

## **TODO LIST BEFORE YOU LEAVE TURKEY – (for a visiting scholar)**

**Note:** The list is prepared according to the priority.

<b>No:</b>	<b>Event</b>	<b>Done?</b>
1-)	<u>Make a reservation</u> for your flight. In the summer period it is very difficult to arrange a suitable ticket. <u>Don't buy</u> the ticket immediately in case a problem can occur.	
2-)	If you plan to stay at apartment housing on-campus, apply <u>early</u> to have a more chance. Look at the website of IIT Housing Office for the details.	
3-)	If you plan not to stay on-campus, still we advise you to arrange a place to live early, at least start searching.	
4-)	Make sure that you have received the DS-2019 form from your department. Sign the first page of each form.	
5-)	Apply for SEVIS form I-901 from the following website of the Department of Homeland Security: <a href="https://www.fmjfee.com/index.jhtml">https://www.fmjfee.com/index.jhtml</a>	
5.1-)	Fill out the online form	
5.2-)	Pay I-901 fee ( \$100 ) online by your credit card. Keep in mind that IIT refunds that money by doing a favor	
5.3-)	Print out the receipt of I-901 payment	
6-)	<i><b>for male students</b></i>	
6.1-)	Delay your military service from the military branch at which you have your record.	
6.2-)	Get the suspension letter from that military branch	
6.3-)	Apply to the Department of Education for opening a file called "ozel ogrenci". (keep in mind that it takes <u>15 days</u> )	
6.4-)	Get the letter called "Tanima Fisi" from the Department of Education after your file is opened	
<b>Important Note:</b> We are not sure whether the female students can open that file called "ozel ogrenci".		
7-)	Apply to the Police Department for passport with your letter called "Tanima Fisi". (So that, you will <u>not pay any money</u> for yearly tax of passport which costs much. <u>Be sure to ask</u> this situation <u>before</u> you pay anything, otherwise they <u>don't refund</u> that amount)	
7.1-)	Be sure that they sealed your passport which allows not to pay any money at the passport control while you are leaving Turkey	
8-)	After you got your passport, make an appointment with the US consulate for getting J-1 visa. Don't forget to present your DS-2019 and I-901 to the consulate.	
9-)	Receive your J-1 visa	
10-)	Get your health insurance before arriving to Chicago. International Center at IIT will provide you the related documents.	

11-)	Create an account from a bank which allows you withdraw money from Chicago, such as Citibank. They don't charge anything to transfer your money from Turkey to Chicago.	
12-)	If you have a credit card, you can use it in the United States, but we advise you to ask your bank whether or not they apply extra charge.	
13-)	As the last note, carry the documents with you during the journey such as I-20 form, passport, I-901 receipt, the address info about where you will stay in Chicago. Don't leave them in your luggage since they will be asked at the passport controls.	