



YILDIZ TECHNICAL UNIVERSITY POLICIES CONCERNING RESIDENCE PERMIT APPLICATIONS

FIRST PART Purpose, Scope, Basis

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ARTICLE 1- (1) To determine the policies and procedures concerning the submission of residence permit applications to the Provincial Immigration Administration via our university for the international undergraduate and graduate students registered at our university.

Basis

ARTICLE 2- (1) These policies are based on Article A entitled under General Terms in "Policies and Procedures Concerning the Application of the Protocol on the Principles of Cooperation for Residence Permit Applications of Foreign Students in Higher Education Institutions, Post-Doctoral Researchers and Academics and Their Families" signed between the Ministry of Interior, Directorate General of Migration Management, and the Higher Education Council.

SECOND PART Procedures Concerning Residence Permit Applications

Submission of Residence Permit Applications

ARTICLE 3- (1) The student is responsible for sending the required application documents and follow up the processes concerning the residence permit. The documents containing the required files specified in this directive must be sent to the below address of our University via postal mail of student's preferred courier company.

Address: Yıldız Teknik Üniversitesi
Genel Evrak
Davutpaşa Kampüsü Davutpaşa Mah. Davutpaşa Caddesi
34220 Esenler- İstanbul

Follow-up Process for Students Sending Their Documents to our University for Residence Permit

ARTICLE 4- (1) Students may learn about their documents' status from "Current Status of **Residence Permit File**" link on the website of Students Affairs Office.

(2) In case of missing and/or incorrect files, the Immigration Office informs the student via a short text message sent to the provided mobile phone number.

(3) In cases where the Immigration Office informs our university about such cases mentioned in (2), students can access the provided information via "Current Status of **Residence Permit File**" link on the website of Student Affairs Office.

(4) It is the responsibility of the student applying for the residence permit to follow the information from the checklist and complete any missing or incorrect documents. This responsibility continues until the student receives the card. No further information could be provided by the university.

Required Documents for Student Residence Permit Application

ARTICLE 5- The file sent to our University by postal mail should include all the documents listed below. The University is not authorized to review the files under any circumstances. In such case where the Immigration Office rejects the application due to missing or incomplete file, all responsibility belongs to the student.

All documents must be submitted in a full cover cardboard file. [Click here](#) for a sample file image.

(The Immigration Office does not accept applications sent without a full cover cardboard file.)

(1) Registration Form for Student Residence Permit

- The Registration Form for Student Residence Permit must be filled out within the legal period from <https://e-ikamet.goc.gov.tr/>, and must be printed out.
- If applicant is applying for a residence permit for the first time, **this video could be useful** while filling out the form.
- If applicant is applying for an residence permit extension, **this video could be useful** while filling out the form.
- In case another residence permit is being hold by the applicant rather than a student residence permit, "**I am applying for a transition to residence permit**" section should be checked.

Important Reminders:

- In the online application form, applicants should not forget to sign the signature field on page 6.
- Applicants should ignore the information regarding the location and date of the appointment that would appear at the end of the application.
- Only the University should send the files to the Immigration Office. Applying to the Immigration Office in person is considered as invalid application. Therefore, students are required to send their files to the University.
- Applicants should ignore the e-mails sent by the Immigration Office regarding the date of the appointment.
- Applicants should write their permanent address when applying for a residence permit.
- When approved, applicants' residence permit cards will be sent to their permanent address.

Legal Period

- Students applying for the residence card must act within the legal period starting from the date of entrance to the country (e.g., within 1 month if applicant holds a 1-month visa / 3 months if applicant holds a 3-month visa exemption)
- To apply for extension, students must apply for a residence permit in 2 months (60 days) before the expiration of the residence permit (**Extension Application - Student - Bachelor / Master / Doctorate**). For example, if student's residence permit expires on 19.04.2021, the applicant must apply for an extension starting from 19.02.2021.
- **For Transfer Application:** Within 20 days starting from the date that the student qualifies for student residence. (e.g., After completing the Turkish Preparatory Classes or starting to take English Preparatory Classes / While holding a Short Term Residence after completing the final student enrollment)

(2) Four (4) Biometric Photographs Compliant with ICAO Standards

- Four (4) biometric photos which should comply with ICAO Standards. ([Click](#) for detailed information.)
- Family photos, selfies, out-of-date or black-and-white photos should not be uploaded which would make it difficult to recognize the applicant, otherwise residence permit document will not be issued.
- Four (4) biometric photos should not be adjacent to each other. Photos should be cut out.

(3) Photocopies of Passport, Visa (if applicable) and Entry Stamps

- Applicants should send the first page of the passport, visa (if any) and entry stamps on a separate page; photocopies should not be sent in one page.
- If applicant's passport is changed after the declaration of the e-residence application, photocopies of the first pages, visa pages and entry stamps of your old passport and your new passport should be included.

(4) Student certificate

(5) Address Form

- [Click here](#) to download the Address Form.
- Please sign the printed form after filling in.
- [Click here](#) to get help while filling in the document.
- The rental contract is not accepted as a residential document provided from Civil Registry or through E-government.

(6) Health insurance

- If applicant does not have any insurance at the time of the application and planning to make insurance claim from SSI (Social Security Institution) within 3 months, they need to fill in this form. ([Document 4](#)) (Only those applying for a residence permit for the first time can use the relevant document.)
- Only first-time applicants can fill in the health insurance claim document. Students who will apply for Extension and Transfer cannot fill out their health insurance claim document. Students who will apply for Extension and Transfer must have one of the Valid Health Insurance Types listed below while sending their documents to the university by courier.

