

## GUIDANCE FOR APPLICATIONS AND REQUIRED DOCUMENTS

### 1. Travel document (passport)

You are required to submit passport or passport substitute documents (photocopies of the pages containing identity information and the page containing photo and processed pages) being used to enter and leave our country.

If the name and surname have not been written separately in the passport, fill the related fields based on the document (the document showing name and surname separately) to be taken from your consulate which shows your clear identity information.

For the passports which are not issued in Latin letters, translation of the passport approved by a sworn translator or official authorities must be attached to the application.

Do not give your passport to anyone unknown to you and do not share your passport data with anyone unknown to you during your stay in our country!

The original Passport is presented for the **first applications and transfer applications**. For passport extension applications, translated and notarized passport copy is requested.

If the passport is renewed and required in the residence permit applications, the processed pages of previous passports, if any, are also presented.

### 2. Photo

Your photo to be appeared in your residence permit must have been taken within the last 6 months, against a white background and biometric. Do not upload family, selfie, unrecognizable, non up-to-date or black and white photos into the system, **otherwise residence permit document shall not be issued!**

### 3. Applying on behalf of foreigner

The persons who want to be a parental guardian of a foreigner minor or child must attach the birth certificate of the child to be applied on behalf of his/her; the persons who want to be appointed as legal guardian for a foreigner must attach the decision of guardianship; the persons who want to appoint a foreigner as lawyer must attach the copy of power of attorney to the application documents.

If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

### 4. Education certificate

This certificate will be obtained from institution where you receive education and be e-signed/signed and stamped/sealed.

If you cannot graduate within the regular education period, a residence permit of maximum 1 year at a time can issued for each year for which you submit a student certificate which shows that you are repeated and entitled actively to benefit from the rights of being a student.

The students who will enroll in elementary, secondary and high school are required to enter into Turkey with a visa appropriate for the purpose of education in order to be able to apply for a student residence permit.

### **5. Income requirement**

Is declared in the Application Form.

Directorate may request supporting documents.

You can express the source of your income in terms of the assets such as estate incomes, rents, salaries, business profits, heritage, savings. If an undertaking is to be submitted for financial support, this must be stated and undertaking must be attached to application documents.

Supporting documents for income declarations are not required from the foreigners whose expenses are borne by the state organizations during their stay in our country. Submission of a e-signed/signed and stamped/sealed document evidencing that the expenses are borne by a state organization is sufficient. Moreover, concerned state organization must be stated in "sources of income" section.

One of the following documents may be requested by the directorate from the foreigners whose declaration is not found to be sufficient;

- Pension Identification Card and Pension Certificate for Retirement Salary (Bank passbook that shows pension income, Employer's insurance premium paid certificate from those who declared that they are retired but still actively works for wage)
- Bank passbook (a bank statement which shows at least the last 6 months of account activities must be presented.)
- International credit card (a bank statement which shows at least the last 6 months of account activities and up-to-date limit information must be presented.)
- Up-to-date, approved income statement which contain the expression that no attachment or seizure is applicable for this income
- Document which states the amount kept in the bank for the stay in Turkey
- Stamped and signed company letter (certificate of authorized signatures of the company must also be presented together with the document)
- Document showing income from bank deposit
- In case of rental income, title deed of property and rent contract not older than 2 years
- For self-employed foreigners; tax certificate photocopy of the company owned or statement partnered, trade registry gazette, certificate of signatures, balance sheet and income statement of last 3 years approved by tax office or certified public accountants, current year's trial balance sheet, registration certificate of Chamber of Tradesmen and Artisans or of the registration certificate or certificate of activity

If the document showing the income declaration is to be provided from abroad, notary public approved copy of Turkish translation by a sworn translator must be submitted!

### **6. Income requirement of sponsor**

For family residence permit applications, the total income of the sponsor must not be less than the minimum wage as well as monthly income of not less than one-third of the

minimum wage per capita of sponsor's family. If the minimum wage is assumed to be as TL 900; the sponsor must be able to certify for a family of three members consisting of sponsor, spouse and one child that he/she has an income of at least  $300+300+300 = TL 900$  TL, and for a family of two members consisting of sponsor and spouse that he/she has an income of again at least TL 900 since an income of  $300+300 = TL 600$  for a family of two members will be less than minimum wage. In the cases where the permanent income of the sponsor is not sufficient for residence permit application, income declaration can be completed with his/her other incomes.

