

## **DOCUMENTS REQUIRED FOR SHORT TERM RESIDENCE PERMIT APPLICATIONS**

### **COMMON DOCUMENTS**

#### **1. Residence Permit Application Form**

Must be signed by foreigner and/or his/her legal representative or his/her lawyer with power of attorney.

#### **2. Photocopy of Passport or Passport Substitute Document and Visa, if any**

Photocopy of the pages containing identity information and photo, and photocopy of the pages showing visa information, if any

*(The original document must be with you on the appointment day.)*

#### **3. Two (2) Pcs Biometric Photos**

Must have been taken within the last 6 months, against a white background, biometric and comply with ICAO standards.

#### **4. Documents/Receipts showing that the Residence Permit Fee and Document Fee have been paid**

#### **5. Document/Receipt showing that the Single Entry Visa Fee has been paid\***

Those who come to Türkiye with visa exemption, and apply for a residence permit for the first time within the legal period and those who violate the legal period of stay are required to pay single entry visa fee for their residence permit applications. Single entry visa fee exempt country groups and foreigners exempt from single entry visa fee are excluded.

#### **6. Valid Health Insurance**

Insurance period must cover the duration of the intended residence permit. One of the following document is considered sufficient:

- E-signed/signed and stamped/sealed document to be obtained from provincial social security units which states that the foreigner is benefiting from the health services in Türkiye within the scope of bilateral social security agreements
- E-signed/signed and stamped/sealed provision document to be obtained from the Social Security Institution-SGK
- E-signed/signed and stamped/sealed document regarding the application made to the Social Security Institution to become a general health insurance holder
- Private health insurance policy

*(Please submit the first page of your insurance policy which includes the policy number during application.)*

## **7. Document/Statement on Having Sufficient and Regular Financial Means Throughout the Stay**

### **8. Document Showing The Address Registration**

#### **8.1.Document of Residence**

Current dated “Document of Residence” to be obtained through the e-government system (www.turkiye.gov.tr) and one of the electricity, water, gas or landline telephone bills or subscription agreement for new subscribers.

**(Foreigners who will make extension and transfer applications are required to register their addresses. Foreigners who will extend their residence permits and those who will change their province or type of residence permit must submit the “Document of Residence” to the administration.)**

#### **8.2. Document Showing The Place of Residence**

One of the following document is considered sufficient:

- If you are staying in your own home, **a photocopy of the title deed and document showing the open address information such as house numbering;**
- If you are staying in a rental house on a rental agreement, **a notarized copy of your rental agreement containing the information of the lessor;**
- If you are staying in accommodation places such as hotels **proof that you will be staying in these places and a receipt for the payment of the accommodation during the period of the residence permit request;**
- If you are staying in a student dormitory, **e-signed/signed and sealed/stamped 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.

(For those who are staying with third persons, one of the current dated electricity, water, gas or landline telephone bills or a subscription agreement for new subscribers must be submitted in the name of the person who gives a notarized undertaking to them).

### **9. National Electronic Notification Address (UETS)**

UETS document to be obtained from PTT central branches for extension and transfer applications (UETS document is not required for those under 18 years of age).

❖ **For application made on behalf of the child,**

- If the mother and/or father could not be determined from passport or passport substitute document or national identity card, **a certified birth certificate** of the child
- In case of divorce, **a certified custody document** of the child, or in case of a joint child custody or if the other parent has the right to see the child, **a certified deed of consent** by the other parent
- In case of death of one of the parents, **a certified death certificate**
- If one of the parents has been declared absent, **a certified certificate of absence**
- Single parent certificate showing that the other parent has custody of the child born outside the union of marriage

(These documents must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; they must have a notarized Turkish translation and an Apostille if obtained from abroad. If the applicant is a citizen of a country that is not a party to the Apostille Convention or if the document does not have an Apostille, even if the applicant is a citizen of a country that is a party to the Apostille Convention; the documents in question are required to be approved by the relevant country authorities and notarized translation of these documents must be made [approval by the consulate/embassy and Ministry of Foreign Affairs/ or a photocopy of the passport of the mother and/or father authorized in this regard is requested].

*(If available, a photocopy of the mother and/or father's residence permit, work permit or work permit exemption card or residence permit application document is requested.)*

(If the person is under the age of eighteen, a certified deed of consent to be given by his/her mother/father or legal representative abroad and a notarized undertaking to be given by real or legal persons in Türkiye, with the condition to be specified in the deed of consent, are required).

