

RESIDENCE PERMIT

- The sole authorized governmental body for residence permit is the Ministry of Interior **Directorate General of Immigration Management** (İç İşleri Bakanlığı, Göç İdaresi Genel Müdürlüğü). The universities do not have any authority on this procedure.
- The information provided here is for general informational purposes only and it may not constitute the most up-to-date legal or other information.
- Students are responsible for the application, document submission, and follow-up processes, as well as following the instructions stated on the website of the Directorate.
- For mobilities longer than three months (90 days), all foreign students need to apply for a residence permit for studies within the legal period regardless of their citizenship.
 - For the extension application, students must apply 2 months (60 days) before the expiration of the old residence permit.

STEPS:

1. Online application at <https://e-ikamet.goc.gov.tr/>
2. Application document submission to the Directorate on the appointment date

1. ONLINE APPLICATION

Application Type: Student

- Go to: <https://e-ikamet.goc.gov.tr>
- Select "first application" (if you do not have an application before)
- Fill the pre-registration form
- According to your **communication preference**, a verification code will be sent to you. In order to continue your residence permit application, you must enter this verification code.
- Write your **permanent residence address** in Istanbul while filling out the form. When your residence permit card application is approved, your card will be sent to the address you have provided. Since your card can only be handed into you, provide an address where you can be available.
- If you are asked about the address of YTU, type the information below:
 - Province : İSTANBUL
 - District : ESENLER
 - Quarter/Village Quarter : ÇİFTE HAVUZLAR MAHALLESİ
 - District, Street, Avenue, Square : ESKİ LONDRA ASFALTI CADDESİ
 - Block : 175 - Kamu - Ana giriş - Bilinmeyen
 - Single Space : 1- Okul, Üniversite - Kamu - Bilinmeyen
 - Phone : 0212 383 3932
- Education Information (continuing) is for your Erasmus Education at YTU:
 - Student Number : See your Student ID card or student enrolment letter
 - Type of School : State
 - Beginning/Ending Dates of Study : See your letter of acceptance
- Income Information: No income
 - Source of income: Family, grants, etc...
 - Current occupation: Student
- Student residence permit information
 - Reason of Stay: Those who come as a student within the scope of other
 - International Exchange Programmes (Erasmus)

SETTING AN APPOINTMENT DATE

After you complete filling in the application form at <https://e-ikamet.goc.gov.tr/>, you should set an appointment on the system by choosing a place and date to submit your documents to the Directorate General of Immigration Management in person.

2. DOCUMENT SUBMISSION

On your appointment date, you will submit all the required documents necessary for completing the application. The list of the required documents is available on the application form generated on the system and it is unique for each individual. However, below you will find some information about the documents in general.

APPLICATION DOCUMENTS

For information and instructions about the documents, please visit:

<https://e-ikamet.goc.gov.tr/ikamet/IstenenBelgeler>

1. Residence Permit Application Form

Residence Permit Application Form must be printed out on <https://e-ikamet.goc.gov.tr/> after filling in the form and setting an appointment date.

2. Four Biometric Photographs Compliant with ICAO Standards

3. Photocopies of Passport, Visa (if applicable), and Entry Stamps

4. Student Certificate/Enrolment Letter

Student certificate is provided to you by the Erasmus office once the semester starts.

5. Health insurance

You must have a valid insurance policy covering your mobility period.

6. Address Form

Fill in and sign: <https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/residence-forms/908>

7. Notification - Acceptance Statement

Fill in and sign: <https://erasmus.yildiz.edu.tr/page/Erasmus--Europe/residence-forms/908>

8. Receipt of Residence Permit Card Fee

Erasmus students only pay the fee of their residence permits cards. After completing your online application, you can make the payment in several ways **listed in the following pages** with **the accrue number** (tahakkuk numarası) which can be found on the application form generated at <https://e-ikamet.goc.gov.tr/>

9. Photocopy of Residence Permit Card (ONLY for extension applications)

Double-sided photocopy of your residence permit card (If you do not have a residence permit card, do not take this item into consideration.)

RESIDENCE PERMIT CARD FEE

- The receipt of the residence permit card fee is one of the mandatory application documents.
- The fee can be paid online or in person. However, for the transaction a tax number may be required. The tax number can be also obtained online or in person. Please see below to learn how to get a tax number and pay the card fee.

TAX NUMBER

- The tax number is a unique set of numbers given on the basis of identification information of individuals.

Getting the Tax Number Online

- Go to <https://dijital.gib.gov.tr/>
- Click on “Potential Tax Identification Number Application” and then on “Application for Non-citizen’s Potential Tax Number (Yabancılar için Potansiyel Vergi Kimlik Numarası Başvurusu)”:



- Fill in the online form appears on the opening page.
- Complete the application and save/print the PDF file.
- Your tax number can be found in the PDF file.

