange Programmes

1.3. Recognition & Achievements

Ege University has been awarded the **Erasmus Charter for Higher Education (ECHE)** by the European Commission with a score of **100/100**, demonstrating its strong institutional commitment to international mobility and academic cooperation.

The university is also a member of the European University Association (EUA) and holds the ECTS Label, ensuring transparency and compatibility within the European Higher Education Area.

1.4. Key Resources

For more detailed information, please refer to the following resources:

About Ege University (PDF):

[https://international.ege.edu.tr/files/international/icerik/aboutegeuniversity\(2\).pdf](https://international.ege.edu.tr/files/international/icerik/aboutegeuniversity(2).pdf)

https://ege.edu.tr/eng-1/Ege_University_from_past_to_today.html

About Turkey / İzmir:

<https://international.ege.edu.tr/eng-7840/mission&vision.html>

2. ACADEMIC STAFF ON CONTRACT

2.1. Employment Procedures and Work Permits

Ege University is obliged to obtain a pre-approval from the Higher Education Council of Türkiye (YÖK) and a work permit from the Ministry of Labor and Social Security in order to employ contracted international academic staff.

Those who have obtained prior authorization from YÖK and have not yet arrived in Türkiye will receive their YÖK pre-approval letter by email. After receiving this letter, they will need to visit the closest Turkish Consulate to get a reference code and begin the work permit application process.

2.2. Employment Contract

International academic staff are required to perform their duties in accordance with the terms of their employment contract and applicable legislation. The contract issued by the Directorate of Personnel Affairs must be signed prior to the commencement of employment.

i Contract-specific details, including duration, renewal conditions, and scope of duties, are determined individually and communicated by the Directorate of Personnel Affairs. Please contact the relevant office for further information.

2.3. EgeSSO & University E-Mail Address

EgeSSO is the central digital authentication system of Ege University, providing access to essential university services. Your official university e-mail address and access system will be arranged by your department's administrative unit upon your arrival.

EgeSSO Login:

<https://kimlik.ege.edu.tr/>

This is your "Single Sign-On" key for:

- University e-mail service
- Dining hall system
- Central library system
- EgeDers System (distance education / Learning Management System (LMS) platform)
- Academic and administrative services

Wi-Fi Access (EDUROAM)

Ege University provides campus-wide internet access through the EDUROAM network. Staff with an active EgeSSO account can connect using their university credentials, while visiting academics from partner institutions can connect using their home institution's EDUROAM credentials.

EDUROAM Connection Guide:

<https://international.ege.edu.tr/eng-23774/.html>

2.4 Applying for an Ege University ID Card

Upon arrival, you will need to apply for an Ege University ID card through the relevant administrative office. The ID card grants access to university buildings, the library, the campus dining hall, and sports facilities, similar to the student ID card described in the Incoming Students Handbook.

i Detailed information regarding the application procedure for the Ege University ID card is provided by your Department secretary.

2.5 Residency Permit

The work permit issued to you by the Ministry of Labor and Social Security simultaneously functions as a residence permit. Nonetheless, any family members who accompany you must independently submit a residence permit application to the Directorate General of Migration Management.

Family Residence Permit Application:

<https://e-ikamet.goc.gov.tr/>

Once you have received your residence permit number, please inform the Directorate of Personnel Affairs. For detailed visa information, please consult:

Visa Information for Foreigners (MFA):

<https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa>

2.6 Health Insurance

After the employment contract is signed and the employment insurance entry declaration is submitted, international academic staff will be assigned an insurance registration number by the Republic of Turkey Social Security Institution (SGK), which provides Social Security coverage within Turkey.

Regarding coverage, after 30 days of employment the academic staff member will benefit from General Health Insurance, and after 90 days their spouse and children will also be covered free of charge.

In terms of contributions, in accordance with the Social Insurance and General Health Insurance Law No. 5510, 14% of the gross salary is deducted as the Social Security Premium, which includes health insurance, disability insurance, and retirement insurance.

2.7 Taxes

All employees in Türkiye are required to obtain a tax identification number (vergi numarası) for salary and official transactions. To do so, applicants must apply to the nearest tax office (e.g. Bornova Vergi Dairesi) and inform the Directorate of Personnel Affairs once the tax number has been obtained.

Salary & Deductions

International academic staff receive their salary on the last working day of each month. Two mandatory deductions are applied to salaries: Income Tax and Stamp Tax. As total earnings accumulate throughout the year, the income tax rate increases proportionally, leading to correspondingly higher deductions from each salary payment. As a general guide, an Assistant Professor's income tax rate starts at 15%, climbing to around 20% in May and 27% in August.

