

TARSUS UNIVERSITY
GUIDE ON REQUIRED DOCUMENTS FOR STUDENT RESIDENCE PERMIT APPLICATIONS

APPLICATION DOCUMENTS

1. Application Form
2. Travel Document / Passport Documents
3. Receipt / Document Proving Payment of Residence Permit Fee
4. Address-Related Documents
5. Additional Required Documents for International Students Under 18 Years of Age

1. APPLICATION FORM

The Application/Registration Form is the official document that international students obtain online from e-ikamet.goc.gov.tr after completing their student residence permit application.

IMPORTANT NOTE: Scanning only the first page of the application form, signed by the applicant, is sufficient.

2. TRAVEL DOCUMENT / PASSPORT DOCUMENTS

A copy (photocopy) of the applicant's valid passport or passport-substitute travel document page containing personal identification information and photograph must be submitted with the application file.

- Copy of the Passport Identification Page
- Copy of the Travel Document Page for Foreigners (if applicable)

3. RECEIPT / DOCUMENT PROVING PAYMENT OF RESIDENCE PERMIT FEE

The mentioned fee can be paid at finance cash offices (tax offices), authorized banks, or online via the Interactive Tax Office (GİB).

3.1. Sample Receipt if Payment is Made at Ministry of Finance Cash Offices

The original or certified copy of the physical 'Tax Office Receipt' (Vergi Dairesi Alındısı) obtained from finance cash offices or tax offices must be attached to the application file.

3.2. Sample Receipt if Payment is Made via the Interactive Tax Office

For online payments made through the Interactive Tax Office (GİB), a printout of the generated 'Interactive Tax Office Payment Receipt' must be placed in the application file.

4. ADDRESS-RELATED DOCUMENTS

Foreign nationals must submit an appropriate document regarding their residential address in Türkiye according to their living situation:

- • **Rental Agreement:** A notarized rental agreement prepared in the 'certified copy' format, including a photocopy of the landlord's ID.
- • **Title Deed:** A photocopy of the title deed registered under the student's name.
- • **Dormitory / Collective Housing Document:** A signed and stamped accommodation document provided by the dormitory management for students staying in dormitories or communal living spaces.
- • **Hotel Accommodation Document:** For students staying in hotels or accommodation facilities, a payment receipt showing the paid fee along with the accommodation document.
- • **Address Commitment:** A notarized letter of commitment (address declaration) if residing with third parties.

4.1. Residence Certificate (Yerleşim Yeri Belgesi)

Foreign nationals who have registered their address can obtain a 'Residence Certificate' (Yerleşim Yeri Belgesi) via e-Devlet proving their address registration. This document is generated within the scope of the 'Barcoded Document Verification' system.

FOR EXTENSION APPLICATIONS: For residence permit extension applications, the 'Residence Certificate' obtained via e-Devlet must be submitted.

4.2. Requirements for Notarized Rental Agreements

For rental agreements executed at a notary, the landlord and tenant information must be complete, a photocopy of the landlord's Turkish ID card must be attached, and the notarized copy must be submitted.

4.3. Notarized Address Commitment Letter

In cases where the student resides with another person (parents, relatives, or third parties), a Commitment Letter (Taahhütname) executed before a notary public, stating that the host provides accommodation to the foreign student, must be submitted.

4.4. Document Proving Accommodation in a Student Dormitory

Students staying in student dormitories must submit an official signed and stamped document obtained from the dormitory management clearly indicating the dates of stay and dormitory details.

5. ADDITIONAL REQUIRED DOCUMENTS FOR INTERNATIONAL STUDENTS UNDER 18 YEARS OF AGE

For international students under 18 years of age who will study at the higher education level, the following additional documents are mandatory:

- 1. Birth Certificate:** Certified Birth Certificate of the child.
- 2. Consent Letter Requirements:** If the student arrived with a student visa, parental consent is not required. However, if arriving under visa exemption, the appropriate document matching their situation must be provided:
 - a) If parents are abroad:** Certified parental consent from both parents if parents are abroad.
 - b) In case of divorce:** Certified custody document in case of divorce. If custody is shared or if the other parent has visiting rights, a certified consent letter from the other parent is required.
 - c) In case of death of one parent:** Certified death certificate of the deceased parent.
 - d) In case of legal absence:** Certified court decision regarding legal absence (gaiplik).
 - e) For children born out of wedlock:** Certified single parent document showing custody belongs to one parent for children born out of wedlock.

IMPORTANT LEGAL NOTICE AND DOCUMENT APPROVAL CONDITIONS:

1. Document Verification Process: If these documents are issued by Turkish authorities, they must be e-signed/signed and stamped/sealed. If obtained from abroad, an Apostille certification and a notarized Turkish translation are required. For citizens of countries that are not party to the Apostille Convention or if the document lacks an Apostille, approval from the relevant country authorities (consulate/embassy approval, Ministry of Foreign Affairs/authorized Turkish authorities approval) and a notarized Turkish translation are mandatory.
2. Parent Residence Permit: If applicable, a copy of the parent's residence permit, work permit, or work permit exemption card must be attached.
3. Legal Representative / Commitment in Türkiye: If the individual is under 18 years old, a notarized commitment letter provided by real or legal persons in Türkiye, as specified in the certified consent letter issued by the parents or legal representatives abroad, is required.