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.

Then you have to submit your folder to the Istanbul Migration Office.

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 on Mondays and Tuesdays. To meet with us on other days, send an email to irolegal@sabanciuniv.edu. Then you have to submit your folder to the Istanbul Migration Office on your own.

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

irolegal@sabanciuniv.edu
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 email address (Gmail, Outlook, Yandex, Hotmail or Outlook), 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

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](https://www.icao.int) 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:
- If you are using Turkish website: Day/Month/Year
- If you are using English website: 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: 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 Gmail address or Sabancı Email address.
Contact Info in Turkey

We strongly recommend that you enter the campus address, even if you are staying elsewhere. In this way, the mail 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
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

- **Öğrenim Durumu:**
  - Select “Lisans” if you are undergraduate student.
  - Select “Lisansüstü” or "Yüksek lisans" if you are Master student
  - Select "Lisansüstü" or "Doktora" if you are PhD student

- **Fakülté:** Faculty name (Skip it if it's not mandatory)
- **Bölüm:** Major name (Skip it if it's not mandatory)
- **Sınıf:** Select “Birinci Sınıf” (First Grade) or “1”
- **Öğrenci no:** Write your Student ID number
- **Okul Türü:** Select “Vakif” (Foundation)
- **Öğrenim Başlangıç Tarihi:** Choose the date of registration at Sabancı University.
- **Öğrenim Bitiş Tarihi:** Choose your expected graduation date.
- **Ülke (Country):** Türkiye.
- **Şehir (City):** İstanbul
- **İlçe (District):** Tuzla
- **Mahalle (Neighborhood):** Orta Mahallesi
- **Cadde/ Sokak (Street):** Üniversite Caddesi
- **Bina (Apartment Number):** 27/A
- **Bağımsız Bölüm (Independent Section):** 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

Kalıș 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 düzenле” (Update the information).

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

After you click on it you will be directed to the selection page.
Appointment

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

Click “devam et” (Continue)

Place of Appointment: ISTANBUL IL GöÇ İDARESİ GENEL MÜDÜRLÜĞÜ.

If "ISTANBUL GÖÇ İDARESİ" IS NOT LISTED, SELECT ANY DISTRICT MIGRATION OFFICE.

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

NOTE: The immigration office will send you an appointment date via SMS or email. Even if the immigration administration center you have chosen is elsewhere, you have to go to the Istanbul immigration office on the date and time of your appointment.

Click for the location: https://istanbul.goc.gov.tr/iletisim
Residence Permit Application Form

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
Residence Card Payment

Follow the steps below to pay the residence card fee online.

1. Visit [ivd.gib.gov.tr/](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 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, Halıtağa 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 tesekkürler.” (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 mısınız?) 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. Then you have to submit your folder to the Istanbul Migration Office.

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 on Mondays and Tuesdays. To meet with us on other days, send an email to irolegal@sabanciuniv.edu. Our office location: Room 1168, 1st Floor, Sabancı Business School at Campus.