



REPUBLIC OF TÜRKİYE
MINISTRY OF NATIONAL EDUCATION
BOARD OF EDUCATION

**Guideline for the Application Procedures and Principles of
Textbooks and Other Educational Materials for International
Private Educational Institutions and Private Schools Established by
Foreigners**

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The use of this guideline in the application and review processes of textbooks and other educational materials belonging to international private educational institutions and private schools established by foreigners was approved by the Board of Education with the official decision dated 30.10.2024 and numbered 118314096.

1. DEFINITIONS AND EXPLANATIONS

Ministry: Republic of Türkiye Ministry of National Education,

Board: Board of Education,

Authorised Applicant: The Legal Representative of the Institution,

Department: Board of Education - Department of Textbooks and Teaching Materials,

Textbook: Textbooks used in the implementation of the curriculum of international private educational institutions and private schools established by foreigners,

Educational Material: In addition to textbooks, other materials used in the implementation of the curriculum of international private educational institutions and private schools established by foreigners,

Textbook Review System: The platform where review applications for textbooks and other educational materials belonging to international private educational institutions and private schools established by foreigners are submitted in a digital environment, the review process is managed, and the results are monitored (kitapinceleme.meb.gov.tr),

Criteria for Review: Criteria for Review of Textbooks and Other Educational Materials of International Private Educational Institutions and Private Schools Established by Foreigners, which were accepted by the Board of Education with the official decision dated 30.10.2024 and numbered 118279810,

Review Fee: The fee deposited to the “Bakanlık Döner Sermaye İşletmesi” account for the review of textbooks and other educational materials of international private educational institutions and private schools established by foreigners,

Foreign Schools: Private schools established by foreigners,

Regulation: Refers to the Regulation on Textbooks and Educational Materials of the Ministry of National Education published in the Official Gazette dated 14/10/2021 and numbered 31628.

2. GENERAL PROCEDURES AND PRINCIPLES

This Guideline has been prepared within the scope of the Regulation on Textbooks and Educational Materials of the Ministry of National Education published in the Official Gazette dated 14/10/2021 and numbered 31628.

The procedures for publishing the guideline regarding the textbooks and other educational materials belonging to international private educational institutions and private schools established by foreigners (foreign schools) whose applications will be received for review, making applications, and announcing the review reports are conducted electronically. All announcements and results shared by the Board through electronic means are considered as official notifications made to the relevant parties.

New decisions taken by the Board of Education and information about the changes deemed necessary are announced to the public on the website of the Board of Education (ttkb.meb.gov.tr). With the announcement, the institution owners are deemed to have accepted the regulations in the announcement.

The procedures for receiving the registrations of international private education institutions and foreign schools, making applications and announcing the review reports will be carried out through the web address “kitapinceleme.meb.gov.tr”.

Tables regarding the application types and dates of textbooks and other educational materials of international private educational institutions and foreign schools are given below.

Application Address	Application Dates	
kitapinceleme.meb.gov.tr	Start:	25 November 2024 Time: 9 AM
	End:	06 December 2024 Time: 6 PM

Textbooks and Other Educational Materials to be Received for Review			
Institution Type	Subject/Level	Type	Validity Period
International Private Educational Institutions	*All Subjects and Grade Levels	Textbooks and other educational materials used in the implementation of the curricula approved by the Ministry	The period of validity is five academic years
Foreign Schools	*All Subjects and Grade Levels	Textbooks and other educational materials used in the implementation of the curricula approved by the Ministry	The period of validity is five academic years

** If the textbooks determined and distributed by the Ministry are used only in translated versions in languages that are appropriate for instruction in formal education institutions in Türkiye, such as English, French, German, and Arabic, applications for the review will be accepted only for the translated copies of these books.*

3. RECEIVING INSTITUTIONAL REGISTRATIONS APPLICATIONS

- 3.1. All international private educational institutions and foreign schools that will apply to the Board to have their textbooks and other educational materials reviewed must first apply for institution registration via the web address "**kitapinceleme.meb.gov.tr**".
- 3.2. The institution registration must be made by the legal representative of the institution.
- 3.3. All of the information requested during the institution registration process must be complete and up to date.
- 3.4. "The Authorised Applicant" should be identified as the legal representative of the institution.
- 3.5. All documents requested during the application stage must have the signature of the authorized applicant (the legal representative of the institution) and the institution's seal.
- 3.6. During the registration process, all contact information must be complete and up to date. All announcements and messages provided by the Board will be sent to these contact addresses.
- 3.7. When the registration of the institution is approved by the Board, the authorised applicant will be notified.

