



Student Resident Permit (Oturma İzni)

- **First Application**
- **Resident Permit Extension**
- **Resident Permit for Graduating students**
- **Important notes**

First Application

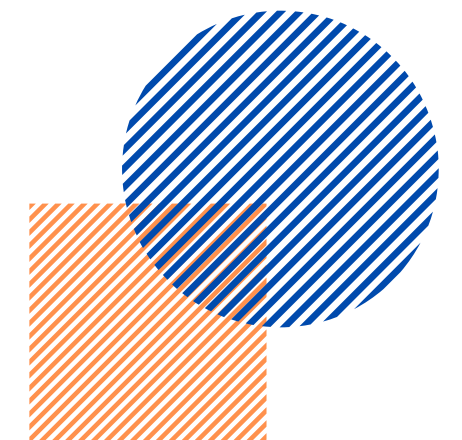


Applications for a residence permit must be made within the visa period and those who have a conditional entry (form non required visa countries) must apply within 10 days and after the registration to university.

Application can be submitted only after your arrival to Turkey.

Documents for the student resident permit must be submitted to Migration Office in person on the date of your appointment.

Before visiting Migration Office the files have to be brought to International Office for pre check and signing the petitions.



Required documents for first applications

○ Residence Permit Online Application Form

Filled out form from the Migration Office website: <https://e-ikamet.goc.gov.tr/>
Form has to be printed in color and signed by the student

○ Photocopy of passport

Pages with identity information, photo, entry stamp bearing pages, visa page (if applicable)

○ Four (4) pcs biometric photos

Must have been taken within the last 6 months, against a white background.
No family, selfie photos, etc. are allowed.

○ Valid health insurance

Insurance period must cover the intended residence permit duration.
Some Health Insurance companies you can get your insurance from:

Antares Sigorta

Canatar Sigorta

Ak Sigorta

Anadolu Sigorta

BTN Sigorta

○ Student certificate:

To be requested from the Student Affairs Ms. Aslihan Ozel: aslihan.ozel@khas.edu.tr with the note that certificate is required for Resident permit purpose.

○ Proof the Resident Permit fee is paid

To pay the fee you have to go to the Tax office next to your location (Vergi dairesi) in Istanbul or you can make online payment once you complete your online residency application

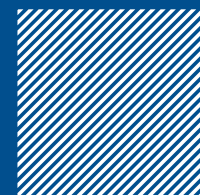
○ Extra documents for students who are under 18 years old only

- Birth Certificate (translated to Turkish/English and apostilled)
- Parent`s permission (translated to Turkish/English and apostilled)

Health Insurance and electronic biometric photo have to be prepared before filling out an online application form

- **After the online application is filled, the appointment date will be announced and sent to the contact information you have stated on the form. Please check your email/phone carefully.**

Card delivery/arrival procedure (delivered by PTT cargo, please follow the messages from PTT office accordingly)



Home address

Card to be delivered within 90 days after International office submits your documents to the migration office. If you have already mentioned your own address on the application form as a current residing place, the card will arrive to that address.



University`s address (preferable)

In order for card to be delivered to university, on the online application form, please show the current address in Turkey as following:

Province: ISTANBUL

District: FATIH

District/Village: CIBALI MAHALLESİ

Main Road: HİSARALTI CADDESİ

Apartment: 17 – İşyeri – Bina Ana Giriş - Bilinmeyen - Independent

Section: Üniversite / Yüksekokul – Özel - Bilinmeyen

Card arrival

After the Resident Card is received, you **must** submit a copy of it to the Student Affairs office



Resident Permit Extension

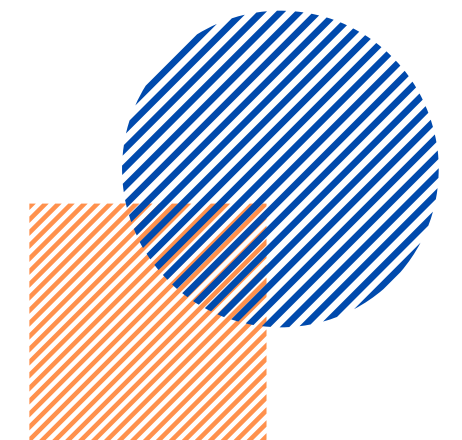


Resident permit online extension application **MUST** be made at least 60 days before the expiration date of your current resident permit.

Application can be submitted only if you currently are located in Turkey (no applications are accepted from abroad).

Documents for the extension of student resident permit must be submitted to Migration Office in person on the date of your appointment.

Before visiting Migration Office the files have to be brought to International Office for pre check and signing the petitions.



