

Address Registration

After receiving your residence permit card, you must go to the nearest immigration office to you within 20 days after you receive the card and register your address.

All fully registered **degree-seeking international students and the exchange students who wish to extend their residence permit cards must** have this process after their residency card is sent to them.

Required documents:

If you stay at the dormitories:

- Residence Permit Card (active)
- Dorm Certificate taken by the Dormitory Management
- Residence permit card copy and passport ID page copy
- Student certificate

If you stay out of the campus:

- Residence Permit Card (active)
- Rental Agreement (notarized) and Water or Electricity Bill under your name (notarized) OR Letter of Commitment (Taahhütname) from the notary or Title Deed under your name (notarized)

- Residence permit card copy and passport ID page copy
- Student certificate
- They may ask for some additional documents regarding the place you stay. (House owner's official information if you have a rental agreement or Earthquake Insurance -DASK- regarding your own house if you have your own house etc.)

You can go to the addresses given below with these required documents and register your address.

Locations for address registrations according to your address

Google Maps Links

Please kindly keep your **passport** and **student ID card** with you during the process.

You can say: Merhaba. Ben Sabancı Üniversitesi öğrencisiyim. Adresimi tescil ettirmek istiyorum. (Hello. I am a student of Sabancı University. I want to register my address.)

After you register your address, you can download your official address document with barcode from e-devlet. You can click [Here](#).

Some Important Notes:

- Address registration means registering your address at the Immigration Office system. Therefore, your address will be known by the Turkish authorities.
- If you have registered your address at the Population Directorate (Nüfus Müdürlüğü) before, you still have to register your address at the Immigration Offices. Because there is no address registration in the Population Directorates anymore and you have to go to the Immigration Office and register your address again in order to update the data there.

- You must register your address within 20 days after receiving your residence permit card.
- Address registration is now mandatory in residence permit extension procedures. Therefore, you must have registered an address before extending your residence permit card.
- Since most of our students stay in dormitories, they register their addresses at Pendik or Sultanbeyli Immigration Office. In the PDF file here, you can see which district is affiliated with which Immigration Office.
- If you use a rental contract, make sure that the house owner is the same person with the signature holder on the rental agreement and the house owner's ID has to be attached by the notary.
- For your rental contract, you have to go to [the nearest notary](#) to approve your rental agreement. Your passport and your house owner's national ID will be asked. Also, the rental agreement must include this statement from the house owner: NOTERLİKTE HUZURUMDA ALINDIĞINI ONAYLIYORUM (I ACKNOWLEDGE THAT IT HAS BEEN RECEIVED AT THE NOTARY)
- There is no need to get an appointment for this procedure. We would like to remind you that sometimes there can be a huge number of applications at the Immigration Office and they may guide you to another place. Let us know in this case.
- Please visit the Immigration Office between 9.00 AM - 12.00 PM for the address registration.
- If you are going to work on projects in the future or if you are going to participate in an off-campus internship program, you may be asked for [an e-devlet address document \(Yerleşim Yeri Belgesi\)](#). For this reason, you must register your address.