4. APPLICATION CONDITIONS

- 4.1. International private educational institutions and foreign schools apply electronically via "kitapinceleme.meb.gov.tr" for the review the textbooks and other educational materials to be used in the implementation of the curricula approved by the Ministry. If it is determined that the applications are made outside this scope, the review process will be terminated, and 10% of the review fee paid by the institution will be deducted, with the remaining amount refunded.
- 4.2. Textbooks and other educational materials, whether in their original or translated form, may be submitted for review.
 - The institution is responsible for ensuring the consistency of the translation with the original work. Any errors, misunderstandings, or inconsistencies that may arise in translated textbooks or other educational materials fall under the responsibility of the institution submitting the application.
 - If the textbooks determined and distributed by the Ministry are used only in translated versions in languages that are appropriate for instruction in formal education institutions in Türkiye, such as English, French, German, and Arabic, applications for the review will be accepted only for the translated copies of these books.
- 4.3. All pages in the textbooks and other educational materials to be applied for must be complete and in searchable PDF format.
 - If there is a student workbook and a teacher's guide for the textbook, the application must be made as a set.
 - The size of each book to be applied for must not exceed 250 MB.
- 4.4. Textbooks and other educational materials belonging to international private educational institutions and foreign schools whose applications will be received must comply with the "Criteria for the

Review of Textbooks and Other Educational Materials of International Private Educational Institutions and Private Schools Established by Foreigners" accepted by the Board of Education with the official decision dated 30.10.2024 and numbered 118279810.

- 4.5. "The Petition" for the textbooks and other educational materials to be applied for must be completed entirely and uploaded to the electronic system in the format of Annex-1. The document must include the signature of the authorized representative of the applicant registered in the system (the legal representative of the institution) and the institution official stamp.
- 4.6. It is required that the authorized representative of the applicant, as well as those who have participated in the preparation of the textbook and other educational materials to be submitted, have not been convicted of any offenses listed in the 1st paragraph of Article 5 of the Regulation, and that there are no ongoing prosecutions against them for these offenses. Additionally, it is required that the authorized representative of the applicant, as well as those who have participated in the preparation of the textbook and other educational materials to be submitted, have no membership, affiliation or association with or connection to any terrorist organisations or structures, formations or groups that are decided by the National Security Council to engage in activities against the national security of the country. In this context, the authorized representative of the applicant must completely fill out the "Application for Declaration" and upload it to the electronic system as Annex-2. The declaration must include the signature of the registered authorized representative of the applicant (the legal representative of the institution) and the official stamp of the institution.
- 4.7. The Consent Letter, which consists of a declaration regarding the copyrights of the textbook and other educational materials subject to application, must be completed in full and uploaded to the electronic system in the Annex-3 format. The document must include the signature of the authorized representative of the applicant (the legal representative of the institution) registered in the system and the official stamp of the institution.
- 4.8. The electronic content related to the textbooks and other educational materials for which the application will be made, along with user information for the e-content application and transcripts of the listening texts, if available, should be uploaded to the electronic system.
- 4.9. The receipt document indicating that the review fee for the textbook and other educational materials has been deposited into the Bakanlık Döner Sermaye İşletmesi account must be uploaded electronically.

5. REVIEW FEE

- 5.1. Textbooks and other educational materials of international private educational institutions and private schools established by foreigners will be reviewed for a fee.
- 5.2. For the textbooks of international private educational institutions and private schools established by foreigners;

- For each primary school level, the fee will be calculated by multiplying the index of 170,000,
- For each middle school level, the fee will be calculated by multiplying the index of 200,000,
- For each high school level, the fee will be calculated by multiplying the index of 230,000

by the monthly coefficient of government officials. The resulting amount (fee) will be deposited into the “Bakanlık Döner Sermaye İşletmesi” account.

