

## 1. SHORT TERM RESIDENCE PERMIT COMMON DOCUMENTS

**Residence Permit Application Form** (must be signed by the foreigner and/or his/her legal representative)

**Passport or original and photocopy of passport substitute document** (pages containing identity information and the page containing photo and processed pages)

**Four (4) pcs photos** (must have been taken within the last 6 months, against a white background and biometric. Do not upload family, selfie, unrecognizable, non up-to-date or black and white photos into the system, otherwise residence permit document shall not be issued!)

**Declaration which states that financial capacity is to be provided sufficiently and regularly throughout the stay** (Is declared in the Application Form. Directorate may request supporting documents.)

**Valid health insurance** (Insurance period must cover the intended residence permit duration. One of the following document is considered as 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 Turkey within the scope of bilateral social security agreements**
- **E-signed/signed and stamped/sealed provision document received from Social Security Institution** (Provision documents to be received from Social Security Institution must be in such a manner that they must be both supportive and cover family members in family residence permits.)
- **E-signed/signed and stamped/sealed document of the application made to the Social Security Institution to become a general health insurance holder**
- **Private health insurance** (The policy must have the expression of "This policy covers the minimum coverage stipulated in the circular no 9, dated 06/06/2014, on private health insurance required to be taken out for residence permit applications.". Please present signed and stamped/sealed original of your insurance policy during application! For extension applications, attach only approved (sealed, signed) copy of your policy into your application file.)

## 2. SHORT TERM RESIDENCE PERMIT COMMON EXPLANATIONS

If you are staying in a rental house with a rental agreement, attach a notary public approved copy of your rental agreement to the application documents.

If you are staying at the places like hotel, motel, attach the documents showing your stay in these places to the application documents.

If you are staying in dormitory, you must attach e-signed/signed and stamped/sealed document which shows that you are staying in dormitory to your application.

If the foreigner is going to stay in a 3rd person's residence (other than relatives), notary public undertaking of the host (and notary public undertaking of the spouse if the host is married) is required. Lodging for employing purposes, house care services are considered as unpermitted working, and administrative pecuniary penalties are applied both to foreigner and employer and deportation processes are initiated for the foreigner with all travel and other expenses payable by the employer.

If mother and father cannot be determined from passports or passport substitute documents or national identity cards, a birth certificate is requested for children. Approved parental consent declaration is requested in case of absence of either mother or father (in case of death other spouse must present death certificate). Approved guardianship document for the child is required in case of divorce. If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must be apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

If the foreigner is under eighteen years old; an undertaking to be granted by real and legal persons in Turkey is required provided that such undertaking is specified in the letter of parental consent to be given by his/her mother and father been in abroad or by legal representative.

**Marriage certificate or approved photocopy of the document (pages containing information, first 3 pages in general) which evidences marriage is required.** If obtained from Turkish authorities (can be obtained also from Provincial/District Registry Offices) they must be e-signed/signed and stamped/sealed, If obtained from abroad, they must be Apostilled and have notary public approved Turkish translation. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said document must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

For transfer applications, original of previous residence permit is presented and its photocopy is attached to application documents.

### **3. SHORT TERM RESIDENCE PERMIT DOCUMENTS ACCORDING TO REASONS OF STAY**

#### **Reason of Stay**

#### **3.1. Foreigners who will come to Turkey for scientific research**

Appropriate visa taken from the foreign representative offices of the Republic of Turkey (for the ones who will carry out excavation work and surface research)

Official e-signed/signed and stamped/sealed document which shows the duration and place of the research

#### **3.2. Foreigners who owned real estate in Turkey**

Official, e-signed/signed and stamped/sealed document which shows that the house belongs to the foreigner (title deed)

#### **3.3. Foreigners who will establish commercial engagement or business**

Invitation letter or similar documents to be obtained from the persons or companies to be contacted [Supporting information and documentation may be requested by investigating persons and companies when necessary (such as notary public approved certificate of activity, notary public approved tax certificate, notary public approved trade registry gazette, notary public approved certificate of signature)]

#### **3.4. Foreigners who will attend to in-service training programs**

Document which shows the duration and place of training to be obtained from the state institutions and organizations where in-service training will be delivered (e-signed/signed and stamped/sealed document on letterhead paper)

### **3.5. Foreigners who will receive training within the frame of internship purposed exchange programs (Non-education programs)**

Education/internship document to be obtained from institutions or organizations where education/internship will be received(e-signed/signed and stamped/sealed document)

### **3.6. Foreigners who will stay in Turkey for touristic purposes**

Information or document about the travel plan and accommodation place if requested by the directorate

### **3.7. Foreigners transferred from family residence permit to short-term residence permit**

**Submission of the original of previous residence permit (photocopy is attached to application documents)**

**The information and documents which require to transfer a short-term residence permit:**

- **Court decision for divorce** ((Court decision if divorced from a Turkish citizen at the end of 3 years or more; court decision which reveals of suffering due to family violence without requiring for 3 years marriage condition)
- **Death certificate of sponsor** (If obtained from Turkish authorities they must be e-signed/signed and stamped/sealed; If obtained from abroad, they must be Apostilled and have notary public approved Turkish translation. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said document must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

### **3.8. Foreigners who will come to Turkey for treatment**

Document to be obtained from public or private hospitals where the foreigner is to be treated which shows that the foreigner is admitted to hospital and treatment is started (Must show the duration of treatment and must have been signed by head physician and a physician and sealed/stamped)

### **3.9. Invitations by administrative authorities**

E-signed/signed, stamped/sealed document to be obtained from administrative authorities which states that the concerned person must stay in Turkey (The duration of stay not exceeding the durations set forth in the Act No 6458 must also be stated)

### **3.10. Invitations by judicial authorities**

E-signed/signed and stamped/sealed document to be obtained from judicial authorities which states that the concerned person must stay in Turkey (The duration of stay not exceeding the durations set forth in the Act No 6458 must also be stated)

**3.11. Decisions of judicial authorities**

E-signed/signed and stamped/sealed document to be obtained from judicial authorities which states that the concerned person must stay in Turkey (The duration of stay not exceeding the durations set forth in the Act No 6458 must also be stated)

**3.12. The foreigners who apply within 6 months following completion of higher education**

Original and photocopy of diploma or temporary graduation certificate

**3.13. Education within the frame of agreements**

Education/internship document to be obtained from institutions or organizations where education/internship will be received(e-signed/signed and stamped/sealed document)

**3.14. Foreigners who will attend in Turkish Courses**

Document to be obtained from the institution or organization authorized to provide language course in Turkish that said course is being received (e-signed/signed and stamped/sealed document)

**3.15. Foreigners who will attend to education, research, internship or courses of public organizations**

Document which shows the duration and place of the program to be obtained from the state institutions and organizations where education, research, internship or course will be provided (e-signed/signed and stamped/sealed)

**3.16. Decisions of administrative authorities**

E-signed/signed and stamped/sealed document to be obtained from administrative authorities which states that the concerned person must stay in Turkey (The duration of stay not exceeding the durations set forth in the Act No 6458 must also be stated)