

RESIDENCE PERMIT PROCEDURES FOR INTERNATIONAL STUDENTS

A cooperation protocol on Residence Permit Applications for International Students was signed between the Ministry of Internal Affairs, Directorate of Migration Management and the Presidency of the Council of Higher Education regarding the reorganization of the residence permit processes of international students studying at our universities on 15th of November, 2023.

The points that higher education (associate, undergraduate, graduate and doctorate and TÖMER) students who apply for a student residence permit should pay attention to are listed below.

Students who lodge an application for the first time or apply for the extension of the duration of their ‘Student Resident Permit’ are required to;

Apply for a residence permit at <https://e-ikamet.goc.gov.tr/> on the corporate website of the Directorate of Migration Management.

After the permit application is made, submit all the documents specified in the form together **with the student residence permit registration form** (which will be given by the system) to the "International Student Office" of our university as soon as possible, **without waiting for the appointment date.** [Since the documents will be delivered to the Directorate of Immigration Management, the residence permit must be submitted within 10 (ten) days at the latest from the online application date.]

RESIDENT PERMIT APPLICATION DOCUMENTS:

- 1) Resident permit application form (must be signed by the student)
- 2) The original and the copy of the passport (a photo copy of the first, visa and arrival-departure pages)
 - The photocopy must be a certified true copy stamped on the original. The copy should be taken directly from the passport itself; copies from photographs of the passport are not acceptable.
- 3) Document showing student status, (a barcoded document from e-Government is valid. Student status must be active, and the document should be dated recently.)
- 4) 4 biometric photographs (must be taken within the last 6 months and without glasses, with a white background)
- 5) Valid health insurance (General Health Insurance or private health insurance covering the residence permit request period) Within the scope of the Social Security and General Health Insurance Law No. 5510, the person must obtain general health insurance within 3 (three) months from the date of first registration, or a private health insurance.
- 6) Document showing proof of address;
 - If the student is staying in their own house, a photocopy of the title deed and the electricity, water or gas bill/contract in their name. (for duration extension applications, “residence certificate” is sufficient.)
 - For first time applicants; If staying with a rental agreement, notarized copy of the rental agreement, photocopy of the landlord’s title deed.
 - For those who will apply for the extension of the duration of their permit; Residence document, if there is no residence document and the stay is with a rental agreement; notarized copy of the rental agreement, a photocopy of the landlord’s title deed and an electricity, water or gas bill/contract in their name.
 - If they are staying at a hotel or other accommodation places, document proving that you stay in these places,
 - If staying in student dormitories, document proving your stay, and for private dormitories, SGK (Social Security Institution) employment notification from the dormitory official.
 - For first-time applications, if they are staying with a supporter, a notary approved commitment of the person they are staying with. (If the supporter is married, also a notarized commitment of his/her spouse). If the student has a foreign national identification number, they must go to the Immigration Office to register their address and submit the document obtained from there.
 - The address document obtained from the muhtarlık (Neighborhood Head's Office) is also valid.
- 7) Receipt showing that the residence permit document fee has been paid. (Students studying at TÖMER are granted a short-term residence permit for the duration of the course. Students must pay the residence permit fee for the duration specified in the student certificate obtained from TÖMER.)
- 8) For foreigners under 18 years of age; For those who come with visa exemption or a visa for a different purpose; Document containing parent/guardian information (birth certificate, family certificate, etc.) and letter of consent given by the parent/guardian/legal representative, [For those who come with a visa suitable for their purpose (student visa, TÖMER visa), a letter of consent and a document containing parent/guardian information will not be attached.]
- 9) UETS Information Form stating that PTT UETS (National Electronic Notification System) has been opened for those who have previously received a residence permit and will apply for an extension (can be opened in person via e-government or at PTT branches).

MATTERS TO BE TAKEN INTO CONSIDERATION

- a) The student must personally submit the residence permit application. (In compulsory situations, if the person is in Turkey, it can only be done through a lawyer by proxy.)
- b) Copies of the required documents should not be dark, faint, etc., they should be clear. (Copies from photographs are not acceptable.)
- c) Missing documents must be brought to the **“International Student Office” within 30 (thirty) days at the latest** from the date of notification.
- d) Fingerprint procedures will be carried out by the Directorate of Immigration Management, and students will also be informed about the method to be followed by the "International Student Office".
- e) First applicants (those who have not previously received a residence permit) must go to the Provincial Directorate of Immigration Management to provide fingerprints within 30 days at the latest, starting 15 days after submitting their documents to the International Student Office.
- f) If deemed necessary, international students may be invited to the Directorate of Immigration Management during the residence permit evaluation process within the scope of Article 97 of Law No. 6458.
- g) If you are applying for a residence permit for the first time, you are required to apply within the duration of a visa or a visa exemption. Otherwise your application shall not be accepted.
-Furthermore, “Extension Application” may be lodged via e-Residence system **within 2 months prior** to the expiration of the residence permit and, in any case, before the expiration of the residence permit.
- h) **If you make a change regarding your education status within the same city**, you must notify the Provincial Directorate of Immigration Management of this change within **20 business days**. (In case of a change of faculty or department within the same province or if you enroll in a different university within the same province)
- i) If you will continue your higher education **in a different city**, you must make this change by obtaining an appointment from the Provincial Immigration Directorate in the city where your new university is located **within 10 business days**, and submit it to the International Students Office of your university. (At the same time, you must also inform the Provincial Immigration Directorate of the city you have left by submitting a petition.)
- j) **In case of a change in your personal information** (such as a change in your marital status, address passport, etc.), you must notify the Provincial Directorate of Immigration Management to which you are registered **within 20 days**.
- k) Residence permit document (card) submitted to you includes the expiration date of the residence permit. If you wish to continue to stay in Türkiye even after this period ends, you must renew your residence permit **before it expires**.
- l) Students whose "Foreign National Identity Number" is not included on their Residence Permit Certificate in the "Student Automation System" must have their foreign identification numbers updated from the student affairs office of the units in which they are registered.

You can call YİMER/157 (Foreigners Communication Center) free of charge for all your questions and problems and contact our University’s International Student Office.

We wish your health, happiness and success.

[CLICK HERE](#) for the location of the BUÜ- International Student Unit

Phone numbers:

+90 224 275 52 93 (08.00-17.00 by Türkiye local time)

+90 224 275 52 96 (08.00-17.00 by Türkiye local time)

+90 224 294 06 25 (08.00-17.00 by Türkiye local time)

E-mail: yos@uludag.edu.tr

Location: Bursa Uludağ University, University-1. Street No:130A Görükle Campus –16059 Nilüfer, Bursa/Türkiye

SCAN FOR MAP LOCATION.



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