

11.01.2024

RESIDENCE PERMIT FOR INTERNATIONAL STUDENTS

Our Office is responsible for taking our students' residence files to the Directorate General of Migration Management twice a month. Therefore, the student must submit their residence documents to the International Office within **THREE (3) DAYS** after applying, in a complete and accurate manner.

Required Documents:

- 1) Legal Transactions File (the one in pink)
- 2) Four (4) passport-size photographs
- 3) Two (2) Declaration Forms (you can find it attached to the email)
- 4) Student Application Form obtained from [the official website of the Immigration Department](#) with the fingerprint criminal number (as indicated on the second page)
- 5) - Copy of passport or equivalent documents (pages containing personal information)
- Last entry stamp to Turkey (for first-time applications)
- Copy of the previous residence permit (for extension and transfer applications)
- 6) Student Certificate - in Turkish (obtained through the [Campus System](#))
- 7) Document that shows the address information where you reside:

For extension requests:

- Residence address document obtained from ([E-Government](#))

For first-time applications:

- If you are the house owner: A copy of the property deed
 - If you are a tenant: A copy of the valid and notarized lease agreement
 - If residing in a student dormitory/hotel or similar:
 - Document proving residence in a student dormitory (with QR code or "Signature Circulars" document)
 - Or a document proving your stay in the hotel and a receipt indicating the accommodation payment
 - If residing with a sponsor:
 - A notarized commitment letter from the sponsor to the student (if the sponsor is married, a notarized commitment letter for the spouse as well)
 - A residence address document for the sponsor obtainable from ([E-Government](#))
 - The latest utility bill (electricity/water/gas) in the sponsor's name
 - Birth certificate model for the sponsor if the sponsor holds Turkish citizenship
- 8) Valid health insurance:
 - General health insurance (made within the first three (3) months after entering the country),
 - Or Private Health Insurance covering the residence permit application period
 - 9) Residence Permit Payment Receipt ([Payment can be made online](#) or at the Tax Office)

Make sure to bring your passport with you to the International Office.



10) Addresses of foreigners UETS:

- Passport and foreign ID number
- GSM number
- You can obtain it from PTT branches after providing a valid email address and filling out the UETS application form

Foreigners with an electronic signature will be able to apply for UETS online at <https://www.etebligat.gov.tr/>.

To Provide Fingerprints, Students Must Bring the Following Documents:

- 1- Student Application Form obtained from the website <https://e-ikamet.goc.gov.tr/>.
- 2- Copy of the passport or equivalent documents (pages containing personal information).
- 3- Student Certificate - in Turkish (obtained through the campus system and electronically signed).

And go to one of these centers:

- Directorate General of Migration Management in İstanbul (İstanbul İl Göç İdaresi Müdürlüğü)
- Presidency of the Working Group in Esenyurt (Esenyurt İlçe Çalışma Grubu Başkanlığı)
- Kumkapı Coordination Center (Kumkapı Koordinasyon Merkezi)
- Presidency of the Working Group in Pendik (Pendik İlçe Çalışma Grubu Başkanlığı)
- Presidency of the Working Group in Sultanbeyli (Sultanbeyli İlçe Çalışma Grubu Başkanlığı)

Note: Files without fingerprints will be separated as incomplete documents, and the files will be returned for submission after fingerprints are taken.

For Students Under 18 Years Old:

- For those arriving with visa exemption or a visa for a different purpose:
 - Document containing parent/guardian information (birth certificate, family certificate, etc.).
 - Consent letter from the parent/guardian/legal representative, and a commitment letter from the third party provided by the parent/guardian.
- For those arriving with a student visa:
 - No consent letter or document containing parent/guardian information will be required.

For Erasmus students, the situation is exactly the same and no different procedures will be applied to them.

International Office

ISTANBUL SABAHATTIN ZAIM UNIVERSITY

