REQUIREMENTS and PROCEDURES

A - NEWLY REGISTERED STUDENTS and STUDENTS APPLYING for RESIDENCE PERMIT for the FIRST TIME

- Application form from https://e-ikamet.goc.gov.tr (appointment is required)
  On web page of Republic of Turkey Ministry of Interior Directorate General of Migration Management, the link “e-ikamet.goc.gov.tr” must be clicked. On “e-ikamet.goc.gov.tr”, the first link must be clicked as it is shown below:
  1) First Application For Residence Permit
  2) Application For The Renewal Of The Residence Permit
  3) Application For Residence Permit Transfer

- Passport/original and copy of passport substitute document
  (Copies of the page containing photo and the page with entry stamp, copy of passport substitute document)

- Four (4) photos
  (must have been taken within the last 6 months, with a white background and as biometric)

- Valid health insurance
  One of the following document is considered as sufficient:
  - You must apply to Social Security Institution for “General Health Insurance” within three months from the date of registration. You can use E-signed or signed, sealed application document when you apply for Residence Permit.(You must obtain that document from Provincial Directorate of Social Security)
  - Private health insurance (If you do not apply for General Health Insurance within three months from the date of registration, you can have Private Health Insurance)
  - Within the scope of bilateral social security agreements, you can use e-signed/signet and stamped/sealed document to be obtained from Provincial Social Security units which states that the foreigner is benefiting from the health services in Turkey when you apply for Residence Permit.
  - You can use e-signed/signet and stamped/sealed provision document received from Social Security Institution when you apply for Residence Permit.

- Address Information Document
  In order to obtain your rights and services in our country, it is very important for Provincial Directorate of Migration Management to have your contact info. Therefore, you must present valid and correct address, contact info to public institutions. About address information: when you present a document showing where you are staying (rental house, dormitory, hostel etc.), your stay at that address must be clear. (For example; if you are staying in dormitory, a signed/sealed document to be obtained from dormitory management; if you are staying in a rental house, a notary public approved copy of your rental agreement)
Sigorta Tebliği
(Tebliğ Tebelliğ Örneği Belgesi “BELGE 1” formu doldurulmalıdır)

Gelir Beyanı
(Gelir Belgesi Beyanı Dilekçe Örneği “BELGE 2” formu doldurulmalıdır)

18 Yaşından küçük olanların Muvakafatname ve Doğum belgesi
- Muvakafatname: Anne ve babanızın Türkiye’de öğrenim göreniz ve Türkiye’de İkamet izni ile kalmanızı ızın vermesi ve bunun için de ilkenizdeki yetkili merciler tarafından düzenlenmiş muvakafatname bulunması gerekir.

İkamet İzni Kart Bedeli Maksuzu (63 TL)
- Kart bedeli ödemek için;
  1) **BİRİNCİ ADIM:**
  **Erenköy Vergi Dairesi**
  Telefon: 0216 575 78 67 - 575 78 65
  Fax: 0216 575 78 68
  Adres: İçerenköy D.Yolu Sok. No.18 A Blok Erenköy İstanbul

  **Göztepe Vergi Dairesi**
  Telefon: 0216 414 53 75 - 337 19 14
  Fax: 0216 330 66 57
  Adres: Halitağa Caddesi No:31 Göztepe Kadıköy İstanbul

  **Kadıköy Vergi Dairesi**
  Telefon: 0216 414 53 75 - 338 41 38
  Fax: 0216 345 74 57
  Adres: Halitağa Caddesi No:31 Kadıköy İstanbul

  **Kozyatağı Vergi Dairesi**
  Telefon: 0216 575 30 35 - 575 14 13
  Fax: 0216 575 30 15
  Adres: Değirmenyolu Sokak No:18 A Blok Kadıköy

  **Ümraniye Vergi Dairesi**
  Telefon: 0216 611 20 08 - 611 22 64
  Fax: 0216 611 22 83
  Adres: Dudulu Mahallesi İlahımur Mevkii Alemdağ Caddesi İstanbul Çarşısı 2.Blok Ümraniye İstanbul

  2) **IKİNCİ ADIM:**
  “Vergi Numarası” ile Türkiye genelindeki;
  Halk Bankası
  Vakıfbank
  Ziraat Bankası Şubelerinden herhangi birine İkamet Kart Bedeli (92.07 Banka kodu ile) ödenebilir.

  3) **ÜÇÜNCÜ ADIM:**
  Ödelen kart bedeli makbuzu alınması gerekmektedir

**Insurance Notification**
(DECLARATION NOTIFICATION-ACCEPTANCE STATEMENT sample. The form “Belge 1” (Document 1) must be filled in.

**Statement of Income**
(Statement of Income Petition sample. The form “Belge 2” (Document 2) must be filled in.

**Parental consent and Birth certificate of Foreigners Under 18 Years Old**
Parental consent: Your parents must have consent for your education in Turkey and give permission for your stay with residence permit in Turkey. For this, you must have the letter of parental consent to be obtained from an authorized institution in your own country.

**Receipt of the Residence Permit Card Payment (63 TL)**
- For card payment:
  1) **FIRST STEP:**
  You must get Tax ID number from one of the tax offices stated below: Tax ID Number will be activated on the day after it is taken.
  **Erenköy Tax Office**
  Telefon: 0216 575 78 67 - 575 78 65
  Fax: 0216 575 78 68
  Adres: İçerenköy D.Yolu Sok. No.18 A Blok Erenköy İstanbul

  **Göztepe Tax Office**
  Telefon: 0216 414 53 75 - 337 19 14
  Fax: 0216 330 66 57
  Adres: Halitağa Caddesi No:31 Göztepe Kadıköy İstanbul

  **Kadıköy Tax Office**
  Telefon: 0216 414 53 75 - 338 41 38
  Fax: 0216 345 74 57
  Adres: Halitağa Caddesi No:31 Kadıköy İstanbul

  **Kozyatağı Tax Office**
  Telefon: 0216 575 30 35 - 575 14 13
  Fax: 0216 575 30 15
  Adres: Değirmenyolu Sokak No:18 A Blok Kadıköy

  **Ümraniye Tax Office**
  Telefon: 0216 611 20 08 - 611 22 64
  Fax: 0216 611 22 83
  Adres: Dudulu Mahallesi İlahımur Mevkii Alemdağ Caddesi İstanbul Çarşısı 2.Blok Ümraniye İstanbul

  2) **SECOND STEP:**
  With Tax ID number, residence card fee can be paid (with 92.07 Bank Code) in a branch of the banks stated below:
  Halk Bankası
  Vakıfbank
  Ziraat Bankası

  3) **THIRD STEP:**
  You must get a receipt of the payment.