Online Residence Permit
First Application
For International Degree Seeking Students
2021-2022

INTERNATIONAL REALTIONS OFFICE

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.

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

irolegal@sabanciuniv.edu
Pre-registration form

You can choose English in order to make it easier for you. However, if you are getting technical failure errors please continue with Turkish Language.

We suggest you use Firefox or Safari other than Chrome browser.

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

In that part, please (fill in the blanks) answer all the questions in red and please choose Turkish cell phone option for communication and write your cellphone number.

If you do not have cell phone number yet please choose email, and write your SU email address, then click to save.
Verification

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.
Application Type

Choose “Öğrenci İkamet İzni Başvurusu” (Student Residence Permit Application)
Personal Information

Fill out your personal information

Skip “Yabancı Kimlik No” (Foreign ID Number)

Skip “Önceki Soyadı” (Previous Name)
Write your first name, last name, father’s first name and mother’s first name.

Upload your biometric photo.
Personal Information II

Answer all the questions in red.

Select gender
• Erkek: Male
• Kadın: Female

Select date of birth:
• If you are using Turkish website: Day/Month/Year
• If you are using English website: M/D/Y

Select your Marital Status (Medeni Hali)
• 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: Passport Country.
Veren Makam: Passport Country.
Declaration Page

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

Click “İleri”(next)
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

This section is very important since your residence permit card will be sent to your contact address.

- İl: City / Province
- İlçe: District
- Mahalle/Köy: Neighborhood/Village
- Cadde: Street
- Bina: Apartment Number
- Bağımsız Bölüm: Door Number (Independent Section)
- Telefon 1: Enter your Turkish phone number.
- E-posta: Enter your SU Email

*The address in the image is just an example. Please enter your own residence address. If the postman cannot find you at the address, your card will be returned.
Working Information

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

Skip the other fields.

Click “İleri” (next)
Previous educational information

Skip this section, it's not mandatory.

Click “İleri” (next)
Educational Information

This step is for your Education information in Turkey

You will write your Major/Degree, grade, student number, university address, and approximately the final date of your education.

- **Öğrenim Durumu**: Select “Lisans” if you are undergraduate student.
- **Select “Lisansüstü” if you are**
- **Fakülté**: Write your Faculty name
- **Write “Mühendislik ve Doğa Bilimleri” for “Engineering And Natural Sciences”**
- **Write “Sanat ve Sosyal Bilimler” for “Arts and Social Sciences”**
- **Write “Yönetim Bilimleri” for “School of Management”**
- **Bölüm**: Write your major (Engineering, Management etc.)
- **Sınıf**: Select “Birinci Sınıf” (First Grade) or “1”
- **Öğrenci no**: Write your Student ID number
- **Okul Türü**: Select “Vakıf” (Foundation)
- **Öğrenim Başlangıç Tarihi**: Choose the date of registration at Sabancı University.
- **Öğrenim Bitiş Tarihi**: Choose approximately the graduation date.
- **Ülke (Country)**: Select Türkiye.
- **Şehir (City)**: Select İstanbul
- **İlçe (District)**: Select Orta Mahallesi
- **Cadde/ Sokak (Street)**: Select Üniversite Caddesi
- **Bina (Apartment Number)**: Select 27/A
- **Bağımsız Bölüm (Independent Section)**: Select 1
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” from the list.

Click “ileri” (next).
Student Declaration

You have to tick all the red declarations except “Kalacağım süreyi kapsayan sağlık sigortam var.”

Do not tick the black fields.
Residence permit information

Kalıṣ Nedeni (Reason for Stay):
• Lisans for Undergraduate
• Yüksek Lisans for Master
• Doktora for PhD

Talep Edilen Süre (Requested Period):
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: Select your online residence permit application date.
Last Step

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

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

After you click on it you will be directed to the selection page, you may choose any Place of Appointment since we will be submitting your documents to the Immigration Office.
Appointment

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

Click “devam et” (Continue)

Select any place and save.

NOTE: The immigration office will send you an appointment date via SMS or email. Ignore the SMS / Email, as we will deliver your file on your behalf.
Congratulations. Now you are done with the online application form. Please save your application form on your computer and print it out. After that submit us all the documents needed.

- 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
Residence Card Payment - Error Page

If you encounter this error on the payment screen, do not worry. The residence card fee is paid from another page.

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. Please download and print

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 your-self. 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. Yardımınız için teşekkürler.” (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.: Makbuza mühür basar mısiniz?) 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.
Once you finish your online application and payment, you should submit us all the required documents.

Click here for the required document list and document submission date/address.