

STEP BY STEP WORK PERMIT APPLICATION

DOMESTIC APPLICATION

An employment contract is signed between the foreigner and the employer.



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The employer or an authorized e-Bilgi user logs into the Foreigners' Work Permit Application System (e-İzin) via e-Government (e-Devlet) using an e-signature and creates the workplace registration.

If there is no e-signature, it can be obtained through <https://eimzaonbasvuru.ptt.gov.tr/> or authorized institutions.

By clicking on the "Domestic Application" section from the "Submit Application" menu, the employer fills out and uploads the required information and documents. The employer finalizes the application through approval via e-signature.

Please follow up on your application evaluation process through "Application Tracking Procedures" menu.



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If the application is approved by ministry: The work permit fee and the valuable paper fee, which will be notified to you, must be paid separately and in full on behalf of the foreigner via the Digital Tax Office or authorized banks.

The work permit document issued on behalf of the foreigner is sent to the workplace address via PTT Cargo.



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The foreigner is required to commence the work within one month from the start date of the work permit. If the date of notification of the work permit document to the employer differs from the start date of the work permit, the foreigner must commence the work within one month from the date the work permit document is notified to the employer, fulfilling all obligations in accordance with the relevant legislation.

The amount subject to insurance contribution should not be less than the wage declared on the foreigner's work permit application.

Applications for the extension of a work permit must be submitted at least 60 days before the permit's expiration date, and in any case, before the current permit expires.

REQUIRED DOCUMENTS

For Foreigners:

- Employment contract
- Biometric photograph
- Passport
- Diploma
- Additional documents depending on the foreigner's status

For the Employer:

- Tax certificate
- Turkish trade registry gazette
- Balance sheet
- Certificate of workplace activity
- Additional documents depending on the sector and profession

For Application:
www.calismaizni.gov.tr

For Further Information:
www.cs.gb.gov.tr/ujgm



REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR
AND SOCIAL SECURITY

STEP BY STEP WORK PERMIT APPLICATION

APPLICATION ABROAD

An employment contract is signed between the foreigner and the employer.



The employer or an authorized e-Bildirge user, after logging into the Foreigners' Work Permit Application System (e-İzin) via e-Government (e-Devlet), enters the reference number obtained from the Turkish Embassy or Consulate into the system and creates the workplace registration using their e-signature.



If there is no e-signature, it can be obtained through <https://eimzaonbasvuru.ptt.gov.tr/> or authorized institutions.



If the application is approved by ministry;

a.) The work permit fee and the valuable paper fee, which will be notified to you, must be paid separately and in full on behalf of the foreigner via the Digital Tax Office or authorized banks.

b.) Then work permit can be obtained after paying the visa expenses to the Turkish Embassy or Consulate to which the application was originally submitted.



For applications made from abroad, the foreigner is required to commence the work within one month of their entry into the country and, in any case, within six months from the start date of the work permit, fulfilling all obligations in accordance with the relevant legislation.



The amount subject to insurance contribution must not be less than the wage declared on the foreigner's work permit application



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The foreigner applies to the Turkish Embassy or Consulate in the country where they are legally residing. They must provide the 16-digit reference number they receive to their employer in Türkiye within 30 days to proceed with the application.



By clicking on the "Abroad Application" section from the "Submit Application" menu, the employer fills out and uploads the reference number and required information and documents. The employer finalizes the application through approval via e-signature.



Please follow up on your application evaluation process through "Application Tracking Procedures" menu.



The work permit document issued on behalf of the foreigner is sent to the workplace address via PTT Cargo.



The foreigner is required to apply to the Provincial Directorate of Migration Management within 20 days of their entry into the country to register their address.

REQUIRED DOCUMENTS

For Foreigners:

- Employment contract
- Biometric photograph
- Passport
- Diploma
- Additional documents depending on the foreign national's status

For the Employer:

- Tax certificate
- Turkish trade registry gazette
- Balance sheet
- Certificate of workplace activity
- Additional documents depending on the sector and profession

For Application:
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For Further Information:
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