Online Residence Permit
First Application
For Exchange Students

INTERNATIONAL REALTIONS OFFICE
Warning! If you are abroad, you cannot apply for the residence permit!

If you face trouble with your online application, please contact us.

irolegal@sabanciuniv.edu
Pre-registration form

Before Starting:

It is very likely that you will encounter technical errors on the English pages. Therefore, we strongly recommend you proceed with the Turkish language option. In this guide, we will explain how to finish your online application with Turkish pages in the following steps.

If you encounter technical errors in the application steps or the page does not load, open the website after downloading the OPERA browser and activating the VPN option.

Click the link below and start your application.

https://e-ikamet.goc.gov.tr/Ikamet/OnKayit

In that part, please (fill in the blanks) answer all the questions marked in red and please choose Turkish cell phone option for communication and write your cell phone number. If you do not have cell phone number yet please choose email, and write your Gmail address or Sabanci Email then click to save.
Verification

Check your mailbox or cell phone after filing the pre-registration form. You will receive an email or SMS with verification code and application number.

Please type the verification code that you received on your cell phone / email as a text message from GOC IDARESI.
Choose “Kısa Dönem İkamet İzni Başvurusu” (Application For Short-Term Residence Permit)

DO NOT SELECT STUDENT RESIDENCE PERMIT APPLICATION!!!
Personal Information

Write your personal information as follows:

- Skip “Yabancı Kimlik No” box (Foreign ID Number)
- Skip “Önceki Soyadı” (Previous Name) box
- Write your first name, last name, father’s first name and mother’s first name.

It is necessary to upload your biometric photo in ICAO standards taken within the last six months.

- After scanning your biometric photo with any scanner app on your phone, transfer it to the computer.
- Please have your biometric head-shot photograph in the JPEG version available on your computer.
- The background of your biometric photo must be pure white (gray, yellow, red, green, etc. background color is not accepted).
- If the photo has black or white corners, crop the corners.
- Center the mouth when cropping the photo.
- Make sure the photo resolution is good and the scanned photo has good brightness and resolution.
- If the background color is not pure white, click here and fix the photo.
Personal Information II

Answer all the questions in red.

Select gender

• Erkek: Male
• Kadın: Female

Select date of birth:

• In case you are using the Turkish language option, enter the dates as D/M/Y
• In case you are using the English language option, enter the dates as M/D/Y

Select your Marital Status (Medeni Halı)

• Bekar: Single
• Evli: Married
• Boşanmış: Divorced
Passport Information

- **Document type (Belge Türü):**
  Select “Umuma Mahsus Pasaport” (Ordinary Passport)
- **Düzenlenme Tarihi (Issue Date):**
  Select Issue Date of your passport
- **Geçerlilik Tarihi (Expiry Date):**
  Select Expiration Date of your passport
- **Belge No (Passport Number):**
  Type your Passport Number
- **Veren Ülke: Select your Passport Country.**
- **Veren Makam: Type your Passport Country.**
Declaration Page

Select “Kendi başvurumu yapıyorum “
(I lodge the application on my own behalf)

Click “İleri”(next)
Card Delivery Alternative Recipient

IMPORTANT!

If you see this page do not select any option. Just click "NEXT" to skip this page.
Home Country Information

Please enter the address of the place where you live in your home country.

Telefon 1: Type “00000”

E-posta: Enter your SU Email
Contact Info in Turkey

Since you will stay at a temporary address during your Exchange period, your residence card may not reach you properly. Therefore, please enter the Sabancı campus address given below. Your residence card will be delivered to the communication center on campus and will wait until you receive it from there.

- **İl (City / Province):** Select as **İSTANBUL**
- **İlçe (District):** Select as **Tuzla**
- **Mahalle/Köy (Neighborhood/Village):** Select as **Orta**
- **Cadde (Street):** Select as **ÜNİVERSİTE**
- **Bina (Apartment Number):** Select as **27/A**
- **Bağımsız Bölüm (Independent Section):** Select as **1**
- **Telefon 1:** Enter your Turkish phone number. If you do not have a Turkish phone number you can write down your friend's phone number.
- **E-posta:** Enter your Gmail or SU email address
Working Information

Durum (Status): Select “çalışmıyor” (unemployed)

Skip the other fields.

Click “İleri” (next)
Skip this educational information section, do not fill it, it's not mandatory.

Click “İleri” (next)
Financial Status

Gelir Durumu (Income Status): Select “GELIRI YOK”

Click “İleri” (next)
Health Insurance Information

Sağlık Sigortası Türü (Type of Health Insurance): Select “SGK-Genel Sağlık Sigortası” (SSI-General Health Insurance) from the list.

Click “ileri” (next).
You should select all the red declarations and do not select the black fields.
Residence permit information

Kalış Nedeni (Reason for Stay):

- Select "Öğrenci Değişim Programları Çerçevesinde Eğitim" (Education within the framework of student exchange programs)

Talep Edilen Süre (Requested Period):

Requested period should be calculated in consideration to the date you finish your study at Sabancı University. Your ending date is indicated on your student certificate.

Talep Edilen Bağışıklık Tarihi (Starting that has been requested): Select your residence permit application date.
Last Step

Make sure that all your information you’ve stated are all entered correctly. If not click “Bilgileri dzenle” (Update the information).

Then you need to click on the second button > “Randevu Oluştur” (Make the Appointment)
Appointment

Select “Sadece kendim için randevu almak istiyorum” (I just want to make an appointment for myself)

Click “devam et” (Continue)

If the system asks you to choose a place of application, choose ISTANBUL.

After completing the appointment, press the TAMAMLA (complete) button.
Congratulations. Now you are done with the online application form. Please save your application form on your computer as a PDF file and print it out.

After completing online application you should submit us all the original documents. For all the required documents go back to the legal guideline or click this link.

- The first page of your application form is the same as on the right.
- Your application registration number is written in the area shown in the red circle. Make a note of your application registration number later to inquire about your application status.
- Make sure that you signed the signature section on the first page of your application form.