## **7. Valid health insurance**

Insurance period must cover the requested residence permit duration.

Private health insurances taken out in abroad are valid only if the same is taken out by the branches (agents) of insurance companies within the country.

The foreigners included in the scope of bilateral social security agreements must have confirmed their status in provincial social security units and attach this e-signed/signed and stamped/sealed document to application documents.

For family residence permit applications, the sponsor is required to have a health insurance which covers all family members.

Private health insurance must have the expression of "This policy covers the minimum coverage stipulated in the circular no 9, dated 06/06/2014, on private health insurance required to be taken out for residence permit applications.". Please present e-signed/signed and stamped/sealed original of your insurance policy during application! For extension applications, attach only approved copy of your policy into your application file.

Valid health insurance condition is not required for foreigners whose expenses are borne by concerned state organizations during their stay in our country.

Provision documents to be received from Social Security Institution must be in such a manner that they must be both supportive and cover family members and these document must have stamp/seal and e-sign/sign of concerned institution.

Valid health insurance is not required from the students if they request since they are covered by the general health insurance within three months from the date of admission, however they are required to take out a general health insurance and inform to directorate within three months.

Residence permit procedures of the care takers (unless otherwise provided for such care takers) of the foreigners coming to our country for treatment purposes under the scope of existing "Health Cooperation Agreements" made between Albania (100), Azerbaijan (20), Afghanistan (250), Turkish Republic Of Northern Cyprus (150), Sudan (100), Kosovo (100), Gambia (25), Yemen (25), Kyrgyzstan (100), Niger (50) and our country are executed in accordance with the general provisions .

Valid health insurance is not required in residence permit applications for care takers of the foreigners not exceeding two persons who are coming to our country as per the Additional article No 14 of Health Services Fundamental Law No 3359.

Valid health insurance condition is not required for foreigners who are under 18 years old or over 65 years old, however foreigners having a valid health insurance already must present them.

## 8. Health insurance and passport validity in long term residence permit

For this residence permit, you must have at least one year health insurance and a passport or a passport substitute document valid at least for six months.

## 9. Residence permit and document fees

You can pay your fees using virtual POS with a credit card through our system, to tax offices collecting non-regular taxes, pay desks of Ministry of Finance or contacted banks of Ministry of Finance by giving your application number.

You are required to attach the receipts of residence permit and document fees to the application documents. Request the payment receipts in two copies. One copy will remain with you and other will be attached to application documents. If payment is made using virtual POS with a credit card through our system, submission of payment receipt is not necessary.

For extension applications, attach only the payment receipts of residence permit and document fees to your application file! If payment is made using virtual POS with a credit card through our system, submission of payment receipt is not necessary.

**(!) DO NOT PUT MONEY, CHEQUE OR OTHER PAYMENT INSTRUMENTS INTO YOUR APPLICATION FILE !!!**

## 10. Missing document

Directorate may grant additional time up to 30 days for completion of missing documents.

Your application will be cancelled if you fail to complete missing documents within specified time.

In case of missing documents in extension applications, provincial directorates of migration management will access to you using your declared address and contact information in Turkey. The applicant is responsible for not being available at the address and wrong contact information.

## 11. Applying personally

The residence permit **application must be made personally** by the foreigner itself. These applications can also be made through foreigner's legal representative or lawyer submitting power of attorney, however the directorate may request the foreigner be present during application.

## 12. Interview/conversation

**Directorate, when required, may interview** with the foreigner in order to clarify the reason of stay in Turkey.

## 13. Residence permit application document

**"Residence Permit Application Document"** is given to the applicant whose application was received by directorate. This document provides **90 days** legal stay right in Turkey from the date of application.

**Residence Permit Application Document** is filled based on passports or passport substitute documents.

The foreigners who will leave Turkey for a short time and then return again without waiting the issuance of residence permit document after they have applied for it shall be able to leave Turkey without paying fined residence fee at the border gates by presenting their residence permit application documents provided that such travel is made within the residence permit duration they request and present fee payment receipts (except the ones who are stated in documents that they exempted from fee; and shall be able to enter into Turkey without obtaining visa if they return to the country within fifteen (15) days even if they are the citizens of a country subject to visa requirement.

