

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR EUROPEAN UNION AND FOREIGN RELATIONS

Item Number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Receiving and Evaluating the Applications of Official Scholarship Students Going Abroad for Graduate, Doctorate, Research and Foreign Language Learning	1-Electronic application form (3 copies) 2-Photocopy of the diploma same as original(3 copies) 3-Transcript (3 copies) 4- Recommendation Letter (3 copies) 5- Photocopy of the foreign language certificate same as original (3 copies) 6- Passport photos (3 items)	25 Days
2	Receiving and Evaluating the Applications of English Teachers Going Abroad in the Scope of Excellence and Achievement in Education Program (TEA)	1-Electronic application form 2-Photocopy of foreign language certificate 3-ID card or passport sample	25 Days
3	Taking and Evaluating the Exam Applications of Turkish and Turkish Culture Teachers to be Assigned Abroad	1-Service Certificate 2-Foreign language certificate 3-Military certificate 4-Criminal record Note: Information is taken electronically.	15 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for European Union and Foreign Relations	Second Application Place	Deputy Minister
Name	Burcu Eyisoy DALKIRAN	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
Address	MEB Beşevler Kampüsü C Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 20 02	Phone	0 (312) 413 12 75
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR EUROPEAN UNION AND FOREIGN RELATIONS

Item Number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
4	Receiving and Evaluating the Exam Applications of Faculty Instructors assigned abroad	1-Application Form 2-Information Form 3-Upplicate certified copy of undergraduate and graduate diploma, doctorate and associate professorship diploma graduation certificate 4- Approved photocopy of the exam result showing the foreign language level 5- Approved photocopy of identity card (2 copies) 6- Service certificate (original) 7- Security investigation form (2 originals will be delivered and not photocopied) 8-Letter from the institution regarding whether there is an investigation or removal 9- Criminal record (2)	50 Days
5	Necessary Documents for Turkish and Turkish Culture Teachers to be Assigned Abroad to Enter the Interview for the Ability of Representation if they are successful in the Proficiency Exam	1-Identity card / T.C. ID card photocopy (2 pcs) 2-Security investigation form (to be approved by the school / institution) (2) 3-Criminal record (can be obtained from e-Government) (2) 4- ANNEX-2 Teacher information form (to be approved by the school / institution) 5- Service certificate (to be approved by the school / institution directorate) 6- Foreign language certificate obtained in the last 5 years for the applicants who apply for the fields in which Table 1 and Table 7 are required (to be approved by the school / institution directorate) 7- Example of family population registration (available from e-Government) 8-Photocopy of the diploma or printout of the document of the last graduated school in the field (to be approved by the school / institution directorate)	15 Days
6	Personnel will be sent abroad within the framework of the "Regulation on Civil Servants to be sent abroad for training".	1-Petition 2-Example of study documents (Undergraduate, Graduate) 3-Service certificate 4-Identity card example 5-Foreign language certificate 6-Military certificate 7-Health report 8-CV (in Turkish and foreign language) 9-Proof of acceptance from the university for graduate students 10-Document showing reward and punishment status 11-Relevant field and / or other documents and information indicating the qualifications of the candidate	30 Days

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First Application Place	Directorate General for European Union and Foreign Relations	Second Application Place	Deputy Minister
Name	Burcu Eyisoy DALKIRAN	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
Address	MEB Beşevler Kampüsü C Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF PRESS AND PUBLIC RELATIONS CONSULTANCY

Item Number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Responding to the requests from Citizens by Call (Question, Request, Opinions, Suggestions, Implementation Support and Administrative Issues)	T. C. identification number	3 Days
2	Responding to Inquiries from Citizens	Petition (Applicant's name and surname, signature, home or work address, if the applicant is a legal person, the name and address of the legal person and the petition containing the signature and authorization document of the authorized person)	15 Days
3	Responding to Citizens' Applications Within the Scope of the Right of Petition	Petition (Name, surname and signature of the petitioner, work or residence address)	30 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Press and Public Relations Consultancy	Second Application Place	Press and Public Relations Consultancy
Name	Harun AKCA	Name	Übeydullah YENER
Title	Contact Center Branch Manager	Title	Press and Public Relations Consultant
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SUPPORT SERVICES

