



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION GUIDE
FOR FOREIGNERS





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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

1. LOGIN AND REGISTRATION TO THE SYSTEM

Work permit exemption applications are made by foreigners. If the application is to be made in Turkish language, Turkish language should be selected from the upper right corner of the page after entering the website <https://emuafiyet.csgb.gov.tr> firstly. Afterwards, it is necessary to have the necessary information for the application by examining "Who Can Apply For Work Permit Exemption" and "Frequently Asked Questions" sections on the main page.

In order to make an application, "Apply for Work Permit Exemption" button should be clicked. Then, according to the answer given to the question "Have you logged into this system before?"

- If you choose "Yes, I have logged in before", there are two different ways to log in:
 - a. If you are going to log into the system with your previously registered e-mail address; enter your registered e-mail address and click the "Check It" button, enter the instant password (OTP code) that will be sent to your e-mail address in the box and click the "Check It" button.
 - b. You can log in via E-Government by clicking the "Login with E-Government" button.



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- If you choose “No, I have never logged in before”, there are 2 different ways to log in:

The screenshot shows the login page for the E-Muafiyet system. At the top, there is the logo of the Ministry of Labour and Social Security (T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI). Below the logo, there are three questions with radio button options:

- Have you logged into this system before?**
Options: Yes, I have logged in before (selected), No, I've never logged in before
- Are you currently in Türkiye?**
Options: Yes, I'm in Türkiye (selected), No, I'm located outside of Türkiye
- Do you have a TR Foreigner ID No and an e-Government password?**
Options: Yes (selected), No

At the bottom, there is a red button labeled "Login with E-Government".

- a. Through “Yes, I'm in Türkiye” option; you can log in to the system with "Login with E-Government" if you have a TR Foreigner ID No and an E-Government password; if not, with your passport information with which you entered to Türkiye.

- b. Through “No, I'm located outside of Türkiye” option; you can log in to the system with your reference number obtained from the Turkish representative office abroad and passport information.

This screenshot shows the login page for users who are currently in Türkiye. It includes the same initial questions as the previous screenshot, but with the "No, I'm located outside of Türkiye" option selected for the second question. Below the questions, there is a "CHECK IT" button. The form fields are:

- * Your Passport Number with which you entered the country (text input)
- * Country of Issue of Passport (dropdown menu)
- * Your Birth Year (text input)

This screenshot shows the login page for users who are located outside of Türkiye. It includes the same initial questions as the previous screenshot, but with the "Yes, I have a reference number" option selected for the third question. Below the questions, there is a "CHECK IT" button. The form fields are:

- * Reference Number (text input)
- * Passport Number (text input)
- * Your Birth Year (text input)



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2. ENTERING USER INFORMATION

2.1. Personal Information

In the Personal Information section, some information comes automatically according to the login option. The rest of the information must be filled in by the foreign applicant. This section contains the following information:

- Biometric Photograph
- Name and Surname
- Gender
- Father-Mother Name
- Marital Status
- Place of Birth
- Nationality
- Date of Birth
- TR Foreign ID No (if available)
- Spouse's Information (if available)

2.2. Contact Information

The Contact Information section contains the following information:

- E-mail
- Telephone Number
- Your Residence Address
- Second E-mail (if available)
- Second Telephone (if available)



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2.3. Passport Information

The screenshot shows the 'Passport Information' section of the application system. It features a navigation bar with four steps: 1. Personal Information, 2. Contact Information, 3. Passport Information (current step), and 4. Education Information. The form includes the following fields and options:

- Passport Type:** A dropdown menu with the text 'Please Choose'.
- Passport Number:** A text input field containing 'UIG/H12345600'.
- Expiry Date:** A date selection field with the text 'Select date'.
- Passport:** An 'Upload File' button with a downward arrow icon. Below it, a note reads: 'Upload the scanned version of the first and all processed pages of your passport.'
- Buttons:** 'Clear Changes' and 'Save' buttons are located at the bottom of the form.

Passport Information section contains the following information:

- Passport Type
- Passport Number
- Passport Expiry Date

In addition, the scanned version of the first and all processed pages of the passport should be uploaded in "pdf" format.

2.4. Education Information

The screenshot shows the 'Education Information' section of the application system. It features a navigation bar with four steps: 1. Personal Information, 2. Contact Information, 3. Passport Information, and 4. Education Information (current step). The form includes the following fields and options:

- Language:** A section with a dropdown for 'Native language' (set to 'Tatar') and a text input for 'Known Languages' (set to 'Afar').
- Turkish Level:** A dropdown menu set to 'Beginner'.
- Document to Prove Your Turkish Level:** An 'Upload File' button with a note: 'Please upload a document proving the level of Turkish proficiency' and a file name 'pasaport.pdf'.
- Education History:** A dropdown for 'Education Level' (set to 'High School') and a text input for 'High School Name' (set to 'asdasds').
- Buttons:** 'Clear Changes' and 'Save' buttons are located at the bottom of the form.

Education Information section contains the following information:

- Native Language of Foreigner
- Known Languages (if available)
- Turkish Level (if available, proof document should be uploaded) You must upload your Turkish Proficiency Certificate.
