

DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT APPLICATIONS

COMMON DOCUMENTS

1. Residence Permit Application Form

Must be signed by foreigner and/or his/her legal representative or his/her lawyer with a power of attorney.

2. Photocopy of Passport or Passport Substitute Document and Visa, if any

Photocopy of the pages containing identity information and photo, and photocopy of the pages showing visa information, if any

(The original document must be with you on the day of submitting the file).

3. Two (2) Pcs Biometric Photos

Must have been taken within the last 6 months, against a white background, biometric and comply with ICAO standards.

4. Document/Receipt showing that the Residence Permit Document Fee has been paid

5. Document Showing The Address Registration

5.1. Up-to-date Document of Residence

Current dated "Document of Residence" to be obtained through the e-government system (www.turkiye.gov.tr) and one of the electricity, water, gas or landline telephone bills or subscription agreement for new subscribers.

(Foreigners who will make extension and transfer applications are required to register their addresses. Foreigners who will extend their residence permits and those who will change their province or type of residence permit must submit the "Document of Residence" to the administration.)

5.2. Document Showing The Place of Residence

One of the following document is considered sufficient:

- If you are staying in your own home, **a photocopy of the title deed and house numbering document;**
- If you are staying in a rental house on a rental agreement, **a notarized copy of your rental**

agreement containing the information of the lessor;

- If you are staying in accommodation places such as hotels **proof that you will be staying in these places and a receipt for the payment of the accommodation during the period of the residence permit request;**
- If you are staying in a student dormitory, **e-signed/signed and sealed/stamped document showing that you are staying in the dormitory;**
- If you are staying in a third person's residence, **the notarized undertaking of the host**
- If the host is married, also the notarized undertaking of the spouse.

(For those who are staying with third persons, one of the current dated electricity, water, gas or landline telephone bills or a subscription agreement for new subscribers must be submitted in the name of the person who gives a notarized undertaking to them).

6. Valid Health Insurance

Insurance period must cover the duration of the intended residence permit. One of the following document is considered sufficient:

- E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Türkiye within the scope of bilateral social security agreements
- E-signed/signed and stamped/sealed provision document to be obtained from the Social Security Institution-SGK
- E-signed/signed and stamped/sealed document regarding the application made to the Social Security Institution to become a general health insurance holder
- Private health insurance policy

(Please submit the first page of your insurance policy which includes the policy number during application.)

7. National Electronic Notification Address (UETS)

Submitting UETS document to be obtained from PTT central branches for extension and transfer applications

(UETS document is not required for those under 18 years of age).

8. Document Showing Student Status

ADDITIONAL DOCUMENTS

❖ For application made on behalf of the child,

- If the mother and father could not be determined from passport or passport substitute document or national identity card, **a certified birth certificate** of the child
- In case of divorce, **a certified custody document** of the child, or in case of a joint child custody or if the other parent has the right to see the child, **a certified deed of consent** by the other parent
- In case of death of one of the parents, **a certified death certificate**
- **If one of the parents has been declared absent, a certified certificate of absence**
- Single parent certificate showing that the other parent has custody of the child born outside the union of marriage

(These documents must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; they must have a notarized Turkish translation and an Apostille if obtained from abroad. If the applicant is a citizen of a country that is not a party to the Apostille Convention or if the document does not have an Apostille, even if the applicant is a citizen of a country that is a party to the Apostille Convention; the documents in question are required to be approved by the relevant country authorities [approval by the consulate/embassy and Ministry of Foreign Affairs/ Turkish Authorities authorized on this issue] and notarized Turkish translation of these documents is required.)

(If available, a photocopy of the mother and/or father's residence permit, work permit or work permit exemption card or residence permit application document is requested.)

(If the person is under the age of eighteen, a certified deed of consent to be given by his/her mother/father or legal representative abroad and a notarized undertaking to be given by real or legal persons in Türkiye, with the condition to be specified in the deed of consent, are required).

- ### **❖ Student/education visa for those who will study in primary and secondary education institutions (primary and high school)**

INFORMATION

- ### **❖ Residence permit appointments are made free of charge through the official website at <https://e-ikamet.goc.gov.tr/> and third institutions or parties who demand a fee should not be trusted.**

- ❖ In residence permit applications, the contact information of the foreigner must be submitted completely and accurately.
- ❖ Additional information or documents may be requested by Provincial Directorates of Migration Management in the evaluation of residence permit applications.
- ❖ Sanctions will be imposed on those who provide false information or statements within the scope of the relevant legislation provisions.
- ❖ Address registration is mandatory in extension and transfer applications, and address registration transactions must be carried out within 20 working days following the approval of the residence permit in the first applications.
- ❖ Students are not required to have valid health insurance as they are covered by general health insurance within three months from the date of enrollment if they request it, but they must notify the administration after having general health insurance within three months.
- ❖ Student documents must be submitted by obtaining from the institution where the education is received as e-signed/signed and sealed/stamped or through the e-government system.
- ❖ In case you fail to graduate within the normal education period not exceeding the maximum education period, a residence permit can be issued for a maximum of 1 year at a time for each year that you bring a student certificate showing that you are actively benefiting from student rights and the possible graduation date.
- ❖ If you continue your education at a different faculty/department of the same university or transfer to a different university in the same province during your residence permit period, you must apply to the student affairs/international student office **within 20 days**.
- ❖ In case of a change of university, faculty or department in a different province, you must apply for a residence permit by selecting the province where your new university is located through e-ikamet.goc.gov.tr **within 10 days** and apply to the student affairs / international student office with your documents. All your transactions are concluded by the Provincial Directorate of Migration Management in the province where your new university is located.