



I LODGE AN APPLICATION  
FOR RESIDENCE PERMIT FOR  
THE FIRST TIME



I APPLY FOR THE EXTENSION  
OF THE DURATION OF  
RESIDENCE PERMIT




I LODGE A TRANSFER  
APPLICATION FOR RESIDENCE  
PERMIT



# General Information

- **Residence permit** which is required for both social order of the foreigner and the legal order in Turkey provides the foreigner with the right to live in certain places in Turkey within the given period.
- This permit issued by the competent authorities shall be issued upon the request of the person and it shall be issued when the foreigner fulfills the necessary conditions for it.
- The application for residence permit shall be submitted by the foreigners themselves, by their representatives or by lawyers



International Office helps you with your residence permit application and documents. So, you will need to contact the International Office and get an appointment to finalize the procedure.



# Required Documents for Residence Permit Application

- **PASSPORT:** You need to have a valid passport in hand during your stay in Turkey. The International Office will ask you to bring your original valid passports on the day to the trip to the Police Station for the first appointment of residence permit is set.
- **4 IDENTICAL PHOTOS:** You need to have ready 4 identical photos for the residence permit application. Please keep in mind that non-identical, photocopied or black and white photos will not be accepted.
- **HEALTH INSURANCE:** You are obliged to have a health insurance in order to obtain your residence permit in Turkey.
- **APPLICATION FEE:** The International Office will inform you about the residence permit application fee and collect the required amount upon your arrival at the University. (**Approximately 110 TL**).





# Application procedure

- Erasmus Student Confirmation Letter: prepared by the International Office and signed by the Vice-Rector.
- Online application form: <https://e-ikamet.goc.gov.tr/> (you should have your biometric photograph electronic to save in the online system)
- Make an appointment with the International Office to fill in the form.
- Print the form and wait for the appointment time
- Payment of the fee



REPUBLIC OF TURKEY  
MINISTRY OF INTERIOR  
DIRECTORATE GENERAL OF  
MIGRATION MANAGEMENT

Tr Ru En Ar

e-ikamet  
residence



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# Information

- You have to fill in the necessary sections completely and accurately for the registration.



## First Application Processes

Please Select the Type of the Application.



I WOULD LIKE TO LODGE A NEW  
APPLICATION



I WANT TO CONTINUE MY  
APPLICATION



I WOULD LIKE TO SEE MY  
APPLICATION RESULT

### IMPORTANT

(!) Regarding actions and procedures on foreigners, Directorate General of Migration Management does not work with third natural persons and/or legal persons. However, recently, the number of false documents in residence permit applications submitted to Provincial Directorate of Migration Management has increased and it has been determined that those applications are mostly made by persons or companies working for a certain fee. Please, make your residence permit applications in person and do not rely on third natural persons or legal persons.

(!) In addition, legal action will be taken in accordance with Article 206 of Turkish Penal Code No. 5237 on foreigners who have made a false statement while applying for residence permit. In addition to this, their residence permit applications will be refused, their residence permit will be cancelled if it has been issued and removal procedures will be initiated for them. It is highly announced to those concerned.

# Information

- Preregistration form must be filled in for the application.
- You must fill in the fields with asteriks. You cannot complete your application unless you fill in these fields.
- You must fill in all necessary fields carefully, completely, accurately, properly according to the instructions.



## First Application Processes

### Pre-registration Form

Name



Nationality ID Number



His/her Last Name



Nationality

Date of Birth



Passport Document Number



Father's Name



Communication Preference

Mother's Name



E-Mail



Gender



Cell Phone



All fields marked with red are mandatory.

I'm not a robot



reCAPTCHA  
Privacy - Terms

Save



# Payment

- You need to have a **Tax Number** to do payment in Turkey.
- A request letter will be prepared for tax number.

