# OSTİM TEKNİK ÜNİVERSİTESİ
## ANKARA

DÜNYA
SENİ
BEKLİYOR

**ostim**teknik.edu.tr

# Student Residence Permit Application Guide

**Dear International Students,**

**This guide has been prepared by the Student Affairs Office to help you complete your residence permit application smoothly.**

**\*\*Please follow the steps in the guide carefully.**

**For Information: oidb@ostimteknik.edu.tr**

# DOCUMENTS REQUIRED FOR RESIDENCE PERMIT APPLICATION

- *Residence permit registration/application form (signed by the student)*
- *Passport or passport substitute document*
- *4 biometric photographs*
- *Valid health insurance (private health insurance covering the period of GSS or residence permit request)*
- *Receipt showing that the residence permit document fee has been paid*
- *National electronic notification system address (UETS) (Only for extension applications)*
- *Student Certificate (Added by the Registrar's Office)*
- *Declaration Document (Given by the Registrar's Office during File Submission)*

**Students who have not given fingerprints before, should wait for the notification to be made to them on the subject.

**For those under the age of 18;**
- For those who come with a visa exemption or a visa for a different purpose; Document containing parent/guardian information (birth certificate, family certificate, etc.) and consent given by the parent/guardian/legal representative
- For those who come with a visa suitable for their purpose (student visa); A letter of consent and a document containing parent/guardian information will not be attached.)

**Document showing the address information where he will stay**
- If he is staying in his own house, a copy of the title deed (in extension applications, "certificate of residence and invoice"
- If staying with a lease agreement, a notarized copy of the lease agreement
- If staying in accommodation places such as hotels, etc., a document showing that you are staying in these places
- If staying in student dormitories, a document showing that you are staying in the dormitory
- If the sponsor is staying with him/her, the notarized commitment of the person he/she is staying with (If the supporter is married, also the notarized commitment of his/her spouse)

Öğrenci İşleri Daire Başkanlığı

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# **APPLICATION



I AM APPLYING FOR RESIDENCE PERMIT EXTENSION:

- Students Who Want to Extend the Duration of Their Current Residence Permit

I AM APPLYING FOR A RESIDENCE PERMIT FOR THE FIRST TIME:

Students Who Will Get a Residence Permit for the First Time
Students Who Leave the Country and Come Back After the Previous Residence Permit Expires

I AM APPLYING FOR RESIDENCE PERMIT TRANSITION:

- Students Who Have a Different Type and Valid Residence Permit and Will Receive a «Student Residence Permit»

Step-1: By going to https://e-ikamet.goc.gov.tr/ address Choose the one that suits you from the above application types and download your Pdf document by making your application.

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**\*\*When you complete your application**
**Your application form will be as in the image**

ULUSAL ELEKTRONİK TEBLİGAT SİSTEMİ

HESAP BİLGİLERİ

PttUETS

| Müşteri Tipi | GERÇEK , İŞLEM YETKİLİSİ |
|---|---|
| Durum | Aktif |
| e-Tebligat Adresi | |
| T.C. Kimlik No. | |
| Ad Soyad | |
| Sabit Telefon | - |
| Kep Adresi | - |
| E-posta | |
| Adres | |
| Ekleme Tarihi | |

YETKİLİ OLDUĞU KURUMLAR

# National Electronic Notification System (UETS) Certificate

## ( **Only Required for Extension Applications )

**UETS Application for Individual Users (Real Persons)**

There are two main application methods for real persons. The fastest and most recommended method is the online application.

**ONLINE APPLICATION**

A UETS account can be created within minutes without the need to go to the PTT branch. It is sufficient to have an e-Government password, mobile signature or electronic signature (e-signature).

Go to basvuru.etebligat.gov.tr from your internet browser. On the page that opens, click on the "Real Person – Buyer" option under the "Online Registration" section. Log in to the system by selecting the method that suits you (e-Government, Electronic Signature or Mobile Signature) on the identity verification screen.

1. The system will automatically fill in your credentials. On this screen, correctly enter your mobile phone number and e-mail address, which you will be notified when you receive a notification and will use when you forget your password. Then verify this information with codes that will be sent to your phone and email. When you check your information and complete the application, your unique UETS address, consisting of 15 digits, is instantly created and your account becomes active.

**APPLICATION FROM PTT BRANCH**

People who do not have an e-Government password, mobile signature or e-signature can use this method. It is suitable for anyone who does not have digital identity verification tools or prefers to transact in person.
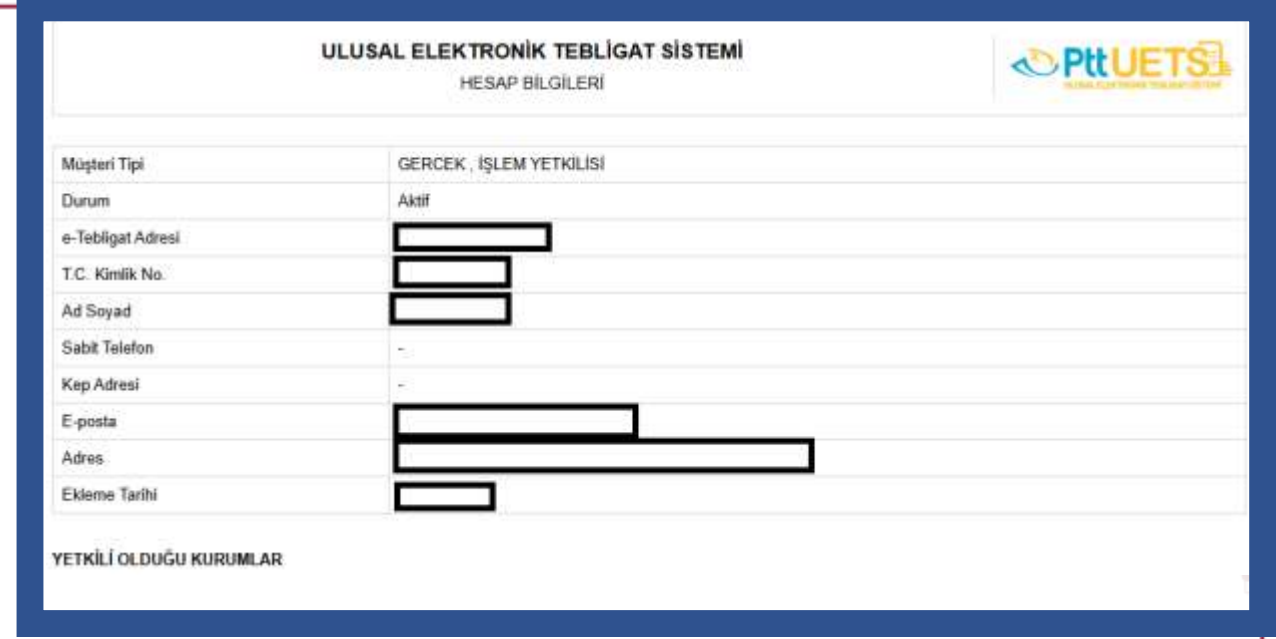
Go to your nearest PTT center.

