



INTERNATIONAL STUDENTS' STUDENT RESIDENCE PERMIT **EXTENSION AND TRANSFER** APPLICATION GUIDE

**The application process must be completed before the current residence permit expires.*

Dear Student,

You can complete your residence application process with the 2 steps outlined below:

- 01 Complete your application through the website <https://e-ikamet.goc.gov.tr> and create an appointment for any available date through the system, and complete your fee payment.

*If you need assistance during this process, you can contact the Presidency of Migration Management Foreigners Communication Center at 157 in your native language.

- 02 Regardless of the appointment date and time provided by the system, please bring the documents listed below:

TUESDAY:

09:00 - 15:00

THURSDAY:

09:00- 17:00

You are required to deliver the documents directly to the International Office located at the Vadi Istanbul Campus D Campus (Hamidiye Mah. Selçuklu Cad. No: 10 D Blok Kağıthane/ Istanbul) between the specified hours.

Documents brought 20 days after the date on the application form will not be accepted.

Required Documents for Application:

Application form (*It must be signed by hand. It should include the fingerprint criminal number starting with GI or LS.*)

A copy of the passport or a document replacing the passport (*The original passport must be available during the document submission to the university.*)

A copy of the page in the passport showing the last entry stamp to Turkey (*This is the stamp placed by airport officials during the last entry to Turkey.*)

A photocopy of the front and back of the residence card *(Only required from students who have previously held a residence card.)*

A current student certificate

A current transcript *(Only required from students in their second year or higher.)*

Four biometric photos

Valid health insurance *(One of the insurance types mentioned below must be included in the file.)*

- General Health Insurance Certificate or a document from the Social Security Institution (SGK) showing that an application has been made for General Health Insurance.
- Private health insurance policy covering the duration of the residence permit application.

A document showing the address where the residence will be located.

- If staying in one's own house: "Copy of the Title Deed" *(together with a "Numbering Document" obtained from the municipality)* and the "Residence Certificate" obtained from e-Government *(if applying for an extension, a utility bill for the residence and the passport of the bill owner must also be presented)*.
- If staying with a rental agreement: "Notarized copy of the rental agreement" *(The rental agreement must be made in the presence of a notary in the "Drafting" format by both the landlord and the tenant. If the rental agreement is made in the name of the student's mother/father, a document proving that they are the student's mother/father must be provided)*.
- If staying in a student dormitory: "Document proving stay in the dormitory" *(If the document is not barcode and QR code, it must be a dormitory signature certificate)*.
- If staying in a hotel or similar accommodation: "Document proving stay in these places and a receipt showing the payment for the stay"
- If staying in someone else's house: "Notarized affidavit of the person with whom the student is staying" *(If the person with whom the student is staying is married, the notarized affidavit of their spouse must also be provided. If the person providing the affidavit is a Turkish citizen, the address declaration document obtained from e-Government, original utility bill, and detailed civil registry record must be submitted; if the person providing the affidavit is a foreign national, only the address declaration document and original utility bill must be submitted)*.

A receipt proving that the residence permit fee has been paid.

National Electronic Notification System (UETS) document.

- Those who apply for a new residence permit within the first 90 days after the expiration of their current residence permit, as well as those applying for an extension, must obtain a National Electronic Notification System (UETS) document through PTT or the e-Government system.

When the documents are delivered to the Presidency of Migration Management by our university, a document (Delivery Receipt) that will remain valid until the residence application is finalized will be handed over to the university official for delivery to the students. This document must be collected by the student themselves from the International Office.

- **The residence permit applications or existing residence permits of students who have not renewed their registration or selected courses will be canceled by the Presidency of Migration Management.**