

STEP BY STEP WORK PERMIT APPLICATION

APPLICATION FROM ABROAD

1



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

2



The foreigner applies to the Turkish Embassy or Consulate in the country they reside in and receives a 16-digit reference number which they submit to **their employer**.

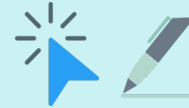
3



E-signature can be obtained from the institutions authorized by Information Technologies Institution (BTK).

The employer or the person the employer authorized for e-declaration registers their workplace on the **Automated Work Permit Application System** via e-Government (e-devlet) with their e-signature.

4



By clicking on the "International Application" section from the "**Apply Now**" 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**.

5



Please follow up on your application evaluation process through "Follow up on your application" menu.

If our Ministry **approves** the application;

- You will be informed about the work permit and official paper fees which will be paid to the respective bank accounts **separately**.
- Then **work permit** can be obtained after paying the visa expenses to the Turkish Embassy or Consulate to which the application was originally submitted.

6



The work permit issued for the foreigner will be sent to your workplace address through PTT cargo.

You can track your delivery through the PTT Cargo Tracking System entering the 13-digit barcode number that you will obtain by adding 268004 in front of your work permit application number.

7



The **employer** must submit the **statement of starting employment** by applying to the Social Security Center they are registered at **within 30 days** of the foreigner entering the country.

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

The foreigner must register him/herself to the nearest Directorate of Population and Citizenship Affairs within the 20 days of their entrance to the country.

REQUIRED DOCUMENTS

For foreigners:

- Employment Contract
- Biometric photograph of the foreigner
- Passport
- Diploma

For the employer:

- Tax registration certificate
- Trade Registration Gazette
- Balance Sheet
- Certificate of Activity
- Pre-Permit Document: Pre-permit document should be obtained from the Ministry of Health if the foreigner is a health professional; and from the Ministry of National Education if they are an education professional.

Application procedures for the extension of work permits have the same process as domestic work permit application procedures.

For application:

<https://ecalismaizni.ailevecalisma.gov.tr>

For further information:

www.calismaizni.gov.tr

www.ailevecalisma.gov.tr/ugm

In order to ensure a smooth work permit application, it is recommended to use Windows Operating System and Google Chrome as a browser.

