

Short-Term Residence Permit: Required Documents Checklist

A practical checklist of the documents required for short-term residence permit applications in Türkiye, prepared on the basis of the official list published by the Presidency of Migration Management. Section A sets out the documents required of every applicant; Section B sets out the additional documents required according to the purpose of stay. Tick each document as it is obtained, and please note the legalisation requirements that apply to documents issued abroad.

DOCUMENT	Required Documents Checklist
SCOPE	Short-term residence permit applications: first application, extension and transition
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Purpose and Use of this Checklist

This checklist brings together, in a single working document, the documents requested by the Turkish migration authorities in short-term residence permit applications. It follows the structure of the official list: the common documents required of all applicants are presented first, followed by the additional documents required according to the ground of stay relied upon. It is intended to be used as a preparation and verification tool ahead of the application appointment.

Applications are assessed by the Provincial Directorates of Migration Management, which may request additional information or documents in any individual case. For applications to be taken into assessment, all documents must be submitted complete on the appointment day and at the appointment time. Original documents must be available for presentation at the appointment wherever this is indicated below.

IMPORTANT · LEGALISATION OF DOCUMENTS ISSUED ABROAD

Documents obtained from Turkish authorities must be e-signed or signed, and sealed or stamped. Documents obtained abroad must bear an **Apostille** and be submitted together with a **notarised Turkish translation**. Where the issuing state is not a party to the Apostille Convention, or the document does not bear an Apostille, the document must instead be legalised by the authorities of the issuing state (consular or embassy endorsement together with the approval of the Ministry of Foreign Affairs or the Turkish authorities empowered for this purpose) and submitted with a notarised Turkish translation. This requirement recurs throughout the official list and applies, in particular, to civil status, custody, death and criminal record documents.

APPOINTMENTS AND FEES

Residence permit appointments are made free of charge through the official portal **e-ikamet.goc.gov.tr**. No credence should be given to third parties or intermediaries demanding payment for appointments. Nationals of countries exempt from the residence permit fee pay the card fee only.

RESIDENCE AND WORK ARE SEPARATE PERMITS

A residence permit does not confer the right to work in Türkiye. Foreign nationals who will work in Türkiye must apply for a work permit under the International Labour Force Law No. 6735 or, where applicable, for a work permit exemption under Article 48 of its Implementing Regulation.

Section A · Documents Required of All Applicants

☐ **1. Residence Permit Application Form**

Signed by the foreign national and/or their legal representative, or by an attorney holding a power of attorney.

☐ **2. Copy of Passport or Travel Document, and of the Visa (if any)**

Copies of the pages showing identity details and the photograph, together with the pages showing visa information where applicable.

The original document must be available on the appointment day.

☐ **3. Two (2) Biometric Photographs**

Taken within the last six months, against a white background, biometric and compliant with ICAO standards.

☐ **4. Receipts for the Residence Permit Fee and Card Fee**

Documents or receipts showing that the residence permit fee and the card fee have been paid.

Nationals of countries exempt from the residence permit fee pay the card fee only.

☐ **5. Receipt for the Single-Entry Visa Fee (where applicable)**

Required for applicants who entered Türkiye under a visa exemption and are making a first residence permit application within their lawful period of stay, and for applicants who have exceeded their lawful period of stay.

Country groups and foreign nationals exempt from the single-entry visa fee are excluded.

☐ **6. Valid Health Insurance**

The insurance period must cover the entire residence permit period requested.

ANY ONE OF THE FOLLOWING IS SUFFICIENT

- ☐ A signed and sealed/stamped (or e-signed) certificate from a provincial social security unit confirming access to health services in Türkiye under a bilateral social security agreement
- ☐ An e-signed/signed and sealed/stamped provision document issued by the Social Security Institution (SGK)
- ☐ An e-signed/signed and sealed/stamped document evidencing an application to the SGK for general health insurance coverage
- ☐ A private health insurance policy

Please present the first page of the insurance policy, bearing the policy number, at the application.

☐ **7. Proof of Sufficient and Regular Financial Means**

A document or declaration showing that the applicant has sufficient and regular financial means for the intended period of stay.

Section A · Continued

☐ 8. Documents Showing Address Information

8.1 · CURRENT RESIDENCE CERTIFICATE

A current-dated Residence Certificate (Yerleşim Yeri Belgesi) obtained through the e-Devlet system (www.turkiye.gov.tr), together with one of the following: an electricity, water, natural gas or landline telephone bill, or, for new subscribers, the subscription agreement.

Address registration is mandatory for extension and transition applications. Applicants extending their permit, changing permit type or changing province must submit the Residence Certificate to the administration.