Associate and full Professors tend to reach higher brackets sooner, with rates that may rise to 35% by year-end.

i Detailed information regarding salary scales, applicable tax brackets, and deduction calculations is provided by the Directorate of Personnel Affairs.

2.8 Bank Account

For salary payments, you will need to open a bank account at the branch designated by Ege University. Please contact the Directorate of Personnel Affairs upon arrival for details on which bank and branch to use and provide your account number and IBAN to ensure timely payment of your salary.

2.9 Leaves of Absence and Vacations

Leave entitlements for international academic staff at Turkish public universities are regulated by national legislation, including the Higher Education Law No. 2547 and the Higher Education Personnel Law No. 2914.

International academic staff are entitled to annual leave based on their length of service. Staff employed for fewer than ten years are entitled to twenty days, while those employed for ten years or more are entitled to thirty days. Unused annual leave may be carried over to the following year, although unused leave from earlier years will expire.

Regarding maternity leave, pregnant staff are entitled to a total of sixteen weeks of paid leave, consisting of eight weeks before birth and eight weeks after birth. In the case of multiple pregnancies, an additional two weeks are added to the pre-birth period, resulting in ten weeks before and eight weeks after birth.

In terms of sick leave, international academic staff are covered under all branches of the social security system, similar to Turkish citizens. They are entitled to take sick leave for the duration specified in medical reports issued by authorized healthcare providers. During approved sick leave periods, salary is paid in full in accordance with applicable regulations.

i Consult your department and the Directorate of Personnel Affairs before taking leave to ensure proper approval and documentation. Detailed procedures regarding leave applications, approval processes, and required forms are provided by the Directorate of Personnel Affairs.

3. SABBATICAL / VISITING ACADEMIC STAFF

3.1 Application Process

International academic staff who wish to visit Ege University for research or teaching purposes may apply through the relevant academic department. Further information regarding the sabbatical application process is available at <https://international.ege.edu.tr/eng-11409/.html>

To initiate the application, the following documents must be submitted directly to the department you wish to join: a Curriculum Vitae (CV), a list of publications, and a letter of intention.

Upon review, if the application is deemed suitable, the department will request the following additional documents: a Clear Identity Form, a diploma with certified translation, a Visa Application Form, a passport copy, and two passport photographs.

Regarding the residence permit, the work permit granted by the Ministry of Labor and Social Security simultaneously serves as proof of residency. However, accompanying family members are required to submit separate residence permit applications through the Directorate General of Migration Management, available at <https://eikamet.goc.gov.tr>. Upon receiving your residence permit number, you are kindly requested to inform the Directorate of Personnel Affairs.

Visiting scholars who are eligible for a work permit exemption must apply directly to the Ministry of Labor through the official online platform: <https://emuafiyet.csqb.gov.tr/welcome>

If required, a supporting letter from the university can be provided for the e-muafiyet application through the Research Coordination Unit.

3.2 Approval Process

Following the submission of the required documents, the application will be evaluated through a structured process consisting of three stages. First, the application will be reviewed and approved by the Faculty Board of Directors (Fakülte Yönetim Kurulu). It will then be examined by the Directorate of Personnel Affairs, after which it will be assessed by the Foreign National Inspection and Evaluation Commission.

Upon completion of its evaluation, the Commission will prepare the following documents and, if endorsed, forward them to the Higher Education Council of Turkey (YÖK) for further approval: a Commission Report prepared by the Foreign National Inspection and Evaluation Commission, a Foreign National Information Collection and Identification Form, and an approved sample of the University Administrative Board Decision.

Should the application receive approval, Ege University will issue a formal invitation letter, following which the applicant may proceed to apply for a visa through the nearest Turkish diplomatic mission.

4. CAMPUS LIFE

4.1 Transportation

Rail System (İZBAN & Metro Transfer)

For those who prefer to avoid traffic by using the rail network, the following route is recommended:

Upon entering the airport, proceed to the İZBAN station and board a train heading "North" in the direction of Menemen/Aliağa. Disembark at Halkapınar transfer station and transfer to the İzmir Metro towards Evka-3. Exit at the "Ege Üniversitesi" station, which provides direct access to the heart of the campus.