Item Number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	By Examining Educational and Children's Works, Permitting their Printing and Distribution	1- Petition 2- Works to be published or distributed (2 pieces) 3- An electronic copy of the work (CD / DVD) 4- Author's CV	6 Months
2	Return of Copyright of Works published by the Ministry	Petition	15 Days
3	Acceptance of Articles to be Published in the Journal of National Education	1- Petition 2- Academic work (2 copies of the article) 3- An electronic copy of the work (CD / DVD)	60 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Support Services	Second Application Place	Deputy Minister
Name	İsmail ÇOLAK	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 3/C Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 14 44	Phone	0 (312) 413 11 01
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E-mail	ismail.colak@meb.gov.tr	E-mail	rehadenemec@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SUPPORT SERVICES

Item Number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
4	Certificate of Completion	Petition	5 Days
5	Procurement of Goods, Materials and Services and Construction Works	1- Signature declaration or signature circular indicating that it is authorized to bid 2- Offer letter in accordance with standard form 3- Except for the letter of guarantee or letter of guarantee in accordance with the standard form receipts showing that the collaterals are deposited in the accountancy or accounting directorates. 4- Competence documents issued in the regulation of the application of tenders 5- In case of attorney to participate in the tender, the notary approved power of attorney for attending the tender on behalf of the attorney and the notarized signature declaration of the attorney 6- If the tenderer is a joint venture, a declaration of partnership in accordance with the standard form 7- If the subcontractor is allowed to run, the list of works the subcontractor intends to make to the subcontractor 8- Certificate of Work Experience 9- License certificate obtained from Energy Market Regulatory Board (for fuel purchases only) 10- Dealership certificate (fuel purchases only) 11- Copyright Transfer Agreement (book purchases only) if the proposed books are not publishers	3 Months

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First Application Place	Directorate General for Support Services	Second Application Place	Deputy Minister
Name	İsmail ÇOLAK	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 3/C Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SUPPORT SERVICES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
6	Consumption of Goods and Materials and Securities, Intangible Property Procurement Operations and Securities and Real Estate Maintenance and Repairs	Letter of quotation given personally or sent by fax / e-mail	3 Days
7	Procurement of Tender for Transportation of Examination Documents	1- Certificate of Chamber of Commerce and / or Industry or relevant Chamber of Commerce to which it is registered as per the legislation 2- Signature declaration or signature circular indicating that it is authorized to bid 3- Offer letter in accordance with standard form 4- Except for the letter of guarantee or letter of guarantee in accordance with the standard form receipts showing that the collaterals are deposited in the accountancy or accounting directorates. 5- Competence documents issued in the regulation of the application of tenders 6- In case of attorney to participate in the tender, the notary approved power of attorney for attending the tender on behalf of the attorney and the notarized signature declaration of the attorney 7- If the tenderer is a joint venture, a declaration of partnership in accordance with the standard form 8- If the subcontractor is allowed to run, the list of works the subcontractor intends to make to the subcontractor 9- Certificate of Work Experience 10- R.1 certificate obtained from the Ministry of Transport and K.1 certificate of its own vehicles 11- Notarized document indicating that there are liaison offices in 81 provincial centers (name, address and telephone number)	3 Months

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Support Services	Second Application Place	Deputy Minister
Name	İsmail ÇOLAK	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 3/C Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SUPPORT SERVICES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
8	Procurement of Personnel Transportation Services	1-Certificate of Chamber of Commerce and / or Industry or relevant Chamber of Commerce to which it is registered as per the legislation 2-Signature declaration or signature circular indicating that it is authorized to bid 3-Offer letter in accordance with standard form 4- Except for the letter of guarantee or letter of guarantee in accordance with the standard form receipts showing that the collaterals are deposited in the accountancy or accounting directorates. 5 -Competence documents issued in the regulation of the application of tenders 6 -In case of attorney to participate in the tender, the notary approved power of attorney for attending the tender on behalf of the attorney and the notarized signature declaration of the attorney 7- If the tenderer is a joint venture, a declaration of partnership in accordance with the standard form 8- If the subcontractor is allowed to run, the list of works the subcontractor intends to make to the subcontractor 9- Certificate of Work Experience	5 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Support Services	Second Application Place	Deputy Minister
Name	İsmail ÇOLAK	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 3/C Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR RELIGIOUS EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Learning Documents of Students of Imam Hatip Schools Going Abroad	Original of diploma / certificate / study certificate	1 Day