8.2 · DOCUMENT SHOWING THE PLACE OF STAY

ANY ONE OF THE FOLLOWING, ACCORDING TO YOUR SITUATION

- ☐ **Own property:** a copy of the title deed together with the numbering certificate (numarataj belgesi)
- ☐ **Rented accommodation:** a notarised copy of the lease agreement containing the landlord's details
- ☐ **Hotel or similar accommodation:** a document evidencing the stay and a receipt showing that the accommodation has been paid for the period of the permit requested
- ☐ **Student dormitory:** an e-signed/signed and sealed/stamped certificate confirming residence at the dormitory
- ☐ **Staying with a third party:** a notarised undertaking of the host (and, if the host is married, a notarised undertaking of the host's spouse as well), together with a current-dated electricity, water, natural gas or landline bill in the host's name or, for new subscribers, the subscription agreement

☐ 9. National Electronic Notification System (UETS) Address

For extension and transition applications: a document showing the UETS address, obtained from central PTT branches.

A UETS document is not required for applicants under eighteen years of age.

APPLICATIONS MADE ON BEHALF OF A MINOR

Where the application is made on behalf of a child, the following are additionally required, as applicable:

- ☐ A certified **birth certificate**, where the mother and/or father cannot be identified from the passport, travel document or national identity card
- ☐ In case of divorce, a certified **custody decision**; where custody is joint or the other parent holds visitation rights, a certified **letter of consent** from the other parent
- ☐ Where a parent is deceased, the parent's certified **death certificate**
- ☐ Where a parent has been declared absent, the certified **declaration of absence**
- ☐ For a child born outside marriage, the **single-parent document** showing that custody rests with the other parent
- ☐ Where available, copies of the parents' **residence permit, work permit, work permit exemption card or residence permit application document**
- ☐ Where the parents or legal representative are abroad: their certified **letter of consent** and, provided this is specified in the consent, a notarised **undertaking** given by a natural or legal person in Türkiye

These documents are subject to the legalisation requirements set out on page 2.

Section B · Additional Documents by Purpose of Stay

In addition to the common documents in Section A, the following documents are required according to the ground of stay on which the application is based. Only the subsection corresponding to your purpose of stay applies.

A Scientific Research

- ☐ A visa appropriate to the purpose, obtained from a diplomatic mission of the Republic of Türkiye (*for archaeological excavations and surface surveys*)
- ☐ An official, e-signed/signed and sealed/stamped document showing the duration and location of the research to be conducted

B Owners of Immovable Property in Türkiye

- ☐ An official, e-signed/signed and sealed/stamped document showing that the dwelling belongs to the applicant (copy of the title deed)
The value of the dwelling, as at the date of acquisition, must be at least the Turkish Lira equivalent of USD 200,000. The property must be a dwelling and must be used by the foreign national for that purpose; it may not be used for rental or other income-generating purposes.
- ☐ Where family members hold shared or joint ownership: a document showing the family ties with the persons named on the title deed
- ☐ For a dwelling acquired by inheritance or gift: a current real estate valuation report
- ☐ For first applications: a signed/e-signed and sealed/stamped numbering certificate (numarataj) showing the address, obtained from the municipality where the property is located
- ☐ For extension applications: a title deed continuation document (tapu devam belgesi)

C Commercial Contacts or Establishing a Business

- ☐ A visa appropriate to the purpose, obtained from a diplomatic mission of the Republic of Türkiye
- ☐ From the persons or companies to be contacted: a notarised certificate of activity, notarised tax plate, notarised trade registry gazette and notarised signature circular

Ç In-Service Training Programmes

- ☐ An e-signed/signed and sealed/stamped document from the public institution or organisation providing the training, showing its duration and location

Section B · Continued

D Education or Exchange under Agreements to which Türkiye Is a Party

- ☐ An e-signed/signed and sealed/stamped education certificate from the institution where the education will be received
- ☐ For students under Erasmus, Mevlana or other international exchange programmes: an e-signed/signed and sealed/stamped certificate from the receiving institution confirming exchange-programme status

E Tourism Purposes

- ☐ Information or documentation concerning the travel plan and place of accommodation
- ☐ Where the application is based on family ties: a copy of the lawful-stay document (residence permit, work permit or work permit exemption) of the first-degree relative in Türkiye (mother, father, spouse or child)
- ☐ Where the application is based on family ties: the marriage certificate or, for those married to a Turkish citizen, the civil registry extract (Vukuatlı Nüfus Kayıt Örneği), or a copy of a certified document proving the marriage (pages showing identity and marriage details)

The original must be available on the appointment day. Legalisation requirements apply to documents obtained abroad.