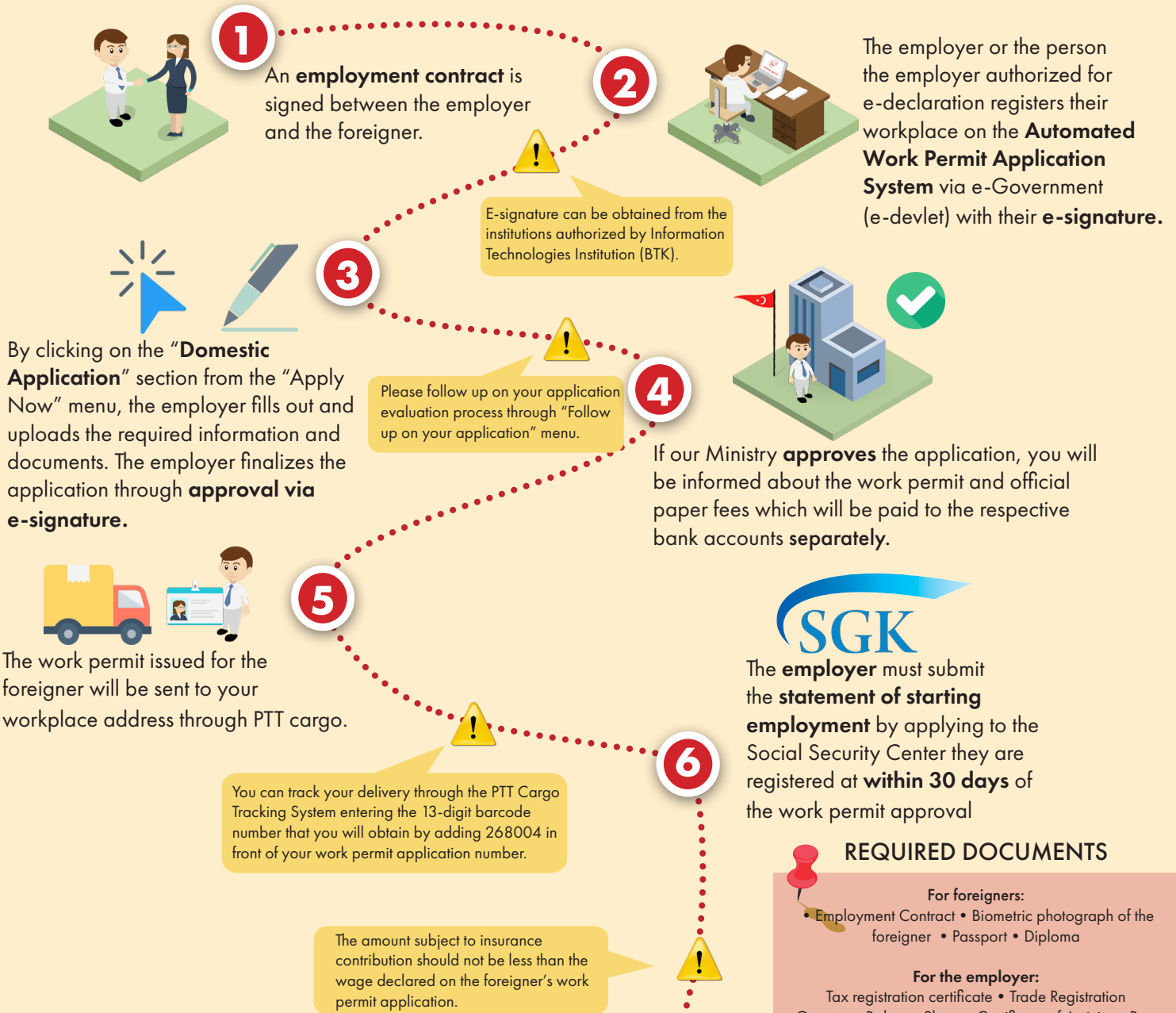
Now, you are insured and have a work permit. **You are secured.**

Now, you can have your employee work securely.

STEP BY STEP WORK PERMIT APPLICATION

DOMESTIC APPLICATION

IMPORTANT: Foreigners with a valid residence permit of minimum 6 months in total and employers who want to employ such foreigners can apply for a domestic work permit.



The **employer** must submit the **statement of starting employment** by applying to the Social Security Center they are registered at **within 30 days** of the work permit approval.

REQUIRED DOCUMENTS

- For foreigners:**
- Employment Contract
 - Biometric photograph of the foreigner
 - Passport
 - Diploma
- For the employer:**
- Tax registration certificate
 - Trade Registration Gazette
 - Balance Sheet
 - Certificate of Activity
 - Pre-Permit Document: Pre-permit document should be obtained from the Ministry of Health if the foreigner is a health professional; and from the Ministry of National Education if they are an education professional.

Application procedures for the extension of work permits have the same process as domestic work permit application procedures.

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STEP BY STEP WORK PERMIT APPLICATION

FOREIGNERS UNDER INTERNATIONAL PROTECTION

IMPORTANT: The applicant or conditional refugee can apply for a work permit 6 months after the date of their International Protection application.



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3

By clicking on the “**International Protection**” section from the “Apply Now” 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**.

E-signature can be obtained from the institutions authorized by Information Technologies Institution (BTK).



Please follow up on your application evaluation process through “Follow up on your application” menu.

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If our Ministry **approves** the application, you will be informed about the work permit and official paper fees which will be paid to the respective bank accounts **separately**.



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



The **employer** must submit the **statement of starting employment** by applying to the Social Security Center they are registered at **within 30 days** of the work permit approval.

- Work permit designated for International Protection status holders and Conditional Refugees does not substitute for residence permit.
- ID cards of refugees and of foreigners with secondary protection status substitute for work permit; therefore, they do not need to obtain work permit.
- Foreigners under international protection who are employed (without obtaining work permit) for seasonal agricultural and livestock works, can work by obtaining work permit exemption form from the Provincial Directorate of Labor and Employment Agency in the province they are registered at.
- The wage to be paid to the foreign employee should be equal or more than the minimum wage.

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