T.C. MALİYE BAKANLIĞI	VERGİ KİMLİK NUMARASI KARTI
ADANA ÇUKUROVA	Defterdarlığı Vergi Dairesi
Vergi Kimlik No. :	388 073 2035
Soyadı (Unvanı) :	
Adı :	
Taşıt Plaka No. :	

ÇUKUROVA VERGİ DAİRESİ MÜDÜRLÜĞÜNE  
(ÇUKUROVA TAX OFFICE)

Türkiye'deki resmi işlemlerde kullanmak üzere adma vergi kimlik numarasının verilmesini arz ederim.

(I want a tax number to use for the official processes in Turkey)

Baba adı (Father's name) :

Anne adı (Mother's name) :

Doğum tarihi (Date of Birth) :

Ülkesi (Country) :

ADRES (ADDRESSES) :

**TELEFON** :  
(Phone Number)

EKİ :

Pasaport Fotokopisi

# Health Insurance

- If your country and Turkey has **an agreement for health service**, you need to get a paper from your country. When you arrive in Adana, you can go to the SGK (Social Health Service) and get the confirmation paper from there.

CZ/TR 111

**SMLOUVA MEZI ČESKOU REPUBLIKOU A TÜRECKEM O SOCIÁLNÍM ZABEZPEČENÍ  
TÜRKİYE CUMHURİYETİ VE ÇEK CUMHURİYETİ ARASINDA SOSYAL GÜVENLİK ANLAŞMASI**

**POTVRZENÍ O NÁROKU NA NEODKLADNÉ VĚCNÉ DÁVKY PŘI PŘECHODNÉM POBYTU  
GEÇİCİ KALMALARDA AYNI YARDIMLARA HAK KAZANMA BELGESİ**

Článek 15, odstavec 1 a článek 25 Smlouvy  
Anlaşmanın 15'inci maddesinin 1'nci bendi ve 25'inci maddesi  
Článek 7 odstavec 1 a 2 Správního úředníku  
İdari düzenlemenin 7'nci maddesinin 1 ve 2'nci bendi

(1) V náležitých případech předložit tento formulář přímo lékaři, nebo nemocnici.  
Acil durumlarda bu formu doğrudan doktora veya hastaneye veriniz.

(2) Kompetentní instituce vyplní formulář a zašle jej příslušné osobě nebo instituci v místě pobytu, pokud byl formulář vyplněn na její žádost.  
Yetkili Kurum bu formülere dolduracak ve ilgili şahsa ya da, eğer formüler talep üzerine düzenlenmiş ise o yetkili kuruma gönderecektir.

1	Pojištěná osoba / Sigortalı şahıs	
1.1	Příjmení / Soyadı .....	Rodné a všechna další příjmení Doğum kaydındaki ve mevcut diğer soyadları*
1.2	Jméno / Adı .....	
1.3	Jméno po otci / Baba Adı *	
1.4	Datum narození / Doğum tarihi 05.06.1992	Místo narození / Doğum yeri *
1.5	Adresa/Adresi POD VRSCHY 57 ..... ČESKÁ REPUBLIKA	
1.6	Číslo pojištění Kimlik numarası – Sigorta numarası : 9256053334 Turecké číslo identifikačního dokladu Türk Kimlik Numarası *	

T/A 11

**DEUTSCH – TÜRKISCHES ABKOMMEN ÜBER SOZIALE SICHERHEIT  
TÜRK-ALMAN SOSYAL GÜVENLİK SÖZLEŞMESİ**

Bescheinigung über Anspruch auf Sachleistungen bei Aufenthalt in der Türkei<sup>1)</sup>  
Art.12 Abs. 1 Buchst. b) und c), Art. 14 Abs. 1 Satz 2 und Art. 14 Abs. 3 Satz 2 des Abkommens;  
Art.9 der Durchführungvereinbarung

Türkiyede ikamet sırasında, sağlık yardımlarının talep edilmesi hakkında Belge<sup>2)</sup>  
Sözleşmenin 12. maddesi 1. fıkrası b ve c bendi 14. maddesi 1. fıkrası 2. cümle ve 14. maddesi 3. fıkrası 2. cümle.  
Tabiiat anlaşmasının 9. maddesi

