# Resident Permit Guide For Erasmus Students

The authorized govermental body for residence permit is the Directorate General of Immigration Management (Göç İdaresi Genel Müdürlüğü), which is a department of the Ministery of Interior.

The information provided here is for general informational purposes only and it may not constitute the most up-to-date legal or other information.

Students are responsible for the application, document submission, and follow-up processes, as well as following the instructions stated on the website of the Directorate General of Immigration Management at <https://e-ikamet.goc.gov.tr/>

For mobilities longer than three months (90 days), all foreign students need to apply for a residence permit for studies regardless of their citizenship.

Students who apply for the residence permit must do so within the legal period\* that they can stay in Turkey after their enterence (\*for example, if the students have a 1-month visa / visa exemption, they must apply within 1 month). However, since the legal procedure may take a long time, students are suggested to apply once they arrive in Turkey.

For the extension application, students must apply 2 months (60 days) before the expiration of the older residence permit.

NOTE:

The International Relation Office will take care of the online application through website of the Directorate General of Immigration Management: https://e-ikamet.goc.gov.tr/

# APPLICATION DOCUMENTS

For information and insturctions about the documents, please visit: [https://eikamet.goc.gov.tr/Ikamet/IstenenBelgeler](https://e-ikamet.goc.gov.tr/Ikamet/IstenenBelgeler)

1. Residence Permit Application Form

Residence Permit Application Form must be printed out on <https://e-ikamet.goc.gov.tr/>after filling in the form and setting an appointment date

1. Four Biometric Photographs Compliant with ICAO Standards
2. Photocopies of Passport, Visa (if applicable), and Entry Stamps
3. Student Certificate/Enrolment Letter

Student certificate is provided to you by the Student Affairs once the semester starts.

1. Health insurance

You must have a valid insurance policy covering your mobility period.

1. Notification- Acceptance Statement
2. Receipt of Residence Permit Card Fee

Go to: [https://e-ikamet.goc.gov.tr](https://e-ikamet.goc.gov.tr/)

Select "first application" (if you do not have an application before) Fill the pre-registration form

According to your communication preference, a verification code will be sent to your Turkish Number. In order to continue your residence permit application, you must enter this verification code.

* Write the address information of FBU, type the information below:

Province : İSTANBUL

District : ATAŞEHİR

Quarter/Village Quarter: ATATÜRK MAH

District, Street, Avenue, Square: ERTUĞRUL GAZİ SOKAĞI 2C -işyeri – Bina Ana Giriş - İskan Single Space: 9- Ofis ve İşyeri – Özel- İskan

* Education Information (continuing) is for your Erasmus Education at FBU:

Student Number : See your Student ID card

Beginning/Ending Dates of Study: Registration Date

Source of income: Family, grants, etc… Current occupation: Student

Student residence permit information

Reason of Stay: Those who come as a student within the scope of other International Exchange Programmes (Erasmus)

 After you complete filling in the application form at <https://e-ikamet.goc.gov.tr/>, and after collecting all the necessary documents, you should bring them to the IRO. After we review your paperwork, we will give you back your documents in a folder.

The student needs to visit any Immigration Office after the application to give their Fingerprints, while providing these documents:

•Application Form

•Student Certificate

•Passport

For the IRO document check step, please select a date and time from this page before you go to the Immigration Office.

As IRO, we are physically on campus From Monday-Friday between 08:30-17:30 to support you during the application process. You can also send an email to admission@fbu.edu.tr

Our office location: Floor L1 / Room 12, the main Campus – F Building.

The students must complete their fingerprint process and obtain their YI numbers within a maximum of 15 days as of the residence application date, and the file must be submitted within 15 days as of the residence application date.

#  Tax Payment:

You can make the payment online by the below instructions:

1.Visit //ivd.gib.gov.tr/

2.Click on the “Göç İdaresi İkamet Tezkeresi Harç Ödeme button.

3.Type the Tahakkuk no (Accrue no) into the “Başvuru Numarası box and then the verification code as seen below in the “Güvenlik Kodu box.

4.Your accrued no is indicated in your residence permit online application form; 1st page.

5.Please allow cookies and popups for this webpage to download the receipt.

6.Please download and print out the receipt once you are done with the payment.

7.Please note that you should pay only the card fee (356₺).

**If you cannot pay online:**

You must first obtain a tax ID number and then pay it via either Tax Office, Ziraat Bank, Halk Bank, or Vakıf Bank with the 9207-reference code. If you already have a residence card before, you can use the old residence card number as a tax number. If you are under 18 yo, you are not authorized to pay the card fee for yourself. Therefore, you may ask for a relative or a friend of yours to pay your card fee.

Make sure to have 356 TL cash with you when you go to pay. The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:

“Merhaba! Ben Fenerbahçe Üniversitesi'nden geliyorum. Yabancıyım, İkamet kartı ücreti ödemeye geldim. Yardımınız için şimdiden teşekkür ederim.”

(Never throw away the original payment document as you must submit it with other documents, keep the original document. Otherwise, you must pay again.)

# EVALUATION

Your application and documents evaluated by the Directorate General of Immigration Management. You can receive information about the status of your application only from the Directorate, the application website at <https://e-ikamet.goc.gov.tr/>or their call centre 157.

Please note that the evaluation of the residence permit application by the Directorate can take up to 90 days. Be sure to apply as soon as you arrive to avoid further delays or any problems regarding your departure.

# CARD DELIVERY

If your application is approved, your residence permit card is sent to the University based on the address you have provided on your online application at <https://e-ikamet.goc.gov.tr/>. The card can only be handed in to the applicant; it cannot be delivered to someone else.

## IMPORTANT

1. If you need to leave Turkey before you get your residence permit card, you must contact the Directorate General of Immigration Management to get an official paper allowing you to leave and re-enter the country.
2. The International Office does not have any kind of authority on the residence permits of the students.
3. For up-to-date information about residence permit applications always check

<https://e-ikamet.goc.gov.tr/>. You can also call 157, the hotline of the Directorate.