

## RESIDENCE PERMIT

The authorized governmental body for residence permit is the **Directorate General of Immigration Management** (*Göç İdaresi Genel Müdürlüğü*), which is a department of the Ministry of Interior.

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 General of Immigration Management at <https://e-ikamet.goc.gov.tr/>

For mobilities longer than three months (90 days), all foreign students need to apply for a residence permit for studies regardless of their citizenship.

- Students who apply for the residence permit must do so within the legal period\* that they can stay in Turkey after their entrance (\*for example, if the students have a 1-month visa / visa exemption, they must apply within 1 month). However, since the legal procedure may take a long time, students are suggested to apply once they arrive in Turkey.
- For the extension application, students must apply 2 months (60 days) before the expiration of the older residence permit.

**Residence permit application has two steps:**

1. **Online application through website of the Directorate General of Immigration Management:** <https://e-ikamet.goc.gov.tr/>
2. **Submission the application documents to Directorate in person 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)

After you complete the form, you will need to choose an appointment date in order to finalize your online application and to be able to print the form.

## 2. DOCUMENT SUBMISSION

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, date and hour to submit your documents to the Directorate General of Immigration Management in person.

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

Download and fill in: <https://ytuinternational.yildiz.edu.tr/media/files/belge%202.pdf>

### 7. Notification - Acceptance Statement

Download and fill in: <http://www.ytuinternational.yildiz.edu.tr/media/files/belge%2011.pdf>

### 8. Receipt of Residence Permit Card Fee

After completing your application, you can make the payment in several ways listed below with your application number (**başvuru numarası**) which can be found on your application form and looks similar to this: 20 \*\* - \*\* - \*\*\*\*\*

1. On the website of the Revenue Administration, you can pay the card fee online:

<https://intvrg.gib.gov.tr/gocborc.jsp>

o You can review the online payment instructions here: <https://www.goc.gov.tr/ikamet-basvurusunda-harc-odemeleri-hakkinda>

a. You can pay the card fee via <https://e-ikamet.goc.gov.tr/>. The payment button is activated within 15 days after completing the online application form.

b. You can also visit the nearest tax office to pay the fee. Here you can see the contact information of all tax offices in Istanbul: <https://ivdb.gib.gov.tr/vergi-dairesi-mudurlukleri>

### 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.)

## 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 their call centre 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.

## IMPORTANT

1. **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.**
2. Erasmus Office does not have any kind of authority on the residence permits of the students.
3. For up-to-date information about residence permit applications always check <https://e-ikamet.goc.gov.tr/>. You can also call **157**, the hotline of the Directorate.