

Dear Erasmus Student,

In Turkey, foreigners who are overdue for the visa or visa exemption, or those who will be staying for more than ninety days, are required to obtain a residence permit.

Below you can find the list of the necessary documents that you need to complete/prepare and personally submit to our Erasmus Office.

The university has no authority to intervene in procedures such as residence permits and visas. University will only transmit your residence permit applications to the Istanbul Provincial Immigration Administration, which is the authority in this regard.

If you want to get information about residence permit and visa other than the information below, you can contact your Consulate, visit Istanbul Provincial Immigration Administration or call Foreigners Communication Line 157

Erasmus Office is only transmitting the documents and takes no responsibility. Please make sure that your documents are complete.

Students should submit their documents not later than the date notified by mail before arrival.

If you do not hand in your documents on the specified date, you will have to apply for the residence permit yourself

For more detailed information, please visit the website of the Directorate General of Migration Management of the Ministry of the Interior: <https://e-ikamet.goc.gov.tr/>

P.S. Students who enter Turkey with a National ID instead of a passport, can't apply for residence permit. They need to leave Turkey and enter with their passports.

In urgent cases you can also contact ESN Cerrahpaşa. They may be help you.

You can contact with them: exchangeprogramcommunity@gmail.com

NECESSARY DOCUMENTS FOR RESIDENCE PERMIT

1- APPLICATION FORM (8 PAGES)

- To receive an application form you need to make a residence permit application from the website of the Directorate General of Migration Management <https://e-ikamet.goc.gov.tr/>

During the online application:

- System does not accept email addresses provided by the universities and only accepts Turkish GSM numbers.
- You have to choose short term stay
- If the system gives an error please choose SGK for your health insurance.
- If you have any problems applying, you can call the number below for support.
- Foreigners Communication Center
- **YIMER PHONE NUMBER: 157**

2- **PASSPORT AND VISA (ORIGINAL AND COPY)** (Entrance page to Turkey is also required.) If you have a visa, please do not forget to take a copy of visa)

3- **HEALTH INSURANCE** (IT SHOULD COVER THE EDUCATION PERIOD IN TURKEY) (**Travel insurance will not be accepted**)

4- **DECLARATION NOTIFICATION – ACCEPTANCE STATEMENT.****

(YOU MUST WRITE NAME-SURNAME-SIGNATURE-DATE ON THE "TEBELLÜĞ EDEN" PART IN THIS DOCUMENT ON THE MAIL ATTACHMENT.)

5- **4 BIOMETRIC PHOTOS**

6- **STUDENT CERTIFICATE***

7- **STATEMENT OF ADDRESS****

(NAME-SURNAME-SIGNATURE-DATE AND THE PLACE YOU WILL HAVE YOUR RESIDENCE PERMIT)

8- IF THE STUDENTS ARE UNDER 18 YEARS OLD, THEY SHOULD SHOW A WRITTEN DOCUMENT (IN ORIGINAL LANGUAGE AS WELL AS TURKISH TRANSLATION) INDICATING THEIR PARENTS ALLOW THEM TO STUDY IN TURKEY

9 RESIDENCE PERMIT CARD FEE: EACH STUDENT SHOULD PAY THE FEE AND CARD FEE TO THE TAX OFFICE CASHIER AND BRING THE RECEIPT TO THE ERASMUS OFFICE

Do not pay online, YOU SHOULD pay by going to the tax office, and deliver the original signed and stamped invoice to the erasmus office (fee: 125 TL)

Receipt must be the original one

You don't need to pay additional fees! and **Receipt must be the original one**

9- STUDENTS WHO ENTER TURKEY WITH A VISA (STUDENT VISA OR E.VISA ETC) SHOULD NOT PAY FEE FOR THE VISA. HOWEVER, THE STUDENTS WHO ARE EXEMPT FROM VISA REQUIREMENTS FOR ENTERING TURKEY, SHOULD PAY VISA FEE TO THE ANY TAX OFFICE IN TURKEY, IN ORDER TO TAKE RESIDENCE PERMITS. THEY SHOULD SUBMIT BOTH THE ORIGINAL AND THE COPY OF THE RECEIPT IN ORDER TO START THE NECESSARY PROCEDURE FOR THE ISSUANCE OF THE RESIDENCE PERMITS.

P.S: RESIDENCE PERMIT COULD BE GIVEN AT MOST TWO MONTHS PRIOR TO THE EXPIRATION DATE OF THE PASSPORT. FOR EXAMPLE, IF ONLY 3 MONTHS LEFT TO THE EXPIRATION DATE OF HIS/HER PASSPORT, THE STUDENT COULD ONLY TAKE 1 MONTH RESIDENCE PERMIT. FOR THIS REASON, IF A STUDENT WOULD LIKE TO TAKE 4 MONTHS RESIDENCE PERMIT, THE VALIDITY OF HIS/HER PASSPORT SHOULD BE AT LEAST 6 MONTHS.

10- **INFORMATION FOR FOREIGNERS****

(YOU MUST WRITE NAME-SURNAME-SIGNATURE-DATE ON THE "TEBELLÜĞ EDEN" PART IN THIS DOCUMENT ON THE MAIL ATTACHMENT.)

* ERASMUS OFFICE WILL SUPPLY

** The Erasmus office will send you an e-mail.

NOTE: STUDENTS WHO HAVE TURKISH CITIZENSHIPS OR BLUE CARDS DON'T NEED RESIDENCE PERMIT.