Getting the Tax Number in Person

- If the system does not allow you to have a tax number online, you can visit a tax office.
- The address of the central office is:
 - Adnan Menderes Bulvarı No:56, 34080 Fatih/İstanbul
 - Direction: [Click here](#)
- Addresses of all the tax offices in Istanbul can be found here: <https://ivdb.gib.gov.tr/vergi-dairesi-mudurlukleri>

PAYING THE CARD FEE

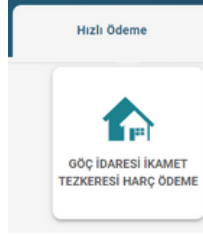
In Person at the Tax Office

- In the tax office, you can pay the card fee of the residence permit in person with your **accrue number** (tahakkuk numarası) which can be found on the residence permit application form to be downloaded at <https://e-ikamet.goc.gov.tr/>

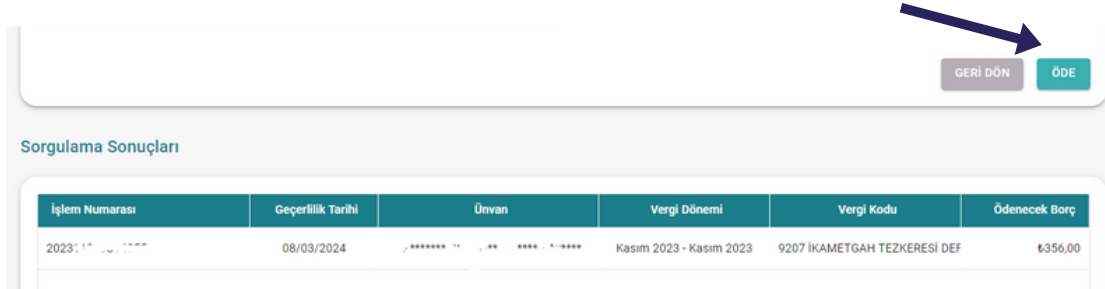
PAYING THE CARD FEE

Online Transaction

- To pay the card fee you need the **accrue number** (tahakkuk numarası) which can be found on the residence permit application form to be downloaded at <https://e-ikamet.goc.gov.tr/>
- To make the payment go to <https://dijital.gib.gov.tr/>
- Click on “Hızlı Ödemeler” (quick payment) and then on “**GÖÇ İDARESİ İKAMET TEZKERESİ HARÇ ÖDEME**” (immigration administration management residence permit fee payment):



- On the opening page, you will be asked to write your accrue number (tahakkuk numarası) which can be found on the residence permit application form.
- Upon writing the accrue number, you will be directed to a page on which you can display the amount you need to pay.
- To make the payment, click on “**ÖDE**” (pay) button:

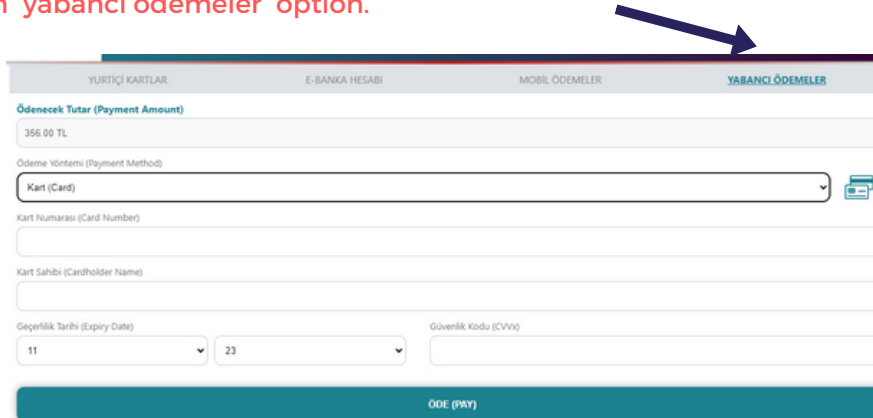


GERİ DÖN ÖDE

Sorgulama Sonuçları

İşlem Numarası	Geçerlilik Tarihi	Ünvan	Vergi Dönemi	Vergi Kodu	Ödenecek Borç
2023; 1* ...	08/03/2024	*****	Kasım 2023 - Kasım 2023	9207 İKAMETGAH TEZKERESİ DEF	₺356,00

- After clicking on the “**ÖDE**” button, the system shows you several options to pay through, such as Turkish Card (yurtiçi kartlar), Turkish e-banking (e-banka hesabı), mobile payment (mobil ödemeler), **foreign payment (yabancı ödemeler)**
 - If you have a bank/credit card you use in your home country, you can make the payment through “yabancı ödemeler” option.



YURTİÇİ KARTLAR E-BANKA HESABI MOBİL ÖDEMELER **YABANCI ÖDEMELER**

Ödenecek Tutar (Payment Amount)
356.00 TL

Ödeme Yöntemi (Payment Method)
Kart (Card)

Kart Numarası (Card Number)
Kart Sahibi (Cardholder Name)
Geçerlilik Tarihi (Expiry Date)
11 23
Güvenlik Kodu (CVV)
ÖDE (PAY)

EVALUATION

- Your application and documents evaluated by the Directorate General of Immigration Management.
- You can receive information about the status of your application only from the Directorate, the application website at <https://e-ikamet.goc.gov.tr/> or by calling 157.
- Please note that **the evaluation of the residence permit application by the Directorate can take up to 90 days**. Be sure to apply as soon as you arrive to avoid further delays or any problems regarding your departure.

CARD DELIVERY

- If your application is approved, your residence permit card is sent to the address you have provided on your online application at <https://e-ikamet.goc.gov.tr/>.
- The card can only be handed in to the applicant; it cannot be delivered to someone else.

LEAVING TURKEY

- If you need to leave Turkey before you get your residence permit card, you must contact the Directorate General of Immigration Management to get an official paper allowing you to leave and re-enter the country.

QUESTIONS / INFORMATION / TECHNICAL PROBLEMS

- **Erasmus Office does not have any of authority on the residence permits application procedure.**
- For any questions, feedback, up-to-date information or technical problems about residence permit applications students should always check <https://e-ikamet.goc.gov.tr/> or call **157**, the hotline of the Directorate of the Migration Management, which operates in several languages.