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 send us the screenshot of the problem via irolegal@sabanciuniv.edu
Pre-registration form

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

Taşınma tarihi: Moving Date
Select “Kendi başvurumu yapıyorum “
(I lodge the application on my own behalf)

Click “İleri”(next)
Card Delivery Alternative Recipient

_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

- Fakülte: 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

Kalış Nedeni (Reason for Stay):
• Yüksek Lisans (2 Yıl)
or Erasmus Değişim (Erasmus Exchange)

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 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

Choose one of the any option you see. Appointment place is not important since IRO submits your files. If you get an appointment SMS or email further, please ignore that.
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.

✓ 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.

Please do not try to pay the card fee from the same page. Check the legal guideline again.
To get help for your residence permit application:
irolegal@sabanciuniv.edu
IRO is located at Sabancı Business School
1st floor, Room 1168