

## RESIDENCE PERMIT FOR INTERNATIONAL STUDENTS

Our Office is responsible for taking our students' residence files to the Directorate General of Migration Management. Therefore, the student must submit their residence documents to the International Office within **A WEEK** after applying, in a complete and accurate manner.

### Required Documents:

- 1) Legal Transactions File (the one in pink)
- 2) Four (4) passport-size photographs
- 3) Two (2) **FILLED** [Declaration Forms](#)
- 4) Student Application Form obtained from [the official website of the Immigration Department](#) with **the fingerprint criminal number** (as indicated on the second page)
- 5) - Copy of passport or equivalent documents (pages containing personal information)  
- Last entry stamp to Turkey (for first-time applications)  
- Copy of the previous residence permit (for extension and transfer applications)
- 6) Student Certificate - in Turkish (obtained through the [Campus System](#))
- 7) Document that shows the address information where you reside:

#### **For extension requests:**

- Residence address document obtained from ([E-Government](#))

#### **For first-time applications:**

- If you are the house owner: A copy of the property deed
  - If you are a tenant: A copy of the valid and notarized lease agreement
  - If residing in a student dormitory/hotel or similar:
    - Document proving residence in a student dormitory (with QR code or "Signature Circulars" document)
    - Or a document proving your stay in the hotel and a receipt indicating the accommodation payment
  - If residing with a sponsor:
    - A notarized commitment letter from the sponsor to the student (if the sponsor is married, a notarized commitment letter for the spouse as well)
    - A residence address document for the sponsor obtainable from ([E-Government](#))
    - The latest utility bill (electricity/water/gas) in the sponsor's name
    - Birth certificate model for the sponsor if the sponsor holds Turkish citizenship
- 8) Valid health insurance:
    - General health insurance (made within the first three (3) months after entering the country),
    - Or Private Health Insurance covering the residence permit application period
  - 9) Residence Permit Payment Receipt ([Payment can be made online](#) or at the Tax Office)

**Make sure to bring your passport with you to the International Office.**



10) Addresses of foreigners UETS:

- Passport and foreign ID number
- GSM number
- You can obtain it from PTT branches after providing a valid email address and filling out the UETS application form

Foreigners with an electronic signature will be able to apply for UETS online at <https://www.etebligat.gov.tr/>.

11) Any other document that may be requested by the Immigration Office.

**To Provide Fingerprints, Students Must Bring the Following Documents:** (If It's written in the Application Form you don't need to obtain it again)

- 1- Student Application Form obtained from the website <https://e-ikamet.goc.gov.tr/>.
- 2- Copy of the passport or equivalent documents (pages containing personal information).
- 3- Student Certificate - in Turkish (obtained through the campus system and electronically signed).

And go to one of these centers:

- Directorate General of Migration Management in Istanbul (İstanbul İl Göç İdaresi Müdürlüğü)
- Presidency of the Working Group in Esenyurt (Esenyurt İlçe Çalışma Grubu Başkanlığı)
- Kumkapı Coordination Center (Kumkapı Koordinasyon Merkezi)
- Presidency of the Working Group in Pendik (Pendik İlçe Çalışma Grubu Başkanlığı)
- Presidency of the Working Group in Sultanbeyli (Sultanbeyli İlçe Çalışma Grubu Başkanlığı)

**Note:** Files without fingerprints will be separated as incomplete documents, and the files will be returned for submission after fingerprints are taken.

**For Students Under 18 Years Old:**

- For those arriving with visa exemption or a visa for a different purpose:
  - Document containing parent/guardian information (birth certificate, family certificate, etc.).
  - Consent letter from the parent/guardian/legal representative, and a commitment letter from the third party provided by the parent/guardian.
- For those arriving with a student visa:
  - No consent letter or document containing parent/guardian information will be required.

**For Erasmus students, the situation is exactly the same and no different procedures will be applied to them.**

# International Office

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ISTANBUL SABAHATTIN ZAIM UNIVERSITY

