

Documents that must be submitted to the international office in order to obtain a residency permit:

1. Residence permit registration/application form (<https://e-ikamet.goc.gov.tr/Ikamet/Basvuru/IlkBasvuru>)
2. Passport Copy (you have to bring your original passport with you when you bring your documents to our office)
3. Student Certificate (It can be obtained from Student Affairs office)
4. 4 pieces of biometric photos
5. Valid health insurance (GSS or private health insurance covering the period of residence permit request)
6. Document showing the address information where you will stay
 - If you are staying with a rental agreement, a **notarized** copy of the rental agreement
 - If you are staying in accommodations such as hotels, etc. proof of your stay in these places
 - If you are staying in a student dormitory, document showing that you are staying in the dormitory
 - If you are staying in a third person's residence, the notarized undertaking of the host (if the host is married, also the notarized undertaking of the spouse)
7. Receipt showing that you have paid the residence permit document fee

The Steps of Application

1. Gather all the documents before making the online application.
2. Complete the online application and print the application form.
3. Go to Immigration Office (Göç İdaresi) and give your fingerprints. The address is: *Hırka-i Şerif, Adnan Menderes Blv. No:64, 34091 Fatih/İstanbul*
 - *When going to Immigration Office, take your application form and your passport with you. They will write a code on your application form after taking your fingerprints.*
4. Bring all your documents to the Istanbul Beykent University International Office.

Footnote!

- At the International Office, our team visits the Immigration Office every Tuesday to submit student files. Remember, the Immigration Office requires your documents to be submitted within 15 days of your application date but you need to give them to us, not directly to the Immigration Office. Please make sure to submit your documents to us by Monday each week to meet this deadline.
- To make a payment for your resident permit application at a Tax Office, you first need to obtain a 'Potential Tax Number' from <https://dijital.gib.gov.tr/foreigners/kimlikNoBasvuru>.
- When obtaining your notarized rental agreement or undertaking, the notary might request a translation of your passport. Be ready for any additional requirements.