Have a valid identity document (new type of Turkish ID Card, passport or driver's license) with you.
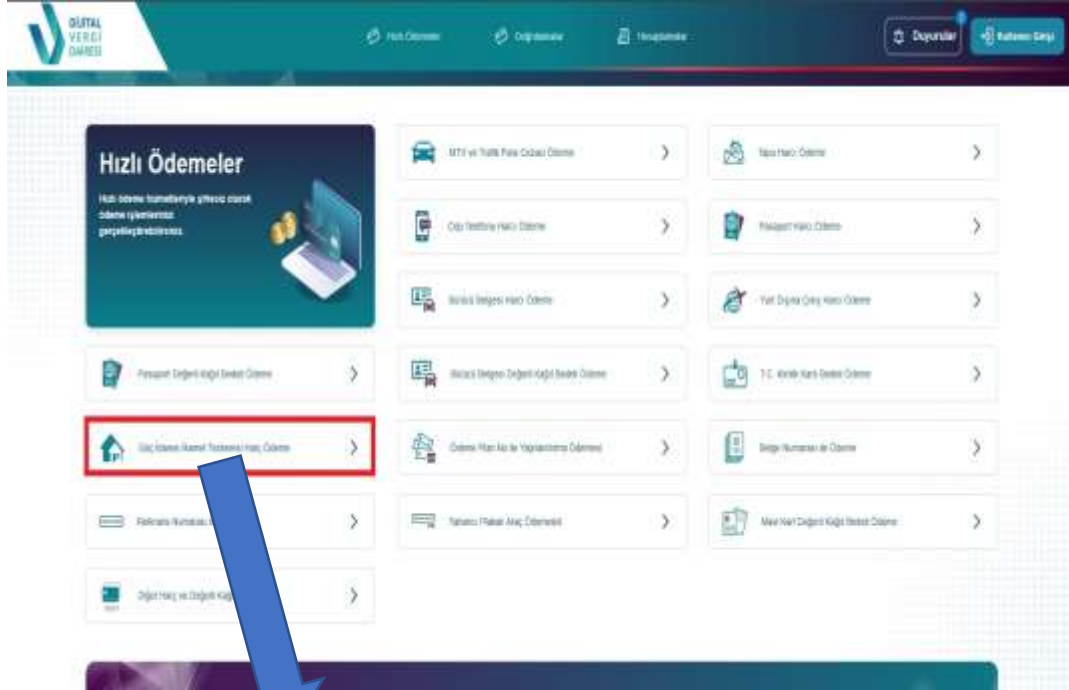
Tell the teller that you want to open a UETS account.
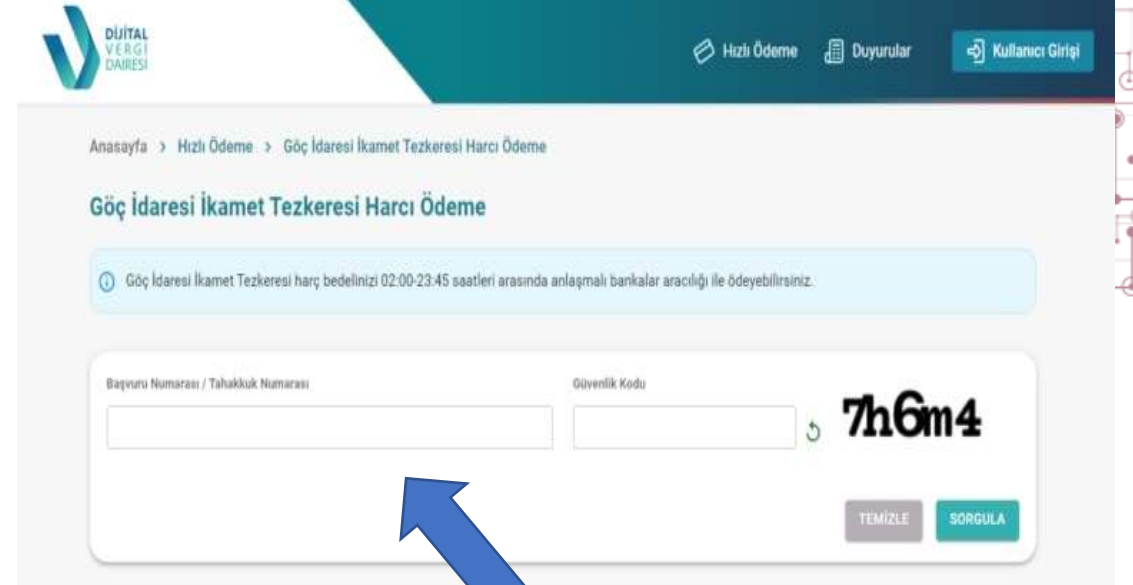
Fill out the UETS application form.

After your identity check is done, the officer will complete your application through the system and deliver you a document containing your UETS account information.

# **PAYMENT**



Step-2: By going to **https://dijital.gib.gov.tr/** address
Click on the link marked in the image.

Step-3: In this field, the application form
**Write the Accrual Number.**
Do not write the
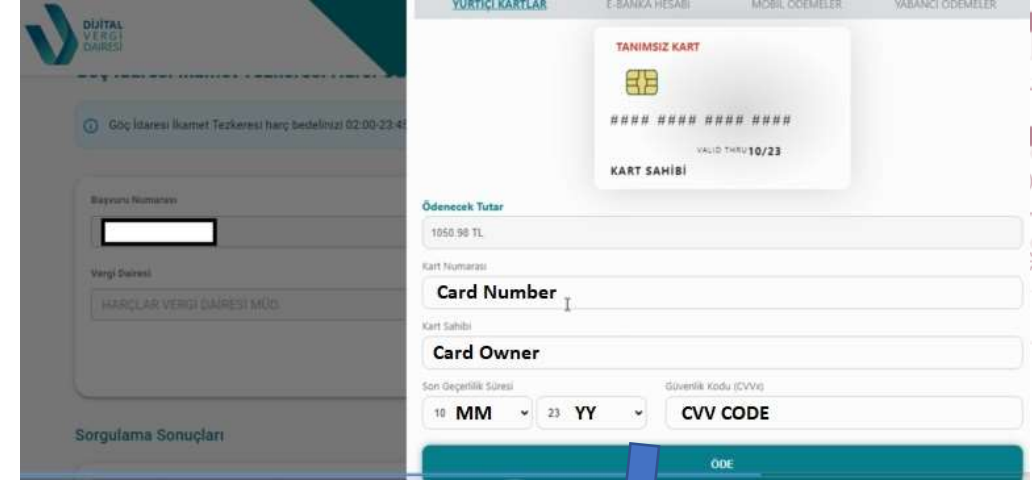Application/Registration Number.

