



GUIDE for STUDENT RESIDENCE PERMIT PROCESS

International Students Office



Dear International Students,

All international students studying in Türkiye must have a student residence permit during their education period. According to the decision of Directorate of Migration Management, the students individually submitting the documents to the relevant offices of the Directorate on their appointment dates.

Before submitting the documents, you should bring the documents to our Office at least one day before your appointment date. A new Document Approval Appointment System has been prepared by our Office to record your residence permit application and help you to check your documents before bringing them to our Office.

This guide has been prepared to clarify the residence permit application process and to inform you about the new system.

Please do not hesitate to contact us for further questions.

1st Step: Preparing Application Form

Students should enter the e-residence website (<https://e-ikamet.goc.gov.tr/>) and make an application according to their residence type.

- If you do not have student residence permit, you should click on «I Lodge An Application for Residence Permit For The First Time»
- If you have student residence permit and would like to extend, you should click on «I Apply For The Extension Of The Duration Of Residence Permit»
- If you have any other type of residence permit (e.g. short term), you should click on «I Lodge A Transfer Application For Residence Permit»

You may get help about filling the application form, [here](#)!

2nd Step: Preparing Other Documents

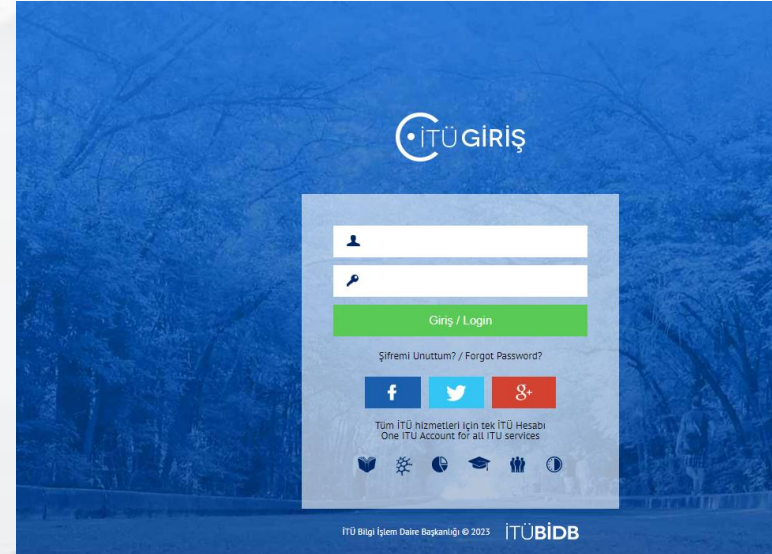
After completing your application form, you should prepare other required documents. You may find detailed information about other documents and how to prepare them, [here](#)!

Please be sure that all documents on our website are ready and in the order, before coming to our Office to get approval for your documents.

3rd Step: New Document Approval Appointment System

A new system has been prepared by International Students Office and the students should submit the required information to this system before bringing the documents to our Office to get approval.


Enter the website <https://www.sis.itu.edu.tr/onkayitlar/YBrandevu> and enter your ITU username and password.



3rd Step: New Document Approval Appointment System

When you enter your username and password, the student number selection page will be open.

Please enter your ITU student number and click on «Next».

 **ITU Registrar's Office**
Appointment Request For Residence Permit

Please Choose Your Student Number.

Student Number :


Next




3rd Step: New Document Approval Appointment System

The information submission page will be open after you enter your ITU number.

On that page there are 3 pages:

- General information
- Checklist
- Submit

 **ITU Registrar's Office**
Appointment Request For Residence Permit

 M  M 

1 - General Information

2 - Checklist

3 - Submit

Appointment Procedure from the Registrar's Office for the Submission of Residence Permit Documents of Foreign Students

In order to make an appointment for deliver the documents to Registrar's Office of ITU University,, you must first apply for a residence permit at <https://e-ikamet.goc.gov.tr> and prepare all of the necessary documents. For the appointment, follow the steps below in order.

1- General Information
Click to enter the application type, registration date, registration number, passport number, contact and address information.

2- Checklist
Click for the procedures to be done.

3- Submit
Click here to Submit.

3rd Step: New Document Approval Appointment System

First of all you should click on «General Information» and submit the required informations to the relevant blanks and «SAVE».

1- General Information
2- Checklist
3- Submit

1- General Information

Read the explanations below and fill the required fields.

| Student Information | | | | | |
|---------------------|---|---------------------------|-------------------------|-----------------|-----|
| Student Number | 0 | Foreigner Identity Number | 99 | Name - Surname | M M |
| Nationality | | Purpose of Stay | Undergraduate (4 years) | Passport Number | P |

Please write the Document No information in the Travel document information field on the first page of the application form, please do not use a space.

| Information for application form of Residence permit card | | | |
|---|-----------------------|-------------------------------|------------|
| Type of Application | Extension Application | Date of Registration | 19.02.2023 |
| Registration Number | 2022-12-345678 | Applied Residence Permit Type | Student |

Registration number on the top right of the first page of your application form Example; 2020-xx-xxxxxxx


3rd Step: New Document Approval Appointment System

First of all you should click on «General Information» and submit the required informations to the relevant blanks and «SAVE».

| Information on Main Address/Contact in Turkey | | | |
|---|---|--------------|--|
| E-mail | <input type="text" value="itu@itu.edu.tr"/> | Phone | <input type="text" value="0531 123 4567"/> |
| | In the second page of your application form (Information on Main Address/Contact in Turkey) E-mail information that you specify in the field of flat. | | |
| Adress | <input type="text"/> | | |
| | In the second page of your application form (Information on Main Address/Contact in Turkey) Adress information that you specify in the field of flat. | | |
| Read the Remarks below. | | | |
| <p>1. If you do not have a residence permit card ; It is normal that your Foreign Identity Number above to start with 98, after receiving your residence permit card, you must inform the university. (https://www.sis.itu.edu.tr/EN/student/intenational-students/IDNumber.php) If you have a residence permit card ; If your Foreign Identity Number (starting with 99) is different than the Foreign Identity number above (starting with 99) displayed on the screen or if that number start with 98 which the Foreign Identity Number shown on the screen, you have to report this to the Registrar's Office. (https://www.sis.itu.edu.tr/EN/student/intenational-students/IDNumber.php)</p> <p>2. The name-surname information which you have registered to the university and the name-surname information in your residence permit application must be the same. Your application will not be accepted if the informations are not the same. Click to change your name and surname at the university. https://www.sis.itu.edu.tr/TR/ogrenci/uluslararasi-ogrenci/Errors.pdf</p> <p>3. If you think there is a mistake in the Student No and Reason of Stay fields you see on the screen, create a help ticket on ITU Help. http://https://www.sis.itu.edu.tr/TR/ogrenci/uluslararasi-ogrenci/Errors.pdf Incoming Erasmus students only those who make modifications in Purpose of Stay box on the Application Form must report ITU Erasmus Office.</p> <p>4. If you think there is a mistake in the Nationality field you see on the screen, create a help ticket on ITU Help. https://www.sis.itu.edu.tr/TR/ogrenci/uluslararasi-ogrenci/Errors.pdf</p> | | | |
| Save | | | |

3rd Step: New Document Approval Appointment System

On the system we also prepared a checklist for all documents. If your documents are ready, click on the checklist and do not forget to «SAVE».

 2- Checklist

| | |
|-------------------------------------|--|
| <input checked="" type="checkbox"/> | I signed the "Signature" field on the 1st page of the Online Application Form. |
| <input checked="" type="checkbox"/> | I have Four (4) Biometric Photographs Compliant with ICAO Standards. |
| <input checked="" type="checkbox"/> | I have Copies of Passport, Visa (if Possible) and Entry Stamps. |
| <input checked="" type="checkbox"/> | I have copy of the Residence Permit Card(if any) both front and back. |
| <input checked="" type="checkbox"/> | I have an original student certificate with photograph taken in a month from Registrar's Office. |
| <input checked="" type="checkbox"/> | I printed out "Address Information Document" from Registrar's Office website and filled it out. |
| <input checked="" type="checkbox"/> | If i am staying in a house prepared notarized Rental Contract and a bill (electricity, natural gas, water) or if i am staying in a dormitory i have a document from Dormitory which proves it. |
| <input checked="" type="checkbox"/> | I have Valid Health Insurance or SSI provision document. |
| <input checked="" type="checkbox"/> | I have Receipt of The Residence Permit Card Payment. |
| <input checked="" type="checkbox"/> | I printed out Declare and Accept Declarations Document from Registrar's Office and filled it out. |
| <input checked="" type="checkbox"/> | If I'm under 18, I've attached the birth certificate and Consent to my file which I obtained from my own country. |
| <input checked="" type="checkbox"/> | I have ordered all of my documents from 1 to 10 according to the line-up list on your residence permit website. |

Save

3rd Step: New Document Approval Appointment System

As final step, you should submit your document approval appointment request by click on «Submit». Then your document approval request will be done and you will get an email about this.



3- Make an Appointment

Click the "Submit" button below to submit your application information.

Submit

3rd Step: New Document Approval Appointment System

When you finalize your request, you will see a page that contains your contact informations. If you would like to cancel your request, please «Click to Cancel The Application»


Information on Main Address/Contact in Turkey

| | | | |
|--------|----------------|-------|---------------|
| E-mail | itu@itu.edu.tr | Phone | 0531 123 4567 |
| Adress | adress | | |

✗ Click to Cancel the Application.

3rd Step: New Document Approval Request System

When you see the page below, it means that your application for document approval appointment request has been made successfully. You may bring your Residence Permit Documents to our Office before your appointment date which is written on your Application Form.

 **Appointment Information**

Your application has been sent.

Do not print this page, At the time and place determined in the Appointment Information field, your documents must put in a single transparent bag and sort the documents from No.1 to No.10 respectively as determined in the link <https://www.sis.itu.edu.tr/EN/student/intenational-students/residence-permit.php>

| APPOINTMENT INFORMATION | |
|-------------------------|---|
| Date and Time | At least on day before your immigration office appointment. |
| Place | İTÜ International Student Office |

4th Step: Document Approval Process

If your documents are ready and you submitted all informations on our new system, you may bring your documents to our Office before your appointment date.

Our Office is located in Registrar's Office building in Ayazağa Campus and it is open between 08.00-12.30 and 13.30-16.30.

The Directorate of Migration Management will not accept your documents if you do not have approval from our Office.

5th Step: Document Submission

After getting approval for your documents from our Office, you should submit your documents to the relevant offices of the Directorate of Migration Management. The office and the appointment date informations are stated on your application form or the Directorate sending these informations to your mobile phone or email address.

Evaluation of the Residence Permit Application is done by the General Directorate of Migration Affairs. The legal period for the evaluation and conclusion of the Residence Permit Application by the General Directorate of Migration Affairs is 90 days. Your residence permit cards will be sent to the address that you have submitted on your application form.

You can view the status of your residence permit application on the website of the General Directorate of Migration Management by entering your information after choosing your application type (first application/extension application/transition application). You may also call 157 for any questions about your application.

6th Step: Submitting The Residence Permit Card Informations to the University

After receiving the residence permit card, all international students registered in our university are obliged to inform the residence permit card informations and Turkish ID numbers to Registrar's Office.

International Students who do not have their Turkish Foreign ID in the system are restricted from to entry to the Student Information System. International students are obliged to inform the Registrar's Office within 20 working days after receiving their residence card as follows. Until this procedure is completed, you are not allowed to register for courses or receive official documents(Transcript etc.)

You may get help for this process from our [website](#)!

Please do not hesitate to contact us for further questions!

Contact Informations:

Website: <https://www.sis.itu.edu.tr/EN/student/intenational-students/residence-permit.php>

Email: intstudents@itu.edu.tr

Phone: +902122853400

Address: ITU Ayazağa Campus, Registrar's Office Building, 34469, Maslak, Sarıyer, İstanbul



INTERNATIONAL STUDENTS OFFICE