Versicherter / Sigortalı  Rentenbezieher / Aylık veya gelir sahibi

1. Vorname, Name, Anschrift in Deutschland<sup>3)</sup> / Soyadı, Adı, Almanya adresi<sup>3)</sup>

- Bitte mit Schreibmaschine oder in Blockschrift ausfüllen -  
- Remplir à la machine ou en caractères d'imprimerie -

Dorfstr. 43  
D 06577 Oberheldrungen

1.1	Versicherungsnummer/ Sigorta numarası	Geburtsdatum/ Doğum tarihi
	A402664346	11.07.1968

2. Familienangehörige/ Alle fertiger

Name/ Soyadı	Vorname/ Adı	Geburtsname/ Kızlık Soyadı	Geburtsdatum/ Doğum tarihi

2.2 Ständige Anschrift 3) / Daima Adresi 3)

3. Die vorgenannten Personen haben bei Aufenthalt in der Türkei Anspruch auf Sachleistungen bei Krankheit und Mutterschaft, falls solche Leistungen wegen des Zustandes der betreffenden Person sofort benötigt werden.

3. Yukarıdaki isimleri yazılı kimseler, Türkiye'de ikamet sırasında durumlari derhal yardım yapilmasini gerektirdigi takdirde, anelik ve hastalik halinde, yaridim talep etme hakkina sahiptirler

4. Diese Bescheinigung gilt für die Zeit  
vom 12.06.15  
tarihinden / bis 31.01.16  
tarihine kadar geçerlidir

R / TR 3

**ACORD ÎNTRÉ ROMÂNIA ŞI REPUBLICA TURCIA ÎN DOMENIUL SECURITĂŢII SOCIALE  
ROMÂNIA ÎLE TÜRKİYE CUMHURİYETİ ARASINDAKİ SOSYAL GÜVENLİK SÖZLEŞMESİ**

Formular privind dreptul la prestații medicale pe durata reședinței  
Geçici İkamet Esnasında Sağlık Yardımı Formülünü

Articol : 14, 16/3 și 26 din Acord  
Articol: 14 și 22 din Aranjamentul Administrativ

Sozleşme maddesi : 14, 16/3, 26  
İdari Anlaşma Maddesi 14 ve 22

I  reședința pe durata detașării ( potrivit prevederilor art. 14/1 din Acord )  
Görevli bulunma, ( sözleşmenin 14/1 )

II  reședința ( potrivit prevederilor art. 14/2 și 16/3 din Acord )  
Geçici bulunma, ( sözleşmenin 14/2, 16/3 )

III  autorizația schimbării reședinței ( potrivit prevederilor art. 14/3 și 26 din Acord )  
Muvafakat alınarak bulunma, ( sözleşmenin 14/3, 26 )

Codul de asigurări sociale din România  
Romanya'daki sigorta numarası

Codul de asigurări sociale din Turcia  
Türkiye'deki sigorta numarası

Codul numeric personal din România  
Romanya Kimlik Numarası

Numărul de identificare din Turcia  
T.C. Kimlik Numarası

Instituția competentă din Turcia  
Yetkili Türk Kurumu

1	<input type="checkbox"/> Persoana asigurată Sigortalı	<input type="checkbox"/> Pensionar Aylık sahibi	<input type="checkbox"/> Liber profesionist Gelir sahibi
1.1	Numele (numele avut anterior) Soyadı (Bu güne kadar kullandığı soyadları)	Prenumele Adı	Data și locul nașterii Doğum tarihi ve yeri
1.2	Prenumele tatălui /Baba Adı	Sex /Cinsiyeti	Cetățenia /Uyruğu
1.3	Adresa din România/ Romanya'daki ikamet adresi : .....		

# Private Health insurance

- ▶ As for private health insurance, students are required to have a health insurance that is **valid for the duration of their studies/stay**.
- ▶ If you have one from your country, you should submit **either option**
  - ▶ the company should confirm that your insurance covers minimum requirement for resident permit + list of hospitals
  - ▶ it should be translated into Turkish + list of hospitals



If you need to buy a new health insurance when you are in Turkey, you are free to check some alternatives and buy one as soon as possible.





Any questions???