



RESIDENCE PERMIT PORTAL GUIDE

International Student Office

Dear International Students,

The Registrar's Office has established a dedicated website where international students at ITU can manage their residence permit procedures. This system has been designed to ensure that student residence permit applications can be easily tracked and that students can be informed promptly throughout the process. It is mandatory to enter the required information through the Residence Permit Portal before submitting your residence permit application documents to the International Student Office in Registrar's Office, Ayazağa Campus.

Additionally, notifications regarding your residence permit card must also be completed through the Residence Permit Portal.

This guide has been prepared to make it easier for you to use our new portal system. For any questions, you can contact us at intstudents@itu.edu.tr .

About The New Portal

RESIDENCE PERMIT PORTAL LINK:

<https://www.sis.itu.edu.tr/onkayitlar/YBrandevu/BasvuruEN/>





The screenshot shows the ITÜ login page with the following elements:

- Header: İTÜ GİRİŞ
- Input fields: "Kullanıcı Adı / Username" and "Şifre / Password"
- Button: "Giriş / Login" (green)
- Link: "Şifremi Unuttum? / Forgot Password?"
- Social media icons: Facebook, Twitter, Google+
- Text: "Tüm İTÜ hizmetleri için tek İTÜ Hesabı / One ITU Account for all ITU services"
- Footer: "İTÜ Bilgi İşlem Daire Başkanlığı © 2026 İTÜBİDB"

Click the link of the PORTAL, enter your ITU username and password and press the **Login** button.

Enter your current Student Number and press the **Next** button.

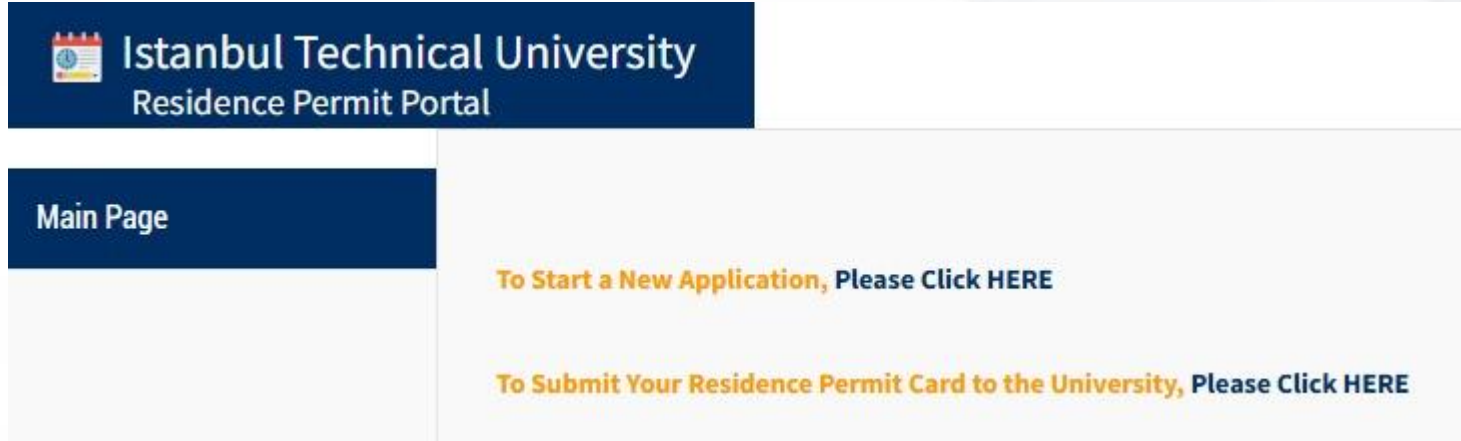
Please Enter Your Student Number.

Student Number:

Next

Below is the main screen when you enter the PORTAL.

- If you are applying student residence permit (new application, extension application, transfer application) you should follow the steps in «**To Start a New Application**» section.
- If you would like to submit your residence permit card pictures and informations, please click «**To Submit Your Residence Permit Card to the University**» section.



The page that opens displays a general information screen. Your Student Number, Foreign Identity Number, Name and Surname, Nationality and Education Level will be automatically written. You must fill in the remaining fields (red marked sections) exactly as written on your residence permit application form taken from E-ikamet website. Then click the **Save** button. Do not forget to read the important notes below.

Read the explanations below and fill the required fields.

Student Information			
Student Number	Foreigner Identity Number	Name - Surname	
Nationality	Study Level	Passport Number	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. Please bring photocopies of your all passports from the date you started your education at ITU, Don't forget to bring the original passport with you when you come to the ITU International Student Office, Visa Page (if you have), the main page and entry stamp page

Information for application form of Residence permit card	
Type of Application	Select
Registration Number	Registration number on the top right of the first page of your application form Example; 202x-xx-xxxxxxx
Date of Registration	Select Date... Registration date at the top left of the first page of the application form Example ; Click Here
Applied Residence Permit Type	Student

Last Owned Residence Permit Information (Attention for First Time Applications! If you already have a residence permit – even if it has expired – you must fill in the relevant field. If you have never obtained a residence permit in Türkiye before and you are applying for a residence permit for the first time, do not fill in the relevant field.)			
Residence Permit Number		Residence Permit Serial Number	
Residence Permit Start Date	Select Date...	Residence Permit End Date	Select Date...