Valid Health insurance types:

- Private health insurance. The policy should contain this statement: "İşbu poliçe 06/06/2014 tarih ve 9 sayılı ikamet izni taleplerinde yaptırılacak özel sağlık sigortalarına ilişkin genelgede belirlenen asgari teminat yapısını kapsamaktadır. (This policy covers the minimum coverage determined in the circular on private health insurances to be made in residence permit requests dated 06/06/2014 and numbered 9)". Please submit the signed and stamped/sealed original copy of your insurance policy during the application!
- E-signed/signed and stamped/sealed provision document from the Social Security Institution. It is important that the document should not be dated 3 days at the latest before the student residence permit. In case documents are

planned to be sent to the university on 19.02.2021, provision documents should be taken on 16.02.2021 at the earliest.

- E-signed/signed and stamped/sealed provision document received from Provincial Social Security Institutions showing the applicant can benefit from health services in Turkey upon bilateral social security agreements (Documents must be the originals. The Immigration Office does not accept photocopies.)
- The insurance period must cover the desired residence permit duration. (e.g., Students who have private insurance for a year can get a one-year residence permit)
- A valid health insurance is not required for individuals under the age of 18 or over 65, nonetheless valid health insurance holders must submit their documents.

(7) Receipt of Residence Permit Tax Fee

- Residence Permit Tax Debt can be paid using the Revenue Administration website ([Click here](#)). To get help about the website [click here](#). After the payment, two (2) copies of the relevant receipt should be printed out.
- After completing the residence permit application form, the student residence permit fee could be paid from the nearest tax office. Contact information of all tax offices in İstanbul can be found in this [link](#).
- The application must be completed first to pay the tax debt. After completing the application, the payment can be made with the residence permit application number in the following format e.g., 20 ** - ** - *****. Passport, application form and residence card (if any) should be present with the applicant at the Tax Office.)
- The payment could be made from one of the nearest Vakıfbank, Ziraat Bank, Halkbank branches using the following tax code and remark: **"9207 - İKAMETGÂH TEZKERESİ DEFTER SATIŞ BEDELİ"** (RESIDENCE PERMIT TAX FEE). This procedure is only valid for the students applying for extension or transition.
- The tax payment could be made via e-ikamet website and the printout of the payment receipt could be included within the documents. (The application should be completed for the payment button to be activated on the e-ikamet website. This button is active only after completing the residence permit application form for the duration of fifteen (15) days. (These documents must be the originals; photocopies are not accepted)

(8) Birth Certificate for Students Under the Age of 18 Years and the Parental Consent

- In case students are under the age of 18 years and have visa requirements while entering the country, the relevant documents are not required. (except for e-visa)

Birth Certificate;

- In case the birth certificate is taken from Turkish authorities, it must be e-signed/signed and stamped/sealed. If it is obtained from abroad, a notarized Turkish translation and apostille annotation is required. In case of being a citizen of the country that is not a party to the apostille agreement, the document must be approved by the relevant authorities of that country (Consular approval and Ministry of Foreign Affairs approval or authorized Turkish bodies in that country).

Parental Consent;

- For students under the age of 18 years, consent of the mother/father or legal representative abroad will be required. [If taken from Turkish authorities, the consent must be e-signed/signed and stamped/sealed. In case of being a citizen of a country that is not a party to the apostille agreement, the document in question must be approved by the relevant authorities of that country (Consular approval and Ministry of Foreign Affairs approval or authorized Turkish bodies in that country.)]
- In the absence of a mother or father (in case of death, the surviving spouse must present a death certificate of the deceased), the consent declaration must be [e-signed/signed and stamped/sealed if taken from the Turkish authorities. In case of being a citizen of a country that is not a party to the apostille agreement, the document in question must be approved by the relevant authorities of that country (Consular approval and Ministry of Foreign Affairs approval or authorized Turkish bodies in that country.)]
- In case of divorce, the child's custody document [must be e-signed/signed and stamped/sealed, if taken from the Turkish authorities. In case of being a citizen of a country that is not a party to the apostille agreement, the document in question must be approved by the relevant authorities of that country (Consular approval and Ministry of Foreign Affairs approval or authorized Turkish bodies in that country.)]

(9) Photocopy of Residence Permit Card (for extension applications)

- Double-sided photocopy of the residence permit card is required (Applicants who do not have the residence permit card should ignore this item.)

Important Reminders:

- Students who do not apply for a residence permit within the legal period or who have an excuse for a Student Residence permit application must fill in a petition while sending their documents to the University. [Click here](#) for the petition. After filling in this petition, it must be added to the applicant's file.
- The residence permit application is evaluated by the Directorate General of Migration Management. The legal period for the evaluation and finalization of the Residence Permit Application by the Directorate General of Migration Management is 90 days.
- The status of the student residence permit applications can be queried from the Foreigners Communication Center (YIMER) - 157 Call Center. When calling the YIMER - 157 Call Center, make sure that the passport number and residence permit registration number (20 ** - ** - *****) is present.
- Information about leaving Turkey for a short period of time before getting the residence permit is available in this [link](#).
- Necessary steps to follow the residence permit application approval or rejection can be reached from this [link](#).