Required documents for Extension

○ Residence Permit Online Extension Application Form

Filled out form from the Migration Office website: <https://e-ikamet.goc.gov.tr/>
Form has to be printed in color and signed by the student

○ Photocopy of passport

Pages with identity information, photo, last entry stamp bearing page, visa page (if applicable)

○ Four (4) pcs biometric photos

Must have been taken within the last 6 months, against a white background.
No family, selfie photos, etc. are allowed.

○ Valid health insurance

Insurance period must cover the intended residence permit duration.
Some Health Insurance companies you can get your insurance from:

Antares Sigorta
Canatar Sigorta
Ak Sigorta
Anadolu Sigorta
BTN Sigorta

○ Student certificate:

To be requested from the Student Affairs Ms. Aslihan Ozel: aslihan.ozel@khas.edu.tr
with the note that certificate is required for Resident permit purpose.

○ Proof the Resident Permit fee is paid

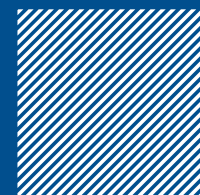
To pay the fee you have to go to the Tax office next to your location (Vergi dairesi) in Istanbul or you can make online payment once you complete your online residency application

○ Photocopy of current resident permit

Health Insurance and electronic biometric photo have to be prepared before filling out an online application form

After the online application is filled, the appointment date will be announced and sent to the contact information you have stated on the form. Please check your email/phone carefully.

Card delivery/arrival procedure (delivered by PTT cargo, please follow the messages from PTT office accordingly)



Card Delivery

Card to be delivered within 90 days after International office submits your documents to the migration office. If you have already mentioned your own address on the application form as a current residing place, the card will arrive to that address.



University`s address (preferable)

In order for card to be delivered to university, on the online application form, please show the current address in Turkey as following:

Province: ISTANBUL

District: FATIH

District/Village: CIBALI MAHALLESİ

Main Road: HİSARALTI CADDESİ

Apartment: 17 – İşyeri – Bina Ana Giriş - Bilinmeyen - Independent

Section: Üniversite / Yüksekokul – Özel - Bilinmeyen

Card arrival

After the new Resident Card is received, you **must** submit copy of it to the Student Affairs office



Resident Permit for Graduating students



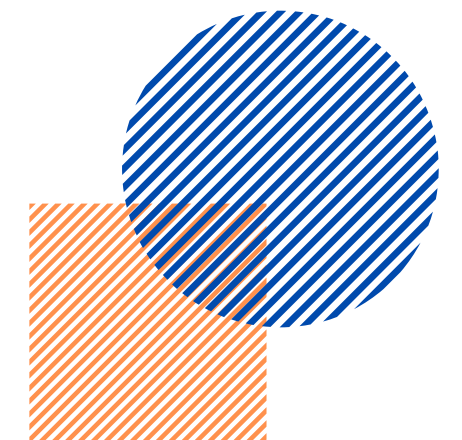
If you are planning to stay in Turkey after the graduation, you must make a new appointment relevant to the purpose of your staying within 10 days after your graduation date. **Graduation date is considered to be the date of your first thesis defense.** After this date your student permit is automatically cancelled by the migration office.

If you are not planning to stay in Turkey after the graduation, you will need to leave Turkey within 10 days.

Documents for the resident permit after graduation will have to be submitted to the migration office by the graduated **students themselves** (not through the International Office).

Required documents can be checked on the migration office website:

<https://e-ikamet.goc.gov.tr/lkamet/IstennenBelgeler>



IMPORTANT NOTES

Leaving and travelling around Turkey

1. You can only travel in Turkey if you possess a valid Resident permit card. If you have applied, but didn't receive the card yet, you need to stay at your residing address city until the card is received.
2. If you leave Turkey until the resident card is received, your application to the migration office will be cancelled and you will have to apply again once back to Turkey.

Student Resident permit is for the studying purposes only

Student resident permit substitutes for the studying purposes only. It is legally forbidden to work in Turkey by possessing the Student resident permit.

Freezing/Cancelling registration at university

If you freeze or cancel your registration to university, your Student Resident permit will be cancelled the same day.

E-ikamet Online application form

Due to the high traffic on the Migration office website, sometimes technical errors occur while filling out the form. Please keep on trying to fill the form until it is done. You may use different browsers as well.

Expiration/Cancellation of the Resident permit

If your resident permit has been cancelled or expired, you must leave Turkey within 10 days. After 10 days it will be a subject to the punishment fee and restrictions on entering Turkey in future.

157 Phone number

If you meet any problems (technical issues or any question about the documents) while filling out online application form please call number 157 (they speak English, Arabic, Russian).

Istanbul Department of Immigration (main office)



In case if you have other than Student resident permit requests, you may find the Migration Office details below.

Address: Hırka-i Şerif, Hırka-i Şerif Mah, Adnan Menderes Blv. No:64, 34091 Fatih/İstanbul

Phone: (0212) 499 40 00

