

DOCUMENTS REQUIRED BY THE DIRECTORATE GENERAL OF MIGRATION MANAGEMENT FOR RESIDENCE PERMIT

- Students are firstly required to get an appointment through the Central Appointment System on the website of the Directorate General of Migration Management <https://e-ikamet.gov.tr>
- **The list of the required documents that must be submitted through the application is as follows:**

1. Passport and copy of the passport (Students are also required to submit copy of the pages showing date of the last entry to Turkey. Students having visa issued by the foreign missions of Turkey are required to submit the copy of the visa page as well).
2. Health Insurance (validity period must cover the whole period of education) and Health Insurance Notification (enclosed).
3. A recent dated student certificate issued, signed and stamped by the university authorities (Student Certificate must clearly state the education terms of the student).
4. Criminal Record Certificate (it can be obtained from the courts).
5. Statement of Income (enclosed)
6. Copy of the residence permit if the student had already got a residence permit before.
7. If name and surname of the student are not typed separately on the passport and it just shows the full name, student needs to apply to the consulate of his/her country and get a certificate reflecting the name and the surname of the student.
8. In case the student is under 18, the written consent of the parents and the translated copy of the document into Turkish.
9. The payment receipt of the residence permit (The cost of the residence permit card is 55 TL. Student needs to make the payment to the tax collector's office).



NOTE: Students are required to get a taxation number (vergi numarası) first. The offices listed below can provide temporary taxation number to the applicants via passport number; therefore, the students who are going to make the payment for the first time need to make the payment in these offices.

- HİSAR VERGİ DAİRESİ (EMİNÖNÜ)
- RIHTIM VERGİ DAİRESİ (YAKACIK)
- GELİR İDARESİ BAŞKANLIĞI (VATAN CADDESİ)

10. Students holding an entry visa issued by the foreign missions of Turkey are not charged of visa fee; however, the students who enter Turkey without visa are required to pay the visa fee to the tax collector's office before application for the residence permit. The visa fee for all the students is 353, 10 TL.

11. Students with missing documents are not given additional sequence number for the next day and they have to wait for the other students to finish their application processes within the same day.

IMPORTANT NOTICE:

- a. Please check the document list carefully and make sure that you have all the documents listed above before your appointment. Any missing documents during the submission of the application documents will prolong the process.
- b. Residence Permit can only be granted up to two months before the passport expiry date; therefore you are advised to extend enough the passport validity.
- c. Students who want to extend their residence permit need to get an appointment at least two months before the residence permit expiry date. In case they get appointment within ten days following the expiration, their application is fined. In case they get appointment for the 11th date following the expiry date, the appointment is invalid and the student is required to exit and enter at the Turkish border gates for going through all the necessary procedures. Students who graduated are also responsible to follow the same procedure accordingly.