Public Bus (ESHOT - Route 204)

This option offers one of the most practical and fastest routes from Adnan Menderes Airport to the Bornova campus, providing direct and efficient transportation between the airport and Bornova Metro station. The route operates as follows: Adnan Menderes Airport – Highway – Bus Terminal (Otogar) – Bornova Metro. Detailed route information can be found at: <https://www.izmir.bel.tr/tr/ulasim-haritalari-/507/2168>

The estimated travel time is approximately 30 to 45 minutes, depending on traffic conditions. Passengers are advised to disembark at the final stop, Bornova Metro, which offers convenient access to the main campus entrance.

Transportation is paid using the İzmirim Kart, available at: <https://izmirimkart.com.tr/> with a mobile app accessible on both Google Play and the App Store. Payment by VISA is also accepted.

For real-time departure times and detailed route information, passengers may consult the official ESHOT website or mobile application: www.eshot.gov.tr. To access the schedule, navigate to the "Bus Queries (Hat Sorgulama)" section and enter route number 204 to view departures from both the airport and Bornova Metro station.

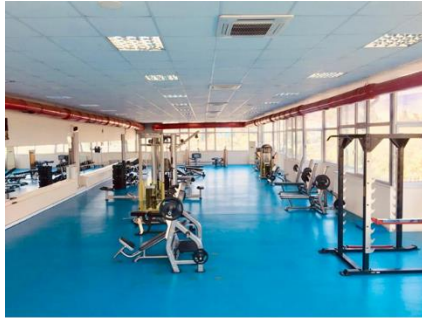
4.2 Campus Dining Facilities

Ege University provides dining services for academic and administrative staff through its campus dining halls. Staff members can access these services using their university ID card.

i Information regarding meal plans, pricing, and payment procedures can be accessed through EgeSSO system.

4.3 Campus Sports Facilities

Ege University offers a variety of sports and recreational facilities available to academic and administrative staff. Staff members can access these facilities using their university ID card.



Facilities included: Olympic Swimming Pool Pool (<https://sksdb.ege.edu.tr/eng-4532/.html.9>) Football Stadium, Indoor & Outdoor Volleyball Courts, Indoor & Outdoor Basketball Courts, Indoor & Outdoor Tennis courts, Fitness Center (<https://sksdb.ege.edu.tr/tr-4535/20may%C4%B1s.html>)

i Information regarding membership procedures and access to sports facilities is provided by the Health, Culture and Sports Department. Please contact the relevant unit for further details.

4.4 Social and Cultural Life at Ege University

Ege University offers a vibrant and diverse campus life enriched by a wide range of cultural, academic, and social activities organized throughout the year.

International academic staff are encouraged to actively engage in campus life and participate in community events.

Ege University hosts a variety of cultural venues and institutional units that support artistic and academic activities. A key facility is the Atatürk Cultural Center (AKM), one of the major cultural venues in İzmir, where scientific and artistic events are regularly organized (<https://akm.ege.edu.tr/>). The center includes multiple conference and theatre halls, an art gallery and exhibition areas, as well as seminar rooms and event spaces. It hosts a wide range of activities such as concerts, theatre performances, exhibitions, panels, and academic events.



In terms of major events and activities, a variety of cultural and social events are organized throughout the year, including concerts and performances, cultural festivals, art exhibitions, and workshops. Staff and visiting academics are encouraged to participate in activities organized by faculties and university units in order to engage with the broader university community. Upcoming social and cultural activities can be accessed at <https://egedyuru.ege.edu.tr/index.php?bolumid=4>

5. Holidays and Important Days in Türkiye

Public Holidays

- 1 January – Yılbaşı / *New Year's Day*
- 23 April – Ulusal Egemenlik ve Çocuk Bayramı
- 1 May – Emek ve Dayanışma Günü / *Labour and Solidarity Day*
- 19 May – Atatürk'ü Anma, Gençlik ve Spor Bayramı
- 15 July – Demokrasi ve Millî Birlik Günü
- 30 August – Zafer Bayramı ve Türk Silahlı Kuvvetleri Günü
- 29 October – Cumhuriyet Bayramı
- Ramazan Bayramı / Eid al-Fitr (Ramadan Feast) /(date varies, lunar calendar)
- Kurban Bayramı / Eid al-Adha (Feast of Sacrifice) /(date varies, lunar calendar)

6. Emergency Numbers in Türkiye

Türkiye operates a unified emergency response system under a single line, **112**, in alignment with European standards. This number provides access to all emergency services including medical assistance, fire services, and law enforcement and is available 24 hours a day, 7 days a week, free of charge from any phone.

7. CONTACT

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🌐 <https://international.ege.edu.tr>



Last updated: 2026 . This handbook is based on information published on international.ege.edu.tr and Turkish national higher education legislation.