Please change the red areas with your data and re-format them to match the rest of the document. All text should be black and in Turkish. Once done, please erase this paragraph. Do not forget to attach related documents if you mention them in your excuse text. If there is no, please erase the “EK” section as well.

Type the date you fill out the letter here

DD/MM/YYYY

İstanbul Valiliği

İl Göç İdaresi Müdürlüğü'ne,

Benim adım Type your full name here as written on your passport. Koç Üniversitesinde öğrenciyim.

Explain your excuse here in Turkish. You can ask a Turkish-speaking friend of yours for help. If you do not have any, you can email us at [ico@ku.edu.tr](mailto:ico@ku.edu.tr).

Yukarıda açıkladığım sebepler ışığında, ikamet başvurumun değerlendirilmesini arz ederim.

Saygılarımla,

EK:

1. XXX
2. XXX
3. XXX

(Those are the attachments you stated in your letter in order. Please type their names in order and attach them to this letter if there is any. If you do not have any attachment, please erase this “EK” section.)

Pasaport Numarası: YOUR PASSPORT NUMBER

Başvuru Numarası: YOUR RESIDENCE PERMIT APPLICATION NUMBER

e-Posta: [YOUR](mailto:asoltani21@ku.edu.tr) E-MAIL ADDRESS

Telefon: YOUR MOBILE PHONE NUMBER

YOUR FULL NAME

YOUR SIGNATURE