# STUDENT RESIDENCE PERMIT APPLICATION PROCESS

In order to receive higher education you must first register at our university, and also you are obliged to obtain residence permit in order to stay in our country legally.

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| APPLICATION STAGES |
| **The application process** consists of 4 stages as follows:1. The first thing you need to do is to apply online at e-ikamet.goc.gov.tr according to your application type (first or extension).
2. After printing out the online application form, if there is no fingerprint No. under the foreigner's ID No. on the application form, you should go to one of the immigration offices that accept fingerprints with your current student certificate and passport and give your fingerprints without wasting time.
3. After fingerprinting, you should prepare the following documents.
4. Finally, you must submit the documents you have prepared to the A-1019 No.lu international student unit room located in the Stone Building of our university in a pink file that you can obtain from Yıldız Stor on campus. DO NOT WAIT FOR THE APPOINTMENT DATE DETERMINED BY THE IMMIGRATION ADMINISTRATION!!
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| **AFTER APPLICATION** |
| 1. After filing an online application, the documents must be delivered to the office No.lu A-1019 within 7 days.
2. The submission of your documents to the Immigration Office is done only by our university!
3. When you come to our office to submit documents, you must have your original passport with you.
4. After the submission of your documents to the Provincial Migration Office, information about all processes is made directly to you by the office, at this stage, the immigration office will take care of all your questions instead of the university. You can follow up your file on the website of the migration administration and  **contact the Migration Management on the 157 YIMER** extension line.
5. After receiving your residence card, send the front/back image of your residence card to the admissions@yildiz.edu.tr address, including your student number, in order to update your identity information
6. It takes approximately 90 days for your residence card to be finalized, your card will be delivered to the address you have specified by PTT cargo and the information will be made to your phone number by the Migration Administration.
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| DOCUMENTS YOU NEED TO PREPARE FOR RESIDENCE PERMIT |
| * Residence permit registration/application form (signed by the student)
* Passport or passport substitute document (in the form of original seen)
* Document showing student status
* Lease Contract or Undertaking (Notarized)
* 4 biometric photos
* Valid health insurance (GSS or private health insurance covering the residence permit request period)
* Application Fee Payment Printout
* UETS Form
* [**Also, please CLICK HERE for the points to be considered.**](#_DİKKAT_EDİLMESİ_GEREKEN)
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| IMMIGRATION OFFICES WHERE YOU CAN GIVE FINGERPRINTS: |
| * + **Istanbul Provincial Directorate of Migration Management**
	+ **Esenyurt District Working Group Presidency**
	+ **Kumkapı Coordination Center**
	+ **Pendik District Working Group Chairmanship,**
	+ **Sultanbeyli District Working Group Presidency**
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|  **IF THE STUDENT IS UNDER THE AGE OF 18;**  |
| 1. **If these documents are to be made in Turkey;**
* **Birth certificate and Mother/Father consent are required**!
* **If there is an Apostille in the birth certificate and letter of consent,** a Notary Turkish translation is sufficient in Turkey.
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| 1. **If these documents are to be made in Turkey;**
* **If there is no Apostille in the birth certificate and consent letter,** the approval of your Consulate and then the Turkish District Governor is required and a notarized translation.
* **If your documents have the approval of the Embassy, there is no need for the approval of the District Governor!**
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| MATTERS TO BE CONSIDERED!! |
| There is no need to make an appointment for fingerprinting, you can go directly to the immigration office after taking out the online application form.Fingerprints must also be given before extension applications. |
| 1. **If the Application Type is Extension;**

In extension applications;Instead of a lease contract and a letter of commitment, a barcoded settlement certificate from e-government is required. In addition, a photocopy of the previous residence card must be included in the file. |
| 1. **If the Application Type is the First Application;**
* **If the Letter of Undertaking will be given and the sponsor is a citizen of** the Republic of Turkey, the following documents are required in addition to the sponsor;
* Certificate of Residence (can be obtained from e-government or from the Mukhtar's Office)
* The Invoice (Water, Electricity, Natural Gas) on behalf of the sponsor must be the original invoice, if not, online invoice and invoice agreements are also valid.
* Valid Population Registration Sample (to be obtained from e-government)
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| 1. **If the Letter of Undertaking is to be given and the sponsor is a foreigner** , the following documents are required in addition to the sponsor:
* Certificate of Residence (to be obtained from e-government)
* The Invoice (Water, Electricity, Natural Gas) on behalf of the sponsor must be the original invoice, if not, online invoice and invoice agreements are also valid.
* Copy of Foreign Identity Card
* Those who will apply for a residence permit for the first time must also have photocopies of the entry seals in the passport and the visa page, if any, in their files.
* Those who will apply for a residence permit for the first time must do so within the visa period specified in the passport.
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