

## **STUDENT RESIDENCE PERMIT APPLICATION PROCESS**

In order to receive higher education, you must first register at our university and also obtain a residence permit to stay in our country legally.

### **APPLICATION STEPS;**

**The application process consists of 4 stages as follows:**

1. The first thing you need to do is according to your application type (first application or extension application) apply online at [e-ikamet.goc.gov.tr](http://e-ikamet.goc.gov.tr).
2. After applying online, you can print out the application form and go to one of the immigration offices where fingerprints are accepted, along with your current student certificate and passport, and give your fingerprints without wasting any time . DO NOT WAIT FOR THE APPOINTMENT ASSIGNED BY THE MIGRATION OFFICE!!!
3. After the fingerprint is given, you must prepare the following documents.
4. Finally, deliver the documents you have prepared to our university's foreign student office number 1019 in a pink folder that you can buy from the Yıldız store on campus.

### **After Application**

1. After applying online, documents must be delivered to room 1019 within a maximum of 7 days.
2. The delivery of documents to the immigration administration is made only by our university.
3. When you come to our office to deliver your documents, you must have your original passport with you.
4. After the delivery of your documents to the provincial immigration administration, information about all processes is provided directly to you by the office. At this stage, the immigration office will deal with all your questions instead of the university. You can follow up your file on the immigration administration's website and contact the Immigration administration at 157 Yimer extension .

5. After you receive your residence card, send an e-mail to this address, stating the front and back image of your residence card and your student number as an attachment, in order to update your identity information.
6. It takes approximately 90 days for your residence card to be finalized. Your card will be delivered to the address you specified by PTT cargo and information will be sent to your phone number by the immigration administration.

### **Documents you need to prepare for residence permit ;**

#### **BELGELER:**

#### **DOCUMENTS:**

İkamet izni kayıt/başvuru formu (öğrenci tarafından ıslak imzalı şekilde)

Residence permit registration/application form (wet-signed by the student)

Pasaport ya da pasaport yerine geçen belge (aslı görüldü şeklinde)

Passport or passport substitute document (in the form of original seen)

Öğrencilik durumunu gösterir belge

Document showing student status

Kira Kontratı veya Tahaahhütname ( Noter Onaylı )

Lease Agreement or Letter of commitment (Notarized)

4 adet biyometrik fotoğraf

4 pieces of biometric photos

Geçerli sağlık sigortası (GSS ya da ikamet izni talep süresini kapsayan özel sağlık sigortası) Valid

health insurance (GSS or private health insurance covering the period of residence permit request)

Ödeme Çıktısı

Tax Payment For Resident Permit

UETS Formu

UETS Form

### **Important notes !**

- There is no need to make an appointment for fingerprinting.
- After printing the online application form, you can go directly to the immigration office.
- Fingerprints must also be provided before extension applications.

### **If the application type is extension ;**

Instead of a lease contract and letter of commitment, a barcoded residence document to be obtained from the e-devlet is required.

Additionally, a photocopy of the front and back of the previous foreign residence card must also be included in the file.

### **If the application type is first application ;**

If a letter of undertaking will be given as an accommodation option and the person who will be the sponsor is a Turkish citizen, the following documents for the person who will be the sponsor are required in addition to the letter of undertaking ;

- certificate of residence ( from e-government system )
- Bill in the name of the sponsor ( One of the water, electricity and natural gas bills is sufficient )
- Certificate of identity register copy ( from e-government system )

If the person to whom the letter of undertaking will be given and who will be the sponsor is a foreigner, the following documents for the sponsor are required:

- certificate of residence ( from e-government system )
- Bill in the name of the sponsor ( One of the water, electricity and natural gas bills is sufficient )
- Photocopy of foreign identity card

The immigration offices where you can give fingerprints are below ;

- - Istanbul Provincial Directorate of Migration Management
- - Esenyurt District Working Group Presidency
- - Kumkapi Coordination Center
- - Pendik District Working Group Presidency, and Sultanbeyli District Working Group Presidency.