- ☐ A document showing sufficient and regular income

ONE OF THE FOLLOWING MUST BE PRESENTED

- ☐ Pensioner identity card and pension allocation document
- ☐ A bank statement showing the account movements of the last three months
- ☐ A sealed and signed company letter
- ☐ A document showing bank deposit income for the last three months
- ☐ For rental income: the title deed of the property and the lease agreement

Sufficient income means at least one and a half times the net minimum wage in force at the application date for individual applications and, for applications made together with family members, income of at least the minimum wage per family member. Regular income means that the sufficient amount is shown to have been earned over at least the last three months.

F Medical Treatment

- ☐ A single-physician status report from the public or private hospital where treatment will be received, confirming that the applicant will receive treatment (verifiable via the e-rapor system), or a report approved by the physician and the head physician / responsible director showing the illness and the duration of treatment
- ☐ For those coming for treatment under a bilateral social security agreement: a document approved by the provincial social security units confirming coverage under the agreement

G Request or Decision of Administrative or Judicial Authorities

- ☐ An e-signed/signed and sealed/stamped document from the administrative or judicial authority concerned, stating that the person must remain in Türkiye

The period of stay must also be specified, within the limits set by Law No. 6458.

Section B • Continued

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Transition from a Family Residence Permit to a Short-Term Residence Permit



A copy of the previous residence permit document

The original is delivered to the administration on the appointment day.



The court decision concerning the divorce

A court decision where the divorce from the Turkish citizen follows a marriage of three years or more, or, without the three-year marriage requirement, a court decision establishing that the applicant is a victim of domestic violence.



The death certificate of the sponsor

Legalisation requirements apply to documents obtained abroad (see page 2).

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Turkish Language Courses



A visa appropriate to the purpose (Turkish language course), obtained from a diplomatic mission of the Republic of Türkiye



An e-signed/signed and sealed/stamped document from an institution authorised to provide Turkish language courses, also showing the duration of the course

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Education, Research, Internships or Courses through Public Institutions



An e-signed/signed and sealed/stamped document from the public institution or organisation concerned, showing the duration and location of the programme

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Graduates Applying within Six Months of Completing Higher Education



A copy of the diploma or temporary graduation certificate, or the equivalent document obtained through e-Devlet

The original must be available on the appointment day.

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Investors



Certificate of Conformity (Uygunluk Belgesi)



Criminal record certificate

If the applicant has not resided in Türkiye for the last five years, from the authorities of their own country; we recommend requesting it at least three months before the application, as issuance may take time. If the applicant has resided in Türkiye for the last five years, from the Turkish judicial authorities or through e-Devlet. Legalisation requirements apply to documents obtained abroad.



Where the investor's family members also apply: a document showing the family ties

If issued by Turkish authorities (including Provincial/District Civil Registry Directorates), e-signed/signed and sealed/stamped; if obtained abroad, Apostille and notarised Turkish translation, or consular legalisation where no Apostille is available.

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Citizens of the Turkish Republic of Northern Cyprus



A copy of the TRNC identity document

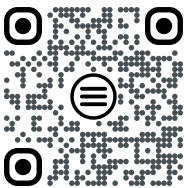
The original must be available on the appointment day.

General Information and Key Reminders

- Foreign nationals who will remain in Türkiye longer than permitted by their visa or visa exemption, or who will extend an existing residence permit, must apply for one of the residence permits set out in Article 30 of the Law on Foreigners and International Protection No. 6458.
- Foreign nationals who will work in Türkiye must apply for a work permit under the International Labour Force Law No. 6735; persons benefiting from a work permit exemption must apply for the exemption set out in Article 48 of the Implementing Regulation of that Law. A residence permit does not confer the right to work in Türkiye.
- Residence permit appointments are made free of charge through the official website <https://e-ikamet.goc.gov.tr>. No credence should be given to third-party institutions or individuals demanding payment.
- The foreign national's contact details must be notified completely and accurately. For an application to be taken into assessment, the application documents must be submitted in full on the appointment day and at the appointment time.
- The conditions governing residence permits are set out in the second part of the Law on Foreigners and International Protection. Before applying, an application must be made for the residence permit corresponding to the purpose of stay; applications by persons who cannot substantiate their purpose of stay on justified grounds will be assessed negatively under the applicable legislation.
- In the assessment of residence permit applications, the Provincial Directorates of Migration Management may request additional information or documents.
- Sanctions under the applicable legislation will be imposed on persons providing false information or declarations.
- Registration of the address notification is mandatory in extension and transition applications; in first applications, the address registration procedures must be completed within twenty business days following approval of the residence permit.

NOTE FOR CLIENTS

This checklist has been prepared by Bayraktar Attorneys for client guidance on the basis of the official list of required documents for short-term residence permit applications. It is a working tool and does not constitute an exhaustive statement of the law; requirements may change and the competent authorities may request further documents in any individual file. Please contact us before your appointment so that your file can be reviewed in full.



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