

# RESIDENCE PERMIT

## Steps:

### 1. ONLINE APP

Make your residence permit online application <https://e-ikamet.goc.gov.tr/>

### 2. COLLECT FILES

Collect all the required files.

### 3. PAY TAX FEE

Pay the residence permit card tax fee online or at a Vergi Dairesi.

### 4. GIVE FINGERPRINTS

Give your fingerprints at an Immigration Office.

### 5. SUBMIT YOUR FILES TO THE INTERNATIONAL OFFICE

Submit within 13 days of the online app form date.

## 1. Online Application



The first step in your application is to apply online via [https://e-ikamet.goc.gov.tr.](https://e-ikamet.goc.gov.tr/)

It is your responsibility to make a first application or apply for an extension if your current residence permit card has not yet expired. You must apply online before your visa expires.

- If you have an existing residence permit card and it has not expired, you can apply 59 days before the expiration date, but your new card will be sent after your current card expires.
- After completing the online application, you have 10 days to complete the steps below and submit your file. Therefore, we kindly ask you to prepare for the 10-day application process considering the expiration date of your current residence permit card.

## 2. Collect your files

- A printout of your online application form (you must download it after you complete the online application, after you give your fingerprints they will write a fingerprint code on the top)
- A printout of the Declaration/Control document
- 4 biometric headshot photos
- Passport
- Photocopy of passport pages (the page with your photo and identification info, and the page with the last entry stamp and visa)
- Student Certificate in Turkish (must be recent, you may request it from e-campus)
- Health Insurance Policy in Turkish (must be valid for one year minimum)
- 565 TL Residence permit card fee receipt
- E-visa printout (for students who have an e-visa)
- Proof of Address (Notarized rental contract, dormitory document etc., please visit our website for details)
- NENS application form which you can get from PTT (for persons who already have a foreigner ID number and are therefore applying for renewal)
- Photocopy of Previous Residence Permit Card if you are applying for renewal (front and back sides)

## 3. Pay Tax Fee

In 2024 this amount is **565₺**. It can be paid by:



- Going to any Tax Office (they will give you an original tax payment receipt, which you must add to your file)
- Online from the website:  
<https://dijital.gib.gov.tr/hizliOdemeler/gocldaresilkametTezkeresiHarciOdeme>

You must print out the payment receipt and add it to your file.

## 4. Give fingerprints

**Take your files and go to one of the offices below to give your fingerprints:**

- İstanbul İl Göç İdaresi Müdürlüğü
- Esenyurt İlçe Çalışma Grubu Başkanlığı
- Kumkapı Koordinasyon Merkezi
- Pendik İlçe Çalışma Grubu Başkanlığı

-Sultanbeyli İlçe Çalışma Grubu Başkanlığı

**Working hours:** 9 am - 5 pm Monday to Friday.

After you give your fingerprints, they will write a code onto your printed application form.



## 5. Submit files to the International Office on Tuesdays

Submit your files to us on a Tuesday, making sure **maximum 13 days** have passed since your online application form date.

After we take your files, come back on Friday for a receipt that you have submitted your residence permit files.



**Please carry the following documents with you at all times, until you receive your residence permit:**

1. Completed Residence Permit Application Form (you may print it out again from your application page <https://e-ikamet.goc.gov.tr/>, or photocopy it before you submit it to us)
2. Notification of Receipt Document (Tebliğ Tebellüğ Belgesi, you may pick this up from our office on the Friday after you submitted your file to us)
3. Original Passport

## Important Notes:

- You do not need to wait for your appointment date to give your fingerprints. After you complete your online application and collect your files, you may go and give your fingerprints
- Files submitted after 13 days from the online application date will not be accepted.
- If you have a missing document status on the Track my Application page of <https://e-ikamet.goc.gov.tr/>, you must submit that document yourself to the Immigration Office in Fatih, İstanbul.
- Once your residence permit is evaluated, you will receive information from the Immigration office regarding the results.
- Your residence permit cards will be delivered to the Student Affairs for you to pick up
- Students cannot leave Turkey before obtaining the residence permit document.
- Students are responsible for prolonging their residence permit according to their study period, if necessary.
- If you are coming from another university in Turkey to Işık University, you must apply for a residence permit within 10 days after you leave your previous university.
- The university is not responsible for the timeline of you submitting your files or any missing documents.
- Students who are below the age of 18 when applying for the residence permit must submit a notarized parental consent letter, a notarized Turkish translation of a birth certificate, as well as a notarized deed of consent.

**For more detailed information, please visit our website:**



You may also email us at [international.students@isikun.edu.tr](mailto:international.students@isikun.edu.tr).