**ADDITIONAL DOCUMENTS ACCORDING TO THE REASONS OF SHORT TERM RESIDENCE**

**PERMIT STAY**

**a. Those arriving to conduct scientific research**

- Visa conforming to the reason of stay and obtained from the foreign representations of the Republic of Türkiye  
(for those who will carry out archaeological excavations and surface research)
- Official, e-signed/signed and sealed/stamped document showing the duration and place of the research to be conducted

**b. Those owning immovable property in Türkiye**

- Official, e-signed/signed and sealed/stamped document showing that the residence belongs to the applicant foreigner (Photocopy of the title deed) (The value of the house must be at least 200 thousand US Dollars equivalent to Turkish Lira as of the date of acquisition).

(The immovable property must be a residence and must be used by the foreigner for this purpose. The residence cannot be used for rent and similar income generating purposes.)

- Current valuation report of immovable property for the residence acquired by inheritance and donation
- Title deed continuation certificate for extension applications

**c. Those establishing business or commercial connections**

- Visa conforming to the reason of stay and obtained from the foreign representations of the Republic of Türkiye
- Notarized company activity certificate, notarized tax registration certificate, notarized trade registry gazette, notarized list of authorized signatures to be obtained from the persons or companies to be contacted

**ç. Those participating in on-the-job training programmes**

- Document showing the duration and place of the training to be received from public institutions or organizations where on-the-job training will be held (e-signed/signed and sealed/stamped document)

**d. Those arriving to attend educational or similar programmes as part of student exchange programmes or agreements to which the Republic of Türkiye is a party**

- Education/internship document to be obtained from the institutions or organizations where the training/internship will be held (e-signed/signed and sealed/stamped document)
- Students who come as a student within the scope of Erasmus Programme or other international exchange programmes (Mevlana etc.) (1 year)  
e-signed/signed and stamped/sealed document from the institution where the student will study, indicating that it is within the scope of the 'exchange programme' for educational purposes

**e. Those wishing to stay for tourism purposes**

- Information or document regarding the travel plan and accommodation place
- A **photocopy** of the legal stay document of the first-degree relatives (mother, father, spouse or child) who have residence/work permit or work permit exemption in Türkiye, if any
- In case of application within the scope of family ties; a **photocopy of the marriage certificate**, **“Certificate of Identity Register Copy”** for those married to a Turkish citizen or a **photocopy of the approved document proving marriage** (the pages containing the information, usually the first 3 pages), *(The original document must be with you on the appointment day).*

*(A photocopy of one of the residence permit, work permit, work permit exemption documents for the first-degree family member must be added to the application file).*

*(It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities [could be obtained from Provincial/District Directorates of Registry]; it must have a notarized Turkish translation and an apostille if obtained from abroad. If the applicant is a citizen of a country that is not a party to the Apostille Convention or if the document does not have an Apostille, even if the applicant is a citizen of a country that is a party to the Apostille Convention; the documents in question are required to be approved by the relevant country authorities and notarized translation of these documents must be made [approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue].)*

- Document showing sufficient and regular income (One of the following documents must be submitted: Pensioner identification card and pension allocation certificate, bank passbook showing the last three months of account movements, stamped and signed company letter, document showing the last three months of bank deposit income, if rental income is in question, title deed of the real estate and rental contract / agreement,)

*(Sufficient income means at least one and a half times of the net minimum wage valid on the date of application in case the foreigner applies individually, at least minimum wage level income for each family member in case of application together with family members (for example; income of 4 minimum wages for a family of 4 persons including the applicant), regular income means proving that sufficient income amount has been obtained at least in the last three months with the documents that are essential for the determination).*

#### **f. Those receiving medical treatment**

- A single physician's report stating that the person will receive treatment (can be verified from the e-report system) or a report showing the disease and duration of treatment approved by the physician and the chief physician/ responsible manager, to be obtained from public or private hospitals where treatment will be received
- A document approved by the provincial social security units stating that those who come to our country for treatment within the scope of bilateral social security agreements are covered by the agreement

#### **g.1. Request of administrative authorities**

- E-signed/stamped and signed/sealed document to be obtained from the administrative authorities stating that the foreigner in question must remain in Türkiye  
(stay must be specified in a way not to exceed the time period in the Law No. 6458)

#### **g.2. Decision of administrative authorities**

- E-signed/stamped signed/sealed document to be obtained from the administrative authorities stating that the foreigner in question must remain in Türkiye  
(stay must be specified in a way not to exceed the time period in the Law No. 6458)

