



# **STUDENT RESIDENCE PERMIT PROCESSES**

## **RESIDENCE PERMIT APPLICATION FILE SUBMISSION DAYS**

**Monday, Tuesday, Wednesday, Thursday**

- Morning: 09:00 - 11:00
- Afternoon: 13:00 - 16:00



# **DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT**

1. RESIDENCE PERMIT APPLICATION FORM
2. PHOTOCOPY OF PASSPORT OR EQUIVALENT DOCUMENT
3. STUDENT CERTIFICATE
4. FOUR (4) BIOMETRIC PHOTOGRAPHS
5. VALID HEALTH INSURANCE
6. DOCUMENT SHOWING ADDRESS INFORMATION /  
DOCUMENT SHOWING PLACE OF RESIDENCE
7. DOCUMENT/RECEIPT SHOWING PAYMENT OF THE  
RESIDENCE PERMIT FEE
8. UETS (NATIONAL ELECTRONIC NOTIFICATION SYSTEM)



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 1.RESIDENCE PERMIT APPLICATION

- <https://e-ikamet.goc.gov.tr/>
- (Must be signed by the foreigner and/or their legal representative.)
- Wet signature

**NOTE:** The Residence Application form must be printed out.



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 2. PHOTOCOPY OF PASSPORT OR EQUIVALENT DOCUMENT

- The page containing identification details and photograph
- The last **entry** page to Turkey in the passport.
- Photocopies of the pages **showing visa information** in the passport must be ready on the appointment day.
- The **original** of the passport or equivalent document must be with you on the appointment day.



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 3. DOCUMENT SHOWING STUDENT STATUS (Dated Recently)

- For initial applications, it must be wet signed by BURSA TÖMER.
- For extensions, the student certificate with a **QR code** obtained from the **E-Devlet** is valid.

**NOTE:** The student status must be **active**.



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 4. FOUR (4) BIOMETRIC PHOTOGRAPHS

- Must be taken within the last 6 months, with a white background, and must be biometric.
- We kindly request that you **obtain your biometric photographs via email from your photographers.**
- During the E-Residence application, the biometric photographs must be ready in electronic format.
- **For extensions, 2 photographs** are sufficient.



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 5. VALID HEALTH INSURANCE

- The insurance duration must cover the requested residence permit duration.
- A document obtained from the **PROVINCIAL SOCIAL SECURITY UNITS**, signed electronically/signed and stamped/sealed, confirming that health services have been utilized in Turkey under bilateral social security agreements.
- A **provision document** obtained from the Social Security Institution, signed electronically/signed and stamped/sealed.
- The provision documents to be brought from SGK for family residence permits must support both the application and include family members.
- A document regarding the application to be a general health insurance holder (GSS), signed electronically/signed and stamped/sealed.
- **Private health insurance** (This policy complies with the minimum coverage structure specified in the general directive regarding health insurances to be made for visa and residence permit requests dated 16/06/2021 and numbered 2021/8).
- Please have your insurance policy ready on the appointment day.



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 6. DOCUMENT SHOWING PLACE OF RESIDENCE

- **If you are staying in your own house**, a photocopy of the title deed; (For **extension applications**, a "document showing place of residence and a utility bill (either electricity, water, or natural gas)" is sufficient.)
- **If you are staying under a rental agreement**, a notarized copy of your rental contract **and a photocopy of the landlord's title deed**.
- If you are staying in hotels or similar accommodations, documents proving your stay in those places.
- **If you are staying in student dormitories**, an electronically signed/signed and stamped/sealed document confirming your stay, along with a photocopy of the Social Security Institution's Employment Declaration of the authorized signatory.
- **If you are staying with a third party**, a notarized affidavit from the person you are staying with (if the person is married, an additional notarized affidavit from their spouse is required).





# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 7. DOCUMENT/RECEIPT SHOWING PAYMENT OF THE RESIDENCE PERMIT FEE

- The **original** of the residence permit fee receipt/document must be ready on the appointment day.
- You can pay the fee/receipts at:
  - I. <https://dijital.gib.gov.tr>
  - II. Tax Offices



# DOCUMENTS REQUIRED FOR STUDENT RESIDENCE PERMIT

## 8. UETS (NATIONAL ELECTRONIC NOTIFICATION SYSTEM)

- You can obtain it by going to **PTT** with your **Turkish ID card** and **passport**.
- Those applying for extension/humanitarian residence must bring UETS.

**NOTE:** It is **not mandatory** for our students and trainees making their **initial application** to bring UETS.



# FINGERPRINT

1. Students who submit their residence documents to our office are informed via **WhatsApp Business**.
2. Students who receive notification of missing documents are required to provide their fingerprints at the Bursa Provincial Directorate of Migration Management.

**Address:** Veysel Karani Mahallesi Sevgi Caddesi No:2  
Osmangazi/Bursa



# PROVINCIAL DIRECTORATE OF MIGRATION MANAGEMENT ADDRESS INFORMATION UPDATE

If you have to change the address on your residence permit application for any reason, you must complete the following procedures within **10 days**. For Address Registration Update:

1. Obtain the **UETS** documents from PTT.
2. Obtain the E-Government passwords from PTT.
3. You need to apply to the Bursa Provincial Directorate of Migration Management at the “**Migration Consultancy Center**” during working hours (08:00-17:00).

**Address:** Veysel Karani Mahallesi Sevgi Caddesi No:2 Osmangazi/Bursa