Information on Main Address/Contact in Turkey	
E-mail	@itu.edu.tr To ensure your residence permit application process proceeds correctly and smoothly, it is important to check your email regularly.
Phone	In the second page of your application form (Information on Main Address/Contact in Turkey) Phone Number information that you specify in the field of flat.
Address	In the second page of your application form (Information on Main Address/Contact in Turkey) Address information that you specify in the field of flat.

Read the Remarks below.

- 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 through the Residence Permit Portal.
If you have a residence permit card ;
If the Foreigner Identity Number that is automatically displayed in the "Student Information" section is different from your own identity number, you must report this to the Registrar's Office by Residence Permit Portal
- 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>
- 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>

The checklist screen will appear. After confirming that you have all the required documents and meet the listed requirements, complete all checklist fields and click **Save**.

2- Checklist

Read Carefully

- This checklist page has been designed to allow you to review your student residence permit documents before bringing them to our office. Please make sure that you have prepared the documents listed below before visiting our office, and then click the "Save" button.

Read the explanations below and fill the required fields.

<input type="checkbox"/>	I signed the "Signature" field on the 1st page of the Online Residence Permit Application Form.
<input type="checkbox"/>	I have Four (4) Biometric Photographs Compliant with ICAO Standards.
<input type="checkbox"/>	Copies of your Passport(Please bring photocopies of your all passports from the date you started your education at ITU), Don't forget to bring the original passport with you when you come to the ITU International Student Office, Visa Page (if you have), the main page and entry stamp page
<input type="checkbox"/>	I have copy of the Residence Permit Card (if any) both front and back.
<input type="checkbox"/>	I have an original student certificate and transcript (If you haven't completed any previous academic semesters, meaning you don't have any graded courses, a transcript is not required.) with photograph taken in a week from Registrar's Office. Registrar's Office Address: click here
<input type="checkbox"/>	I have completed one of the required address information process described in the following link: click here
<input type="checkbox"/>	I have completed the fingerprinting process. For information on fingerprinting procedures : click here
<input type="checkbox"/>	I have Valid Health Insurance or SSI provision document.
<input type="checkbox"/>	I have Original Receipt of The Residence Permit Card Payment.
<input type="checkbox"/>	The declaration form consists of two pages , please print and fill in two copies of each page.
<input 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 type="checkbox"/>	I have the UETS Document (Not required for First Application)

save

After completing all your steps on the page that opens, press the **Submit** button.

 **3- Make an Appointment**

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

Submit

7th STEP

The screen that opens displays information about your application. You must visit the International Students Office with all your residence permit documents within 7 days at the latest. The office is open every day (except Tuesdays mornings), between 09:00–12:00 and 14:00–16:00 (please note that the office is closed on public/religious holidays and weekends). Throughout your residence permit process, you will receive email notifications from ITU, so please check your ITU email regularly.

Your application has been sent.

- DO NOT PRINT THIS PAGE!
- We have just sent you an informative email, please check your ITU email! Also, make sure to check your ITU email daily throughout the entire residence permit process.
- The date and location written in the Appointment information field of the website you are currently viewing, your documents must be placed in a single transparent folder and organized in the order indicated at the following link: [click here](#)
- When visiting our office, please ensure that you bring:
 1. Your original ITU student ID card
 2. Your original passport
 3. Your original residence permit card (if applicable)
- Please make sure to print and complete the declaration form in duplicate.
- You are required to visit the Migration Office to provide your fingerprints with your application form, valid passport, and student certificate. If you already have a fingerprint registration number, it will appear on your e-residence application form, as shown in the example provided in the link at the end of this text. If this information is included on your form, you do not need to visit the Migration Office. If it is not included, you must go in person.
- Information regarding fingerprinting procedures: [click here](#)

DOCUMENT SUBMISSION DATE, TIME AND LOCATION

Date and Time	Weekdays (except Tuesdays) 9:00-12:00 and 14:00-16:00. Closed on public/religious holidays and weekends.
Location	ITU International Student Office , For Address: click here

Student information

Student Number	<input type="text"/>	Foreigner Identity Number	<input type="text"/>	Name - Surname	<input type="text"/>
Nationality	<input type="text"/>	Purpose of Stay	<input type="text"/>	Passport Number	<input type="text"/>

Information for application form of Residence permit card

Type of Application	<input type="text"/> n	Date of Registration	<input type="text"/>
Registration Number	<input type="text"/> t	Applied Residence Permit Type	Student

Information on Main Address/Contact in Turkey

E-mail	<input type="text"/> u.edu.tr	Phone	0 <input type="text"/>
Adress	<input type="text"/>		

✗ Click to Cancel the Application.

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**FOR FURTHER QUESTIONS
PLEASE REACH US**
intstudents@itu.edu.tr

FOR DETAILS ABOUT DOCUMENTS PLEASE VISIT
<https://www.sis.itu.edu.tr/EN/student/international-students/residence-permit.php>

INTERNATIONAL STUDENT OFFICE