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Religious Education	Second Application Place	Deputy Minister
Name	Nazif YILMAZ	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
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MINISTRY OF NATIONAL EDUCATION

DIRECTORATE GENERAL FOR LIFELONG LEARNING OPEN EDUCATION SECONDARY SCHOOL STANDARDS

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Open Secondary School Diploma / Certificate of Completion	1-Submission of identification 2-If not personal application then the power of attorney	15 min
2	Open Education Secondary School Education Certificate (Transcript / Acknowledgment)	1-Petition 2- Submission of identification	10 min
3	Open Education Secondary School Student Certificate	1-Petition 2- Submission of identification	10 min
4	Confirmation of Learning Documents of Open Education Secondary School Students Going Abroad	Original of diploma / certificate / study certificate	15 min

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Open Education Secondary School Directorate	Second Application Place	Open Education Department
Name	Hüseyin KURT	Name	Ahmet Vefa GÜLER
Title	Principal	Title	Head of Department
Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara	Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara
Phone	0 (312) 413 22 45 - 22 20 - 22 18	Phone	0 (312) 413 20 47
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MINISTRY OF NATIONAL EDUCATION

DIRECTORATE GENERAL FOR LIFELONG LEARNING OPEN EDUCATION SECONDARY SCHOOL STANDARDS

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Open High School Diploma	1-T. C. identification number statement 2-If not personal application then the power of attorney	10 min
2	Open Education High School Provisional Graduation Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
3	Open Education High School Education Certificate (Transcript)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
4	Open Education High School Education Certificate (Certification)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
5	Open Education High School Diploma Lost Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	15 min
6	Open High School Student Certificate	1-Petition	5 min
7	Confirmation of Learning Documents of Open High School Students Going Abroad	Original of diploma / certificate / study certificate	15 min

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Open Education High School	Second Application Place	Open Education Department
Name	Mustafa SAGIR	Name	Ahmet Vefa GÜLER
Title	Principal	Title	Head of Department
Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara	Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara
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MINISTRY OF NATIONAL EDUCATION

DIRECTORATE GENERAL FOR LIFELONG LEARNING OPEN EDUCATION SECONDARY SCHOOL STANDARDS

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Giving Diploma of Vocational Open High School	1-T. C. identification number statement 2-If not personal application then the power of attorney	10 min
2	Vocational Open High School Temporary Graduation Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
3	Providing Vocational Open High School Education Certificate (Transcript)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
4	Providing Vocational Open High School Education Certificate (Certification)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
5	Vocational Open Education High School Diploma Lost Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	15 min
6	Vocational Open High School Student Certificate	1-Petition	5 min
7	Confirmation of Learning Documents of Vocational Open High School Students Going Abroad	Original of diploma / certificate / study certificate	15 min

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Vocational Open High School Directorate	Second Application Place	Open Education Department
Name	Aydın KUYUMCU	Name	Ahmet Vefa GÜLER
Title	Principal	Title	Head of Department
Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara	Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara
Phone	0 (312) 413 2175 - 21 73 - 21 74	Phone	0 (312) 413 20 47
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR LIFELONG LEARNING VOCATIONAL AND TECHNICAL OPEN EDUCATION SCHOOL

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Certificate of Completion	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	20 min
2	Authorization and Certificate of Loss Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	20 min
3	Certificate in Computer Programming and Information Management	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	20 min
4	Issuance of Computer Management Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	20 min