#### **g.3. Request of judicial authorities**

- E-signed/stamped signed/sealed document to be obtained from the judicial authorities stating that the foreigner in question must remain in Türkiye  
(stay must be specified in a way not to exceed the time period in the Law No. 6458)

#### **g.4. Decision of judicial authorities**

- E-signed/stamped signed/sealed document to be obtained from the judicial authorities stating that the foreigner in question must remain in Türkiye  
(stay must be specified in a way not to exceed the time period in the Law No. 6458)

#### **ğ. Those transferring from family residence permit to short term residence permit**

- Photocopy of the previous residence permit document  
*(The original document shall be submitted to the administration on the appointment day).*
- Court decision regarding divorce  
(court decision in case of divorce from a Turkish citizen at the end of 3 years or more, or court decision proving that he/she is a victim of domestic violence without the requirement of being

married for 3 years)

- Death certificate of the sponsor

*(It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; it must have a notarized Turkish translation and an apostille if obtained from abroad. If the applicant is a citizen of a country that is not a party to the Apostille Convention or if the document does not have an Apostille, even if the applicant is a citizen of a country that is a party to the Apostille Convention; the documents in question are required to be approved by the relevant country authorities and notarized translation of these documents must be made [approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue].)*

#### **h. Those attending a Turkish language course**

- Visa conforming to the reason of stay to be obtained from the foreign representations of the Republic of Türkiye (Turkish language course)
- Document of education to be obtained from the institution or organization authorized to provide Turkish language course, including the duration of the education (e-signed/signed and sealed/stamped document)

#### **i. Those attending an education programme, research, internship or, a course by way of public institutions**

- Document showing the duration and place of the program to be obtained from the public institutions or organizations where the training, research, internship or course will be held (e-signed/signed and sealed/stamped) or temporary graduation certificate obtained from e-government

#### **i. Those applying within six months upon graduation from a higher education programme**

- Photocopy of diploma or temporary graduation certificate, or document obtained from e-government

*(The original document must be with you on the appointment day.)*

#### **j. Those making investment**

- Certificate of suitability
- Criminal record

(If the foreigner has not been staying in Türkiye for the last 5 years; it could be obtained from his/her own country authorities [It is recommended to apply for this document at least 3 months before application in case that it takes a long time to obtain], or if the foreigner has been staying in Türkiye for the last five years, from the Turkish judicial authorities/e-government system).

(Criminal record must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; it must have a notarized Turkish translation and an Apostille if obtained from abroad.

*If the applicant is a citizen of a country that is not a party to the Apostille Convention or if the document does not have an Apostille, even if the applicant is a citizen of a country that is a party to the Apostille Convention; the documents in question are required to be approved by the relevant country authorities [approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue are required.]*)

#### **k. Citizens of Turkish Republic of Northern Cyprus**

- Photocopy of T.R.N.C. Identity Document

*(The original document must be with you on the appointment day.)*

#### **INFORMATION**

- ✓ Foreigners who will stay in Türkiye longer than visa or visa exemption or who will extend their existing residence permits must apply for one of the residence permits specified in Article 30 of the Law No. 6458 on Foreigners and International Protection.
- ✓ Foreigners who will work in Türkiye must apply for a work permit within the scope of the International Labour Force Law No. 6735, and those who are granted work exemption must apply for the work permit exemption specified in Article 48 of the Regulation on the Implementation of the aforementioned Law. Residence permit does not provide the right to work in Türkiye.
- ✓ Residence permit appointments are made free of charge through the official website at <https://e-ikamet.goc.gov.tr/> and third institutions or parties who demand a fee should not be trusted.
- ✓ In residence permit applications, the contact information of the foreigner must be submitted completely and accurately. In order for the residence permit applications to be evaluated, the documents related to the application must be submitted completely on the appointment day and time.

- ✓ In the second part of the Law on Foreigners and International Protection, the conditions regarding the residence permit are regulated and it is mandatory to apply for a residence permit suitable for the purpose of stay, and the residence permit applications of those who cannot justify the purpose of stay will be evaluated negatively in accordance with the provisions of the legislation.
- ✓ Additional information or documents may be requested by Provincial Directorates of Migration Management in the evaluation of residence permit applications.
- ✓ Sanctions will be imposed on those who provide false information or statements within the scope of the relevant legislation provisions.
- ✓ Address registration is mandatory in extension and transfer applications, and address registration transactions must be carried out within 20 working days following the approval of the residence permit in the first applications.