#### **14. Address of stay in Turkey (Accommodation)**

You are required to inform your residential address and communication information in Turkey correctly and completely.

**Your address, phone number and e-mail** information must be up-to-date in order to be able to contact with you and deliver residence permit document to your address.

If you are staying in a rental house with a rental agreement, you must attach a notary public approved copy of your rental agreement to the application documents.

If you are staying at the places like hotel, motel you must attach the documents showing your stay in these places to the application documents.

If you are staying in dormitory, you must attach e-signed/signed and stamped/sealed document which shows that you are staying in dormitory to your application.

The foreigners coming to Turkey for yacht tourism must specify the yacht marina address where their yachts are anchored.

If the foreigner is going to stay in a 3rd person's residence (other than relatives), notary public undertaking of the host (and notary public undertaking of the spouse if the host is married) is required. Lodging for employing purposes, house care services are considered as unpermitted working, and administrative pecuniary penalties are applied both to foreigner and employer and deportation processes are initiated for the foreigner with all travel and other expenses payable by the employer.

If you change your address within residence permit duration, inform provincial directorate of migration management and provincial directorate of civil registry and citizenship affairs within 20 business days by presenting necessary documents.

#### **15. University, faculty or department changes in the same city**

Within residence permit duration if the foreigner;

- (1) Continue his/her education in a different faculty/department of same university,
- (2) Transfer to a different university within the same city,

then the foreigner is required to inform provincial directorate of migration management at least within 20 business days for updating his/her data provided that student status of foreigner continues without interruption during such actions.

## **16. University, faculty or department transfers between cities**

It is required to apply for residence permit within 10 days to provincial directorate of migration management in the city where new university is located.

All transactions of the students are concluded by provincial directorate of migration management in the city where new university is located.

## **17. Being an owner of real estate**

**The real estate must be house and used for this purpose.** Moreover, real estate used as house in shared or cooperated property covering family members give residence permit application right also to the family members. The real estates not covering other family members can only form the basis for determining financial capacity.

An official document showing that ownership of the house belongs to you (title deed of the house) is required.

Approved copy of the document which shows that the ownership of the house still belongs to foreigner must be presented.

## **18. Notification of address changes**

If you change your address within residence permit duration, inform provincial directorate of migration management and provincial directorate of civil registry and citizenship affairs within 20 business days by presenting necessary documents.

## **19. Criminal records**

The foreigner, if requested by directorate, is obliged to present a document showing his/her **criminal records** issued by the competent authorities of the country of foreigner where he/she is a citizen and legal resident. If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

This document can be obtained from his/her home country authorities or from courts and court houses in the city where he/she resides in Turkey if he/she is staying in our country for last five years.

## **20. Birth certificate**

If mother and father cannot be determined from passports or passport substitute documents or national identity cards, a birth certificate is requested for children. If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

## 21. Death or divorce of parents

Approved parental consent declaration is requested in case of absence of either mother or father (in case of death other spouse must present death certificate).

Approved guardianship document for the child is required in case of divorce.

If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

## 22. Parental consent and undertaking

If the foreigner is under eighteen years old; an undertaking to be granted by real and legal persons in Turkey is required provided that such undertaking is specified in the **letter of parental consent** to be given by his/her mother and father been in abroad or by legal representative.

Consent of the parent which gives permission for the foreigners under eighteen years old to receive education in our country in associate degree or higher degree education is considered as sufficient. If these documents have obtained from Turkish Authorities they must be e-signed/signed and stamped/sealed; if obtained from foreign countries, they must apostilled and have notary public certified translations. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

## 23. Transfer from family residence permit to short term residence permit

The information and documents which require to transfer a short-term residence permit:

- Court decision for divorce  
(Court decision if divorced from a Turkish citizen at the end of 3 years or more; court decision which reveals of suffering due to family violence without requiring for 3 years marriage condition)
- Death certificate of sponsor

If these documents are obtained from Turkish authorities (provincial/district registry offices) they must be e-signed/signed and stamped/sealed, if obtained from abroad, they must be Apostilled and have notary public approved Turkish translation. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

## 24. Marriage certificate

Marriage certificate is a document which evidences marriage. If it is a document obtained from other than Turkish authorities, it must be Apostilled and has notary public approved Turkish translation. If the applicant is a citizen of a state that is not a signatory to

Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

Photocopies of first three pages of Marriage Certificate must be available and original must be presented.

The document which shows marriage can be taken from Provincial/District Registry Offices.

### **25. Copy of vital statistics**

Is the document which shows that you are registered in the vital statistics of Republic of Turkey.

Can be obtained from Provincial/District Registry Offices. If it is a document obtained from other than Turkish authorities, it must be Apostilled and has notary public approved Turkish translation. If the applicant is a citizen of a state that is not a signatory to Apostille Convention, said documents must be approved by the relevant state's authorities (consulate approval and by Ministry of Foreign Affairs or Competent Turkish Authorities authorized therefor).

### **26. Documents of the foreigner being treated**

Foreigners coming to our country in order to receive treatment within the scope of Bilateral Social Security Agreements must submit a document showing their status.

Document showing the duration of treatment, which must be signed by head physician and a physician and sealed/stamped.

Valid health insurance condition is not required for foreigners whose expenses are borne by concerned state institutions and organizations during treatment.

### **27. Care takers of foreigner being treated**

Residence permit procedures of the care takers (unless otherwise provided for such care takers) of the foreigners coming to our country for treatment purposes under the scope of existing "Health Cooperation Agreements" made between Albania (100), Azerbaijan (20), Afghanistan (250), Turkish Republic Of Northern Cyprus (150), Sudan (100), Kosovo (100), Gambia (25), Yemen (25), Kyrgyzstan (100), Niger (50) and our country are executed in accordance with the general provisions .

Valid health insurance is not required in residence permit applications for care takers of the foreigners not exceeding two persons who are coming to our country as per the Additional article No 14 of Health Services Fundamental Law No 3359.

### **28. Document showing that social aid is not received**

Can be obtained from Social Help And Solidarity Foundation of Governorates/District Governorates.

### **29. Issues to be considered in extension applications**

For extension applications, attach only the photocopy of your passport into your application file. **Do not send the original of the passport!**

You must send extension applications by registered mail or courier. Applications sent by ordinary mail will not be accepted!

You can pay your fees using virtual POS with a credit card through our system, to tax offices collecting non-regular taxes, pay desks of Ministry of Finance or contacted banks of Ministry of Finance by giving your application number.

You are required to attach the receipts of residence permit and document fees to the application documents. Request the payment receipts in two copies. One copy will remain with you and other will be attached to application documents. If payment is made using virtual POS with a credit card through our system, submission of payment receipt is not necessary.

For extension applications, attach only the payment receipts of residence permit and document fees to your application file! If payment is made using virtual POS with a credit card through our system, submission of payment receipt is not necessary.

**Do not put money, cheque or other payment instruments into application files !!!**

The documents must be sent within **5 BUSINESS DAYS** after application is made on the system. Applications which are not received by mail will not be evaluated.

After residence permit and residence permit document fees are paid, all required documents together with the receipts (one copies of the receipt will remain with you) must be sent to the provincial directorate of migration management to which application is made by PTT registered mail or courier service within a big A4 size envelope.

All applications must be send separately by PTT registered mail or courier service. Application documents of the persons sent within the same envelope will not evaluated.

The applicant will be responsible for the consistency of declared information and the information contained in the documents sent by mail or for the problems (except problems relating mail/cargo) caused by non-evaluation of the application due to missing document.

### **30. Additional information and document to be requested by the directorate**

The authorized official of provincial directorate of migration management may request supporting information and document any time regarding to declared matters by taking into consideration dissimilar situations of the persons while evaluating the applications.

### **31. Obligation to obey invitation**

In accordance with Article 97 of the Act, foreigners, applicants and persons with international protection status; may be invited to governorate or Directorate General by the reasons of notifying the processes related with the emergence of need of investigation for such persons about their entry into Turkey and stays in Turkey, possibility to take deportation decision for them, implementation of this act. Foreigners can be brought by the help of police without invitation when they do not obey to invitation or there serious doubts that they would not obey to the invitation. This process may not be implemented as administrative detention and query time may not exceed four hours.