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Vocational and Technical Open Education School Directorate	Second Application Place	Open Education Department
Name	Abdullah GÜRSES	Name	Ahmet Vefa GÜLER
Title	Deputy Principal	Title	Head of Department
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR LIFELONG LEARNING OPEN EDUCATION IMAM HATIP HIGH SCHOOL

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Open Education Imam Hatip High School Diploma	1-T. C. identification number statement 2-If not personal application then the power of attorney	10 min
2	Open Education Imam Hatip High School Provisional Graduation Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
3	Providing Open Education Imam Hatip High School Education Certificate (Transcript)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
4	Providing Open Education Imam Hatip High School Education Certificate (Certification)	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	10 min
5	Open Education Imam Hatip High School Diploma Lost Certificate	1-Petition 2- T. C. identification number statement 3-If not personal application then the power of attorney	15 min
6	Open Education Imam Hatip High School Student Certificate	1-Petition	5 min
7	Confirmation of Learning Documents of Open Education Imam Hatip High School Students Going Abroad	Original of diploma / certificate / study certificate	15 min

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Open Education Imam Hatip High School	Second Application Place	Open Education Department
Name	Yusuf SAYIN	Name	Ahmet Vefa GÜLER
Title	Principal	Title	Head of Department
Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara	Address	Emniyet Mahallesi Milas Sk. No: 21 06500 Teknikokullar/Ankara
Phone	0 (312) 413 21 33	Phone	0 (312) 413 20 46
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DEPARTMENT OF CONSTRUCTION AND REAL ESTATE

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Payment of Contractor Progress Payments in Construction Works	1-Petition 2-Manufacturing reports 3-Pictures 4-Test Reports 5-Building permits 6-SSI breakdown of the personnel employed for the subject work 7-Compulsory liability insurance 8-Authorization certificate and signature circular 9-Employee representative and employee receivables minutes	30 Days
2	Payment of Consultant Progress Payments in Construction Works	1-Petition 2-Contractor progress payments 3- Place delivery report 4- Time extension texts 5- SSI breakdown of the personnel employed for the subject work 6- Compulsory liability insurance 7- Authorization certificate and signature circular 8 Employee representative and employee receivables minutes 9- Business increase certificate, if any 10- Provisional and final acceptance minutes, if any	30 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Department of Construction and Real Estate	Second Application Place	Deputy Minister
Name	Umut GÜR	Name	Reha DENEMEÇ
Title	Head of Construction and Real Estate Department	Title	Deputy Minister
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DEPARTMENT OF CONSTRUCTION AND REAL ESTATE

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
3	Payment of Progress Payments in Service Procurement	1-Petition 2-According to the scope of service; Outputs showing that the main part of the contract work has been fulfilled (projects, list of works performed) 3-No tax debt letter 4-SSI breakdown of the personnel employed	30 Days
4	Procurement of the Tender Document for the tenders to be held according to World Bank Procurement Procedures	Receipt of the deposit of the tender document	1 min
5	Receiving Contractor Acceptance Requests	1-Petition 2- Acceptance Offer Certificate (standard form-KIK018.0 / Y) 3-Minutes of Acceptance (standard form-KIK019.0 / Y) stating opinions on general situation and other terms and conditions which it deems appropriate	45 Days
6	Meeting Contractor / Consultant Job Experience Requests	1-Petition	15 Days
7	Meeting the Requests for Business Management and Business Inspection Certificate	1-Petition 2-SSI breakdown 3-ID information	15 Days

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First Application Place	Department of Construction and Real Estate	Second Application Place	Deputy Minister
Name	Umut GÜR	Name	Reha DENEMEÇ
Title	Head of Construction and Real Estate Department	Title	Deputy Minister
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E-mail	iedb@meb.gov.tr	E-mail	rehadenemec@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION
DEPARTMENT OF THE CONSTRUCTION AND REAL ESTATE SERVICE
STANDARDS

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
8	Performance Bond / Letters of Performance Bond Refund	a)For first %50; 1-Petition 2- Provisional acceptance report 3- No tax debt letter b)For second %50; 1-Petition 2- Final acceptance report 3- Unsecurity Certificate from Social Security Institution 4-Original receipt of guarantee 5-Letter of no tax debt	7 Days
9	Return of the original tender documents and the bid bond / bid bond after the tender	a)If Authorized; 1-Photocopy of identify card 2-Licence of authorization b) If Not Authorized 1-Photocopy of identify card 2-The power of attorney issued by the authorized person or the petition signed by the authorized person indicating that the person can receive the documents 3-Authorization certificate of the authorized person Note: If the Bid Bond is deposited in cash; petition signed by the authorized person with the bank account details for which the deposit is requested	1Hour

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Department of Construction and Real Estate	Second Application Place	Deputy Minister
Name	Umut GÜR	Name	Reha DENEMEÇ
Title	Head of Construction and Real Estate Department	Title	Deputy Minister
Address	MEB Beşevler Kampüsü B Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANK
Phone	Telefon	Phone	Telefon
Fax	0 (312) 213 83 46	Fax	0 (312) 419 77 86
E-mail	iedb@meb.gov.tr	E-mail	rehadenemec@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DEPARTMENT OF THE CONSTRUCTION AND REAL ESTATE

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
10	Evaluation of Expropriation Proposals	1-Investigation on the parcel subject to the request through the Ministry of Education (zoning status, location, ownership, size, training needs analysis, etc.) 2- Example of a zoning plan showing the immovable with the surrounding area 3- Approval date shows the current zoning status document 4- Cadastral diameters of immovable properties to be expropriated 5- Current title deed records, title deed sample (with all the mabat and old pages) 6- Expropriation map 7- Appraisal minutes 8- Reconciliation minutes 9- Expropriation-purchase information form 10- Public benefit decision if no zoning plan 11- Example of a letter indicating that the treasury does not exist 12- Governor's letter explaining the importance and urgency of the education need by specifying the classrooms, number of students and population potential of the schools around the area to be expropriated	30 Days
11	Evaluation of Zoning Plan Change Requests	1-Plan modification explanation report 2-Investigation on the subject parcel subject to demand (zoning status, location, ownership, size, training needs analysis, etc.) and evaluation of demand	30 Days
12	Evaluation of Private School Transformation Requests	1-Investigation on the parcel subject to the request through the Ministry of Education (zoning status, location, ownership, size, training needs analysis, etc.) 2-Reconstruction application file 3-According to the result of the technical examination, the opinion of the Governor, the report of the inspector 4-If positive, opinion of the relevant General Directorate 5-Approval of the Minister	30 Days
13	Evaluation of Requests for Clearing, Exchange, Easement Facility	1-Investigation on the parcel subject to the request through the Ministry of Education (zoning status, location, ownership, size, training needs analysis, etc.) 2- Governor's opinion, inspector's report (if necessary) 3-Reconstruction application file (if required)	30 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Department of Construction and Real Estate	Second Application Place	Deputy Minister
Name	Umut GÜR	Name	Reha DENEMEÇ
Title	Head of Construction and Real Estate Department	Title	Deputy Minister
Address	MEB Beşevler Kampüsü B Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANK
Phone	Telefon	Phone	Telefon
Fax	0 (312) 213 83 46	Fax	0 (312) 419 77 86

MINISTRY OF NATIONAL EDUCATION

DIRECTORATE GENERAL FOR VOCATIONAL AND TECHNICAL EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Students' Learning Documents of Vocational and Technical Education Going Abroad	1-Petition 2- Original of diploma / certificate / study certificate	1 Days
2	Confirmation of the journeymen or mastership certificates of non-formal education students who will go abroad	1-Petition 2- Original of the journeyman / mastership certificate	3 Hours

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Vocational and Technical Education	Second Application Place	Deputy Minister
Name	Prof.Dr.Kemal Varn NUMANOĞLU	Name	Mahmut ÖZER
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 1/A Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 2/D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 12 52-56	Phone	0 (312) 413 17 03
Fax	0 (312) 425 19 67	Fax	0 (312) 417 71 22
E-mail	mtedm@meb.gov.tr	E-mail	mahmutozer@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SECONDARY EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Learning Documents of Anatolian High School, Science High School, Social Sciences High School Students Going Abroad	Original of diploma / certificate / study certificate	1 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Secondary Education	Second Application Place	Deputy Minister
Name	Yusuf BÜYÜK	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 5/B Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 15 78	Phone	0 (312) 413 12 75
Fax	0 (312) 425 19 23 413 14 97	Fax	0 (312) 425 33 15
E-mail	ogm@meb.gov.tr	E-mail	mustafasfran@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR MEASUREMENT, EVALUATION AND EXAMINATION SERVICES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Finalization of Objections to Examinations held by the Ministry of National Education	1-Petition 2- The bank statement (Revolving Fund Enterprise's T. C. Ziraat Bank Besevler / ANKARA Branch, Turkey Foundations Bank in Ankara Central Branch and Turkey Halk Bankasi to any one Küçükkesat Branch, via "Corporate Payment Collection Program" through a \$ 20 (twenty per KDV included) receipt	2 Hours

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Measurement, Evaluation and Examination Services	Second Application Place	Deputy Minister
Name	Dr.Sadri ŞENSOY	Name	Mahmut ÖZER
Title	Deputy General Director	Title	Deputy Minister
Address	Konya Yolu Gazi Hast. Karşısı 06500 Teknikokullar / ANKARA	Address	Atatürk Bulvarı No:98 2/D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 32 01	Phone	0 (312) 413 17 03 / 1705
Fax	0 (312) 213 01 47	Fax	0 (312) 417 71 22
E-mail	sadrisensoy@gmail.com	E-mail	mahmutozer@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR SPECIAL EDUCATION AND GUIDANCE SERVICES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Learning Documents of Special Education Students Going Abroad	Original of diploma / certificate / study certificate	1 Day

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Special Education and Guidance Services	Second Application Place	Deputy Minister
Name	Ahmet Emre BİLGİLİ	Name	Mahmut ÖZER
Title	General Director	Title	Deputy Minister
Address	MEB Beşevler Kampüsü A Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 2/D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 30 27	Phone	0 (312) 413 17 03
Fax	0 (312) 213 13 56	Fax	0 (312) 417 71 22
E-mail	orgm@meb.gov.tr	E-mail	mahmutozer@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR PRIVATE EDUCATION INSTITUTIONS

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Learning Documents of Special Education Students Going Abroad	Original of diploma / certificate / study certificate	1 Day
2	Giving Preliminary Permit to Foreign Schools and International Institutions for Foreign Administrator and Foreign Deputy Administrator	1- Notarized copy of the original with the Turkish translation of the education certificate (if not specified) 2- Turkish translation of the teacher training certificate and a notarized copy of the original 3- Notarized copy of the original and the Turkish translation of the document issued by the official authorities showing that he has been teaching at least two years in the field 4- Photocopy of the passport	3 Days
3	Giving Preliminary Permission to Foreign Teachers	1- Notarized copy of the original and the Turkish translation of the education certificate (if the field is not specified, indicating the field) 2- Turkish translation of the certificate of teaching formation or certificate of two years teaching in the field and notarized copy of the original 3- Photocopy of the passport	3 Days
4	Giving Preliminary Permission Certificate to Foreign Expert Trainers	1- Notarized copy of the original and the Turkish translation of the education certificate (if the field is not specified, indicating the field) 2- Photocopy of the passport 3-No tax debt letter 3-Diploma equivalence certificate from Higher Education Council	3 Days
5	Giving Preliminary Permit Certificate to Foreign National Master Teachers	1-Turkish translation of the certificate of the certificate of acceptance of the bachelor's degree in the field of study (document indicating the field if the field is not specified) and notarized of the original 2-Certificate (can teach language certificate) 3- Photocopy of the passport	3 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Private Education Institutions	Second Application Place	Deputy Minister
Name	Muammer YILDIZ	Name	Mahmut ÖZER
Title	General Director	Title	Deputy Minister
Address	MEB Beşevler Kampüsü E Blok Beşevler/ANKARA	Address	Atatürk Bulvarı No:98 2/D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 34 27	Phone	0 (312) 413 17 03
Fax	0 (312) 223 99 26	Fax	0 (312) 417 71 22
E-mail	ookgm@meb.gov.tr	E-mail	mahmutozer@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR PERSONNEL

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	National Education Assistant Specialist Exam Receiving Applications	1-Application form filled out electronically 2-Computer output of KPSS result document 3-Original of the diploma of higher education or temporary certificate of graduation or a sample to be approved by the Ministry at the time of application 4-Original or notarized copy of the equivalence certificate for the graduates of foreign schools whose equivalence at the undergraduate level is approved by the Council of Higher Education (YÖK) or the sample to be approved by the Ministry at the time of application 5-Passport photos (2 items) 6-Curriculum Vitae of the candidate (prepared electronically)	1 Day
2	Appointment Applications for Assistant National Education Expert	1-Written statement that there are no mental illnesses that may interfere with the task 2-Written statement of criminal record 3-Written statement of non-military service for male candidates 4- Passport photos (2 items) 5- Service certificate (for those who have worked or worked in other institutions as civil servants)	1 Day

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Personnel	Second Application Place	Directorate General for Personnel
Name	Aykut BAL	Name	Hamza AYDOĞDU
Title	Head of Department	Title	General Director
Address	Atatürk Bulvarı No:98 7/B Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 7/C Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 17 17 - 18	Phone	0 (312) 413 17 48 - 49
Fax	0 (312) 418 23 43	Fax	0 (312) 418 28 59
E-mail	ikgm@meb.gov.tr	E-mail	ikgm@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE BOARD of EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	THE SERVICES COMPLETION TIME (LATEST)
1	Examination and Evaluation of the Draft Textbook Prepared by the Private Sector	1-Petition 2- Curriculum vitae and diploma samples of the author (s) who prepared the draft textbook 3- Curriculum vitae and diploma examples of language specialist, visual designer and editor, program development specialist, assessment and evaluation specialist, guidance or child development and education specialists who are involved in the preparation of the draft textbook 4- Bank receipt showing that the examination fee of the draft textbook has been deposited to the revolving fund account of the Ministry 5- Written declarations by the publishers of the author who prepared the draft textbook and those involved in the preparation of the draft textbook that they were registered in any social security institution or that services were purchased from them 6- The applicant is required to print an electronic copy of the draft book loaded with electronic documents and a copy of the identity book and a copy of all identity information.	6 Months

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Board of Education	Second Application Place	Board of Education
Name	Mehmet Cüneyt ANCIN	Name	Prof. Dr. Burhanettin DÖNMEZ
Title	Head of Department	Title	Chairman of the Board
Address	Serhat Mah. 1290. Sok. No.1 06374 Yenimahalle/Ankara	Address	Serhat Mah. 1290. Sok. No.1 06374 Yenimahalle/Ankara
Phone	0 (312) 413 43 43	Phone	0 (312) 413 44 65 - 66
Fax	0 (312) 413 45 14	Fax	0 (312) 413 45 20
E-mail	ttkb@meb.gov.tr	E-mail	ttkb@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR BASIC EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Confirmation of Learning Documents of Basic Education Students Going Abroad	1-Original diploma for graduates 2- Student status certificate for students going abroad with their parents (Annex: 1/1)	1 Hour

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Basic Education	Second Application Place	Deputy Minister
Name	Dr. Cem GENÇOĞLU	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 2/A Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 13 26	Phone	0 (312) 413 12 75
Fax	0 (312) 418 05 59	Fax	0 (312) 425 33 15
E-mail	tegm.cengencoglu@gmail.com	E-mail	mustafasafra@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR INNOVATION AND EDUCATIONAL TECHNOLOGIES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	Sales of Media Materials (CD, DVD, VCD etc.) Prepared for the Common Use of Radio and Television Programs on Education and Training	1- Petition or order form 2- Receipt of the purchase price of the deposit	15 Days
2	Procurement of Goods, Materials and Services and Works	1- Certificate of Chamber of Commerce and / or Industry or related Chamber of Commerce to which it is registered as per the legislation 2- Signature declaration or signature circular indicating that it is authorized to bid 3- Offer letter in accordance with standard form 4- Receipts showing that the collaterals other than the letters of guarantee or letters of guarantee in accordance with the standard form have been deposited to the accountancy or accounting directorates. 5 Competence documents issued in the regulation of the application of tenders 6 In case of attorney to participate in the tender, the notary approved power of attorney for attending the tender on behalf of the attorney and the notarized signature declaration of the attorney 7- If the tenderer is a joint venture, a declaration of partnership in accordance with the standard form 8- If the subcontractor is allowed to run, the list of works the subcontractor intends to make to the subcontractor 9- Certificate of Work Experience	3 Months

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Innovation and Educational Technologies	Second Application Place	Deputy Minister
Name	Anıl YILMAZ	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Emniyet Mahallesi Milas Sokak No:8 06560 Yenimahalle/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 296 94 00	Phone	0 (312) 413 11 01
Fax	0 (312) 223 87 36	Fax	0 (312) 419 77 86
E-mail	anil.yilmaz@meb.gov.tr	E-mail	rehadenemec@meb.gov.tr

MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR INNOVATION AND EDUCATIONAL TECHNOLOGIES

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
3	Procurement of Contracts for Procurement of Goods, Services and Works	1- Confirmation that they are not prohibited 2- Contract stamp value, decision stamp, receipts indicating that the Public Procurement Authority (GCC) share has been deposited if it exceeds the limit 3- Documents showing that there is no tax and SSI premium debt 4- Letter of guarantee and bank confirmation letter	10 Days
4	Accountancy Payment Procedures for Procurement of Goods and Services and Construction Works	1- Tender process dossier documents 2- Inspection and acceptance report 3- Bill 4- Documents showing that there is no tax and SSI premium debt 5- Payment order certificate	10 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Innovation and Educational Technologies	Second Application Place	Deputy Minister
Name	Anil YILMAZ	Name	Reha DENEMEÇ
Title	General Director	Title	Deputy Minister
Address	Emniyet Mahallesi Milas Sokak No:8 06560 Yenimahalle/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 296 94 00	Phone	0 (312) 413 11 01
Fax	0 (312) 223 87 36	Fax	0 (312) 419 77 86
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MINISTRY OF NATIONAL EDUCATION

SERVICE STANDARDS OF THE DIRECTORATE GENERAL FOR HIGHER EDUCATION AND FOREIGN EDUCATION

Item number	NAME OF SERVICE	DOCUMENTS REQUIRED IN THE APPLICATION	SERVICE COMPLETION PERIOD (THE LATEST)
1	YLSY Scholarship Program Submission of Documents to Students Abroad	1-Document submission petition 2-Student information form (including personal and learning information) 3-Military status certificate 4>Loading and bail bonds 5-The sample of the guarantor's population registration and the working document of the guarantor 6-Medical board report 7-Bachelor's Degree Certificate / Bachelor's Degree 8-Transcript / transcript	15 Days

In case any document is requested other than the application mentioned above, and the service is not completed within the specified time despite the application with a full document or if it is determined that there are some services in the table above, apply to the first or the second application place.

First Application Place	Directorate General for Higher Education and Foreign Education	Second Application Place	Deputy Minister
Name	Yusuf BÜYÜK	Name	Mustafa SAFRAN
Title	General Director	Title	Deputy Minister
Address	Atatürk Bulvarı No:98 6/B Blok Bakanlıklar/ANKARA	Address	Atatürk Bulvarı No:98 D Blok Bakanlıklar/ANKARA
Phone	0 (312) 413 16 93	Phone	0 (312) 413 12 75
Fax	0 (312) 418 45 53	Fax	0 (312) 425 33 15
E-mail	ylsy@meb.gov.tr	E-mail	mustafasafra@meb.gov.tr