

SHORT TERM RESIDENCE PERMIT

REQUESTED DOCUMENTS (COMMON)

- 1. Residence Permit Application Form** (must be signed by foreigner and/or his/her legal representative.)
- 2. Photocopy of passport or passport substitute document** (pages containing identity information and photo and pages processed) (*The original document must be presented on the appointment day.*)
- 3. Four (4) pcs biometric photos** (must have been taken within the last 6 months, against a white background and biometric)
- 4. Statement on having sufficient and regular financial means throughout the stay** (shall be stated in the Application Form. Administration may request supporting documents from applicant.)
- 5. Documents/receipts for the payment of residence permit fee and card fee**
- 6. Valid health insurance** (Insurance period must cover the duration of the intended residence permit. One of the following document is considered sufficient):
 - o **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**
 - o **E-signed/signed and stamped/sealed provision document to be obtained from the Social Security Institution-SGK** (Provision documents to be obtained from SGK must cover both the sponsor and family members for family residence permits.)
 - o **E-signed/signed and stamped/sealed document regarding the application made to the Social Security Institution to become a general health insurance holder**
 - o **Private health insurance** (Please submit the signed and stamped/sealed original of your insurance policy during application!)
- 7. Document showing the registration in the Address Registration System**

(In case of registration in the address registration system)

E-signed/signed and stamped/sealed **“Residence Document”** to be obtained from provincial/district directorates of registry or e-government system (www.turkiye.gov.tr)
- 8. Document of Residence**

(One of the following document is considered sufficient.)

 - o If you are staying in your own home, **a photocopy of the title deed;** ("residence document" is sufficient for extension applications.)
 - o If you are staying in a rental house on a rental agreement, **a notarized copy of your rental agreement;**
 - o If you are staying at a hotel, etc. **proof of your stay in these places;**

o If you are staying in a student dormitory, **e-signed/signed and sealed/stamped document showing that you are staying in the dormitory.**

o If you are staying in a third person's residence, **the notarized undertaking of the host** (if the host is married, also the notarized undertaking of the spouse)

DOCUMENTS ACCORDING TO THE REASONS OF SHORT TERM RESIDENCE PERMIT STAY

A. Those arriving to conduct scientific research

- Visa conforming to the reason of stay and obtained from the foreign representations of the Republic of Turkey (those to do excavation work and surface research)
- Official, e-signed/signed and sealed/stamped document showing the duration and place of the research to be conducted

b. Those owning immovable property in Turkey

- Photocopy of the official, e-signed/signed and sealed/stamped document (title deed) showing that the residence belongs to the person

c. Those establishing business or commercial connections

- Invitation letter from the person or companies to be contacted, notarized company activity certificate, notarized tax registration certificate, notarized trade registry gazette, notarized list of authorized signatures

ç. Those participating in on-the-job training programmes

- Document showing the duration and place of the training to be received from public institutions or organizations where on-the-job training will be held (e-signed/signed and sealed/stamped document on letterhead paper)

d. Those arriving to attend educational or similar programmes as part of student exchange programmes or agreements to which the Republic of Turkey is a party

- Education/internship document/AIESEC document to be obtained from the institutions or organizations where the training/internship will be held (e-signed/signed and sealed/stamped document)

e. Those wishing to stay for tourism purposes

- Information or document regarding the travel plan and accommodation, if requested by the administration
- In case a short-term residence permit is requested due to not fulfilling family residence permit conditions; **a photocopy of marriage certificate or certified document proving marriage** (pages containing information, usually the first 3 pages) is required. *(The original document must be presented on the appointment day.)*

(It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities (could be obtained from Provincial/District Directorates of Registry); it must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country

which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

f. Those receiving medical treatment

- A document, which shows that the hospital admission registration has been made and treatment has started, to be obtained from the public or private hospital where the treatment will be provided (must show the duration of the treatment, be signed by the chief physician and a physician and be stamped/sealed)

g.1. Request of administrative authorities

- E-signed/stamped and signed/sealed document to be obtained from the administrative authorities stating that the foreigner in question must remain in Turkey (stay must be specified in a way not to exceed the time period in the Law No. 6458)

g.2. Decision of administrative authorities

- E-signed/stamped signed/sealed document to be obtained from the administrative authorities stating that the foreigner in question must remain in Turkey (stay must be specified in a way not to exceed the time period in the Law No. 6458)

g.3. Request of judicial authorities

- E-signed/stamped signed/sealed document be obtained from the judicial authorities stating that the foreigner in question must remain in Turkey (stay must be specified in a way not to exceed the time period in the Law No. 6458)

g.4. Decision of judicial authorities

- E-signed/stamped signed/sealed document be received from the judicial authorities stating that the foreigner in question must remain in Turkey (stay must be specified in a way not to exceed the time period in the Law No. 6458)

ğ. Those transferring from family residence permit to short term residence permit

- Photocopy of the previous residence permit document (*The original document shall be submitted to the administration on the appointment day*)
- Court decision regarding divorce (court decision in case of divorce from a Turkish citizen at the end of 3 years or more, or court decision proving that he/she is a victim of domestic violence without the requirement of being married for 3 years)
- Death certificate of the sponsor (It must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; it must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

h. Those attending a Turkish language course

- Visa conforming to the reason of stay to be obtained from the foreign representations of the Republic of Turkey (education/Turkish language course)
- Document of education to be obtained from the institution or organization authorized to provide Turkish language course (e-signed/signed and sealed/stamped document)

i. Those attending an education programme, research, internship or, a course by way of a public agency

- Document showing the duration and place of the program to be obtained from the public institutions or organizations where the training, research, internship or course will be held (e-signed/signed and sealed/stamped)

i. Those applying within six months upon graduation from a higher education programme in Turkey

- Photocopy of diploma or temporary graduation certificate (*The original document must be presented on the appointment day.*)

j. Those making investment

- Certificate of suitability

k. Citizens of Turkish Republic of Northern Cyprus

- Photocopy of T.R.N.C. Identity Document (*The original document must be presented on the appointment day.*)

EXPLANATIONS

❖ For children

- If the mother and father could not be determined from passport or passport substitute document or national identity card, a certified birth certificate shall be requested.
- In the absence of either mother or father, a certified deed of consent shall be requested. (In case of death of one of the parents, the other spouse must submit a certified death certificate.)
- In case of divorce, a certified custody document of the child shall be requested.

(These documents must be e-signed/signed and sealed/stamped if obtained from Turkish authorities; they must have a notarized Turkish translation and an Apostille if obtained from abroad. It is required to be a citizen of a country which is a party to the Apostille Convention; or if there is no Apostille on the document even if the country is a party, the documents in question are required to be approved by the relevant country authorities (approval by the consulate/embassy and Ministry of Foreign Affairs/Turkish Authorities authorized on this issue).

- If the foreigner in question is under eighteen years old, a certified deed of consent by mother/father abroad or legal representative, and a notarized undertaking by real or legal persons in Turkey provided that it is specified in the deed of consent.

❖ For transfer applications

Photocopy of the previous residence permit document shall be attached to application document. *(The original document shall be submitted to the administration on the appointment day)*