**FOREIGN NATIONAL INSTRUCTOR PERMIT OBTAINING PROCESS**

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| **Workflow Steps** | **Responsible** |
| Initiation of the Employment Process for Foreign Instructor with Permit Approval  Application for permission to the Ministry of Labor for Foreign Instructor with YÖK approval  Initiation of the Permission Process via Official Letter and System from the Council of Higher Education  Approval of Wages and Working Hours with Relevant Decisions  Evaluation of Application Documents  Submission of Application Documents of Foreign National Personnel to Human Resources  Requesting Foreign National Personnel Planned to be Employed through the Relevant Unit | Relevant Dean's Office/Directorate/Department  Relevant Dean's Office/Directorate/Department  Foreign National Evaluation Committee  University Board of Directors  Board of Trustees Decision  Human Resources Directorate  Human Resources Directorate  Human Resources Directorate |