**TAHAKKUK ÖDEME BİLGİLERİ**
(Accrue Payment Informations)

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# **PAYMENT**



Step-4: Click the button marked on the image and proceed to the payment stage.
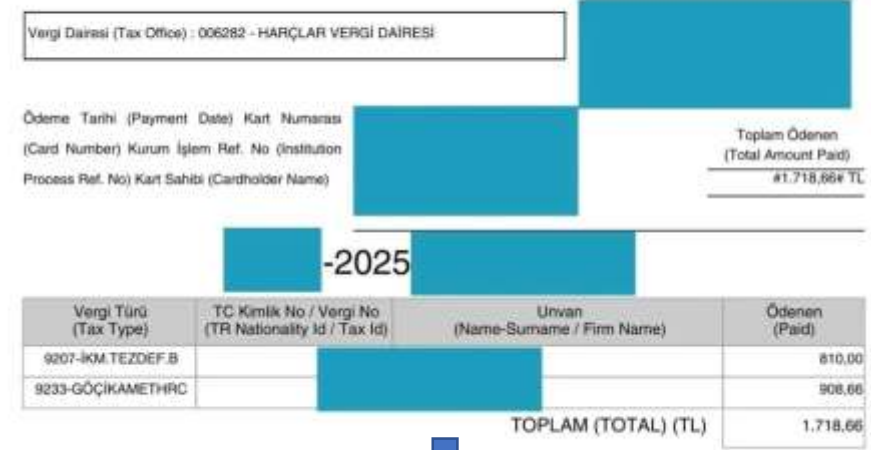
Step-5: Make the payment by entering your card information.

# **PAYMENT**

## Göç İdaresi İkamet Tezkeresi Harcı Ödeme

Vergi tahsil edildi

Gelir İdaresi Başkanlığı sistemleri vergi ödemenizi kaydetmiştir.

ÖNEMLİ: Lütfen alındı belgesini aşağıdaki butonu kullanarak indiriniz. Dijital Vergi Dairesi Alındısı, vergi daireniz ya da bankanız tarafından üretilemez. Bu alındıya daha sonra, alındı kimliği (barkod değeri) ya da ödeme bilgilerinizle (kart numaranız, ödeme tarihi ve ödediğiniz miktar vb.), İnternet Vergi Dairesi "Ödeme bilgisi sorgulama" sayfalarımızdan da erişebilirsiniz.

Alındı İndir (PDF)

### Ödeme Bilgileri

| Banka | Kart No | Ödenen Tutar |
|---|---|---|
| CARDFINANS | | 1421.86 TL |

**Step-6 : **By clicking on the marked link
Don't forget to download the payment receipt**

### İNTERNET VERGİ DAİRESİ ÖDEME ALINDISI
(INTERNET TAX OFFICE PAYMENT RECEIPT)

Vergi Dairesi (Tax Office) : 006282 - HARÇLAR VERGİ DAİRESİ

Ödeme Tarihi (Payment Date) Kart Numarası
(Card Number) Kurum İşlem Ref. No (Institution
Process Ref. No) Kart Sahibi (Cardholder Name)

Toplam Ödenen
(Total Amount Paid)
#1.718,66# TL

-2025

| Vergi Türü (Tax Type) | TC Kimlik No / Vergi No (TR Nationality Id / Tax Id) | Unvan (Name-Surname / Firm Name) | Ödenen (Paid) |
|---|---|---|---|
| 9207-İKM.TEZDEF.B | | | 810,00 |
| 9233-GÖÇİKAMETHRC | | | 908,66 |
| | | TOPLAM (TOTAL) (TL) | 1.718,66 |

**This is what your receipt looks like.**

# *IMPORTANT NOTES*

Once you graduate, you can use your residence card until it expires.

Once you graduate and your residence expires, you can apply for a short-term permit.

The Student Affairs Office cannot know when your application will be finalized.
The legal evaluation period may extend up to 3 months.

Make sure you print all your required documents and bring them in a proper file.

The file will be submitted to the immigration office on the first Monday following its submission to the Student Affairs Office.

Please do not print all the pages of insurance documents. The first 2 pages will be enough.

If you need to leave Türkiye due to an emergency;
Please contact the Ankara Provincial Directorate of Migration Management to obtain a travel permit.

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