5.3. For each of the educational materials other than textbooks of international private educational institutions and private schools established by foreigners, the amount calculated by multiplying the index of 100,000 by the monthly coefficient of government officials, will be deposited into the “Bakanlık Döner Sermaye İşletmesi” account.

5.4. The fee for textbooks belonging to international private educational institutions and private schools established by foreigners will be increased by 25% if the textbooks are in their original language.

5.5. If the books are a set, the fee to be paid is increased by 25%.

5.6. The following amount should be deposited to the relevant IBAN numbers according to indices given in the provisions of the 2nd paragraph of Article 14 of the Regulation. The payment receipt description must include the name of the institution, the tax office, and the tax number, as well as the title of the textbook to be reviewed.




Type	Level	Coefficient	Application Amount for Translated Version		Application Amount for Original Language Version	
			Single Book	Book Set	Single Book	Book Set
Textbook	Primary school	170000	₺154.325,32	₺192.906,65	₺192.906,65	₺241.133,31
	Middle School	200000	₺181.559,20	₺226.949,00	₺226.949,00	₺283.686,25
	High School	230000	₺208.793,08	₺260.991,35	₺260.991,35	₺326.239,19
Other Educational Materials	General	100000	₺90.779,60	₺113.474,50	₺113.474,50	₺141.843,13

IBAN NUMBERS	
T.C. ZİRAAT BANKASI A.Ş.	TR 1000 0100 1745 0549 5213 5174
TÜRKİYE HALK BANKASI A.Ş.	TR 7500 0120 0921 6000 4400 0175
TÜRKİYE VAKIFLAR BANKASI TAO	TR 5400 0150 0158 0073 0085 3447

6. OTHER MATTERS

- 6.1. Applications for the review of textbooks and other educational materials belonging to international private educational institutions and foreign schools must be submitted by the relevant institution to the Board within the procedures and principles specified in this Guideline. The application is completed with the deposit of the review fee for textbooks and other educational materials into the account of “Bakanlık Döner Sermaye İşletmesi”.
- 6.2. If it is determined that at least one of the procedures and principles specified in this Guideline is not complied with before the review process is initiated, 10% of the review fee deposited with the application of textbooks and other educational materials belonging to international private educational institutions and foreign schools is deducted, and the remaining amount is refunded.
- 6.3. In the event that the request for review of textbooks and other educational materials of international private educational institutions and foreign schools is withdrawn after the deadline, the review process is terminated without refunding the review fee.
- 6.4. If it is determined by administrative and/or judicial authorities that any document or written declaration given by the relevant institution during the review process of textbooks and other educational materials or at any stage of the validity period is inaccurate, the review process or the validity period of textbooks and other educational materials taught in international private educational institutions and foreign schools will be terminated without refunding the review fee.
- 6.5. At the end of the review process by the Board, the commission report of the application is sent to the relevant institution electronically. Within 45 days following the notification that indicates the need to address the comments in the commission report, the relevant textbooks and other educational materials with final revisions will be delivered to the Board by the institution. For the textbooks and other educational materials that are not delivered within this period, the examination process is terminated without refunding the review fee.
- 6.6. The validity period for textbooks and other educational materials is five (5) academic years from the date of the receipt of the approval. It is essential that the textbooks and other educational materials used in institutions corresponds to the content approved by the Board. Requests for updates or changes that do not require rewriting during the validity period, which are viewed appropriate by the Board, will be reflected in the textbooks and other educational materials by the relevant institution, and the copy reflecting the corrections will be submitted to the Board.
- 6.7. If there is substantial change in the education and training programme or curriculum that requires the book to be rewritten, the validity period expires.
- 6.8. Textbooks and other educational materials of international private educational institutions and foreign schools that have not been reviewed by the Board cannot be taught to students.
- 6.9. The review process for the textbooks and other educational materials of international private educational institutions and foreign schools will be completed within six (6) months from the date of application to the Board.

7. APPLICATION ANNEXES

The Title of Annex	Access Link
Ministry of Education, Regulation on Textbooks and Educational Materials	
Criteria for the Review of Textbooks and Other Educational Materials of International Private Educational Institutions and Private Schools Established by Foreigners	
Application Documents ANNEX-1: Petition ANNEX-2: Application for Declaration ANNEX-3: Consent Letter	



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Yenimahalle/ANKARA

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