**SOCIAL SECURITY REGISTRATION**

Dear ……………………………..

Your SSI employment procedures have been completed by Altınbaş University Human Resources in accordance with Act No. 3308 governing work placements, internships, and traineeships.

Due to your foreign nationality, you are required to submit a medical certificate to be issued by the health board, and the Declaration of Acknowledgement and Agreement (ANNEX-3) to the Provincial Offices of Social Security Institution in case you wish to benefit from the health services to be provided by Turkish Social Security Institution. The certificate confirming the state of your health must be issued by health service providers authorized by the Institution and it must show whether or not the diagnoses specified in the Chronic Diseases List (Annex-2) were present before the insured person or their dependents have been registered to the social security institution, in accordance with the Circular Letter No. 2021/25 (Annex-1) published by the General Health Insurance Head Office on 14.07.2021.

Please be informed that you will not be able to benefit from the health services provided by Turkish SSI if you do not submit the required documents to the Provincial Offices of Social Security Institution within 30 days of your registration date as the insured person.

Annex-1: Circular Letter

Annex -2: Chronic Diseases List

Annex -3: Declaration of Acknowledgement and Agreement

**DETAILS OF THE INSURED PERSON**

First and Last Name:

Turkish Identification Number:

Department:

Programme of Study:

Current Address:

Telephone No.:

Date:

Signature: