Residence Permit Extension For Degree Seeking Students

2022

Warning! If you are abroad, you cannot apply for the residence permit! You must make the online application while in Turkey. Otherwise, your application will be rejected. After collecting all the necessary documents, bring them to the IRO within 5 days. After we review your paperwork, we will give you back your file. You need to submit your folder to the Immigration Office you have chosen on the online application. Pendik Immigration Office is the nearest office for appointment. If it is not listed choose Istanbul Göç İdaresi.

As IRO, we are physically on campus on Mondays and Tuesdays to support you throughout the process. For this reason, we kindly ask you to bring your documents to during the office hours. To meet with us on other days, please write to irolegal@sabanciuniv.edu. After our detailed folder to the Istanbul Migration Office on your own. If you face trouble with your online application, please contact us.
irolegal@sabanciuniv.edu
INSTRUCTIONS

1. Apply online at https://e-ikamet.goc.gov.tr
   • In order to avoid any technical difficulties on the website regarding your application, we advise you to do your application under the Turkish version of the Extension Application.

2. Please select the green box
   • Green box: “I want to make an extension”
3. Select the First Box: “I want to start my extension application”
4. Please, fill in the blanks.
   - All fields marked with red are mandatory.
   - “İkamet İlimi değiştirmek istiyorum”: Select “Hayır” (No)
   - “Adınızın ilk iki harfi”: Type your first two letter of your first name.
   - “Soyadınızın ilk iki harfi”: Type your first two letter of your last name.
   - “Vatandaşı olduğunuz ülke”: Select your nationality.
   - Enter the Foreign ID number you have on your residence permit card.
   - If you have your own mobile number, select “Cep Telefonu” as a contact option. If you do not have cell phone number yet please choose email, and write your email address (Gmail, Outlook, Yandex, Hotmail or Outlook).
   - Make sure that you entered the contact information correctly.
   - Click the confirmation box.
   - Enter the characters you see in the image to the space near the image.
   - Click “Devam Et” >>

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>İkamet İlimi değiştirmek istiyorum</td>
<td>mandatory</td>
<td>drop-down</td>
</tr>
<tr>
<td>Adınızın ilk iki harfi</td>
<td>no</td>
<td>text</td>
</tr>
<tr>
<td>Soyadınızın ilk iki harfi</td>
<td>no</td>
<td>text</td>
</tr>
<tr>
<td>Vatandaşı olduğunuz ülke</td>
<td>no</td>
<td>drop-down</td>
</tr>
<tr>
<td>Foreign ID number</td>
<td>no</td>
<td>text</td>
</tr>
<tr>
<td>Cep Telefonu</td>
<td>no</td>
<td>drop-down</td>
</tr>
<tr>
<td>e-Mail Adresi</td>
<td>no</td>
<td>text</td>
</tr>
</tbody>
</table>
5. Once you completed your pre-registration form please check your phone or mailbox. You will receive an SMS or email 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.

If you don’t receive any SMS or e-mail click “Tekrar doğrulama kodu gönder” (Send a new code).

Click “Başvuruya devam et” >>
6. Please, fill in the blanks and upload your biometric photo.

- Yabancı Kimlik no: Enter your Foreign ID Number if possible.
- All fields marked with red are mandatory
- 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.

Click “İleri” >>
7. Please, fill in the blanks.
   • All fields marked with red are mandatory.
   • Skip the fields with black titles.
   • “Cinsiyeti”: Select “Kadın” for female, “Erkek” for male
   • “Doğum Tarihi”: Enter your date of birth as day/month/year.
   • “Medeni Halı”: Select your marital status. (“bekar” for single, “evli” for married, “boşanmış” for divorced)
   • Enter your information properly with your passport.
   • Click “İleri” >>
8. Enter your passport information correctly.

- “Belge Türü”: Select the “Umuma Mahsus Pasaport” (Ordinary Passport)
- “Düzenlenme Tarihi”: Enter issue date of your current passport (Day/Month/Year)

If you renewed your passport and have never travelled with your new passport, enter your previous passport number.

If you have never travelled with your new passport, enter your old passport number, your old passport issue date, and NEW passport expiry date.

If your passport contains letters and numbers write them together.

If you have used your new passport while entering Turkey, use your new passport information.

- “Veren ülke”: Select your passport country
- “Veren makam”: Type your passport country
9. Select “Kendi başvurumu yapıyorum” (I lodge the application on my own behalf)

Click “İleri” >>
IMPORTANT!

If you see this page Do not select any option. Just click "NEXT" to skip this page.
10. Please, enter your abroad contact information
   • Skip the fields with black titles.
   • “Ülke”: Select your country
   • “Şehir”: Enter your city
   • “Açık Adres”: Enter the address of the place where you live in your home country.
   • “Telefon1”: Enter your mobile number in Turkey.
   • “E-posta”: Enter your e-mail address.

Click “İleri” >>
11. Enter your contact information in Turkey.

We strongly recommend that you enter the campus address, even if you are staying elsewhere. In this way, the communication center will send you an email when your card arrives. You can get your card by going to the communication center (post office) on campus.

- 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 email address
- Taşınma Tarihi: Enter your residence permit application date
12. “Durum” (Work): Select “Çalışmıyor” (means “not working”) and skip the other fields.

Click “İleri” >>
13. You can skip this part asking for your high school information. Click “İleri” >>
14. Fill out the information about current study at Sabancı University
   - “Öğrenim Durumu”: Select your degree
     - “Lisans” for Undergraduate
     - “Yüksek lisans” for Master
     - “Doktora” for PhD
     - “Değişim” for Exchange or Erasmus
   - “Sınıf”: Select your grade (1, 2, 3 etc. and “Hazırlık” for foundation development year.)
   - “Öğrenci No”: Enter your student ID number.
   - “Okul Türü”: Select school type as “Vakıf” (Foundation University)
   - “Öğrenim Başlangıç Tarihi”: Enter your enrollment date. You can find it on your student certificate.
   - “Öğrenim Bitiş Tarihi”: Enter your expected graduation date.

Select the campus address information according to the table left. (İstanbul, Tuzla, Orta Mahallesi, Üniversite Caddesi, 27 A, 1)

   - Click “İleri”>>
15. Select “Gelir Durumu” (Income Status) as “Geliri yok” (no income)

Click “İleri”>>
16. “Sağlık Sigortası Türü” (Type of Health Insurance): Select “SGK-Genel Sağlık Sigortası” and skip the page.

- Click “ileri”>>
17. Tick all the red boxes

- Skip the black boxes.
- Click “İleri”>>
18. Fill out this page carefully.

• “Kalis nedeni” (Reason for stay): Select your degree;
  • “Lisans” for undergraduate
  • “Yüksek Lisans” for master
  • “Doktora” for PhD

• “Talep Edilen Süre” (Requested period for residence permit): Type the requested time as number, then select
  • “yıl” for year
  • “ay” for month
  • “gün” for day

Requested period should be until your study period, HOWEVER if your passport is expiring before your estimated graduation, you need to set the date for 60 days prior to the expiry date.

• “Talep Edilen Başlangıç Tarihi” (Requested Start Date of your new residence permit): You may enter one day after your current residence permit expire date.

Tick the confirmation box and click “Tamamla” (Complete the application) button.
19. After completing your registration, the system will direct you to the main page. In order to complete your application please follow the instructions.

- You should make an appointment in order to download your application pdf document.
- Click “Randevu Talebi Oluştur” (Make Appointment) >>

- Note: If you would like to review or update your information you should click “Update Information”.
- Warning: Once you click “Make appointment” button you cannot edit your information anymore.
20. Select “Sadece kendim için randevu almak istiyorum” (I want to make my appointment for myself)
   • Enter the characters you see in the image to the space.
   • Click “devam et”>>
21. Make your appointment

**Place of Appointment: PENDİK**

If "ISTANBUL GÖÇ İDARESİ" is not listed, select any district migration office.

After completing the appointment, press the TAMAMLÄ (complete) button.

**NOTE:** The immigration office will send you an appointment date via SMS or email. Pendik Immigration Office is the closest immigration office to the campus but if Pendik Immigration Office is not listed, we recommend that you choose Istanbul Immigration Office as your appointment place.

Click below for the Pendik Immigration Office location: https://goo.gl/maps/f3teNr85s1JHtJlr7
22. After making appointment the system will direct you to the main page again.

- Click “Kayıt Belgesini Yazdır” to download your application pdf file.

- Do not forget to PRINT OUT YOUR APPLICATION FILE
Congratulations. Now you are done with the online application form. Please save your application form on your computer and print it out. After that collect all the documents needed.

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.

GO TO NEXT PAGE: RESIDENCE CARD PAYMENT
Follow the steps below to pay the residence card fee online.

1. Visit //ivd.gib.gov.tr/
2. Click on the “Harç ve Değerli Kağıt Bedeli Ödeme” button.
3. Click on the “Göç İdaresi İkamet Tezkeresi Harç Ödeme” button.
4. Type the Tahakkuk no (Accrue no) into the “Başvuru Numarası” box and then the verification code as seen below in the “Güvenlik Kodu” box.
5. Your accrue no is indicated in your residence permit online application form, 1st page
6. Please make sure you allow cookies and popups for this webpage to be able to download the receipt. After downloading the receipt print it out.

If you cannot pay online: You must first obtain a tax ID number and then pay it via either Tax Office, Ziraat Bank, Halk Bank, or Vakıf Bank with the 9207-reference code. If you already have a residence card before, you can use the old residence card number as a tax number. If you are below 18, you are not authorized to pay the card fee for yourself. Therefore, you may ask for a relative or a friend of yours to pay your card fee in your name with your tax ID number. Please note that the payment of the card fee must be in your name with your tax ID number. See below the addresses of the Tax offices:

- Yakacık Tax Office: Hürriyet Mahallesi Yakacık D-100 Kuzey Yanyol Caddesi No: 47/A-B Kartal ISTANBUL
- Kadıköy Tax Office: Osmanağa, Halitağa Caddesi No:19, Kadıköy ISTANBUL

Make sure to have 125 TL cash with you when you go to pay.

The personnel might not be able to speak English. Therefore, you can bring this message to anyone, and they will help you:
“Merhaba! Ben SABANCI Universitesinden geliyorum. Yabancı Uyrukluyum. İkamet kart ücreti ödemeye geldim. Yardımniz için tesekkurler.” (Hello! I study at SABANCI University and am a foreigner. I came here to pay my residence card fee. Thank you for your help in advance.)

If you pay your residence card fee via bank please make sure you have a stamp on the receipt. If not, please ask for a stamp (in TR.: Makbuz mühür basar mı sizin?) Never throw away the original payment document as you have to deliver it to the IRO along with other documents, keep the original document. Otherwise you have to pay again.
After collecting all the necessary documents, bring them to the IRO within 5 days. After we review your paperwork, we will give you back your file. You have to submit your folder personally to the Immigration Office you have chosen on your online application.

As IRO, we are physically on campus on Mondays and Tuesdays to meet you and review the documents. For this reason, we kindly ask you to bring your documents to us during office hours. To meet with us on other days, send an email to irolegal@sabanciuniv.edu. Our office location: Room 1168, 1st Floor, Sabanci Business School at Campus.