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, students have to submit their residence permit documents to International Students 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.

**International Students Office**

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**!

**International Students Office**

## 2nd Step: Fingerprint Process

After completing your application form, you should submit your fingerprints if you have not give before.

You should go to the migration managament centers below with your application form, valid passport and student certificate:

- İstanbul Provincial Directorate of Migration Management
- Esenyurt District Working Group Presidency,
- Kumkapı Coordination Center,
- Pendik District Working Group Presidency,
- Sultanbeyli District Working Group Precidency.

**IMPORTANT NOTES:**

1. Without submitting your fingerprints, your application will not be evaluated by Directorate of Migration Management. Please give your fingerprints to the centers above before submitting documents to our Office.

2. If you have submitted your fingerprint before, you do not need to submit again. However the criminal record number of your fingerprints must be written on your application form by the centers above. Without criminal record number, the application forms and other documents will not be accepted. When you complete your application form, visit any of the centers above and the officers will write criminal record number on your application form.

**International Students Office**

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3rd 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 submit your documents.

**International Students Office**

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4th Step: Document Submission Process

If all your documents are ready you may bring your documents to our Office for submission.

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 deadline for submitting your documents to our office is 7 days from the date you create your application form on e-ikamet website.** The International Student Office will submit the documents of all our students to the Provincial Directorate of Migration Management **on Tuesday every week**. In order to avoid any delays in your residence application process, **you must submit your documents to the International Student Office in full and in the order below, at least on Friday every week.**

5th Step: Application Evaluation.

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 informations after choosing your application type *(first application/extension application/transition application).* You may also call 157 for any questions about your application.

İTÜ | 250 TH YEAR 1773–2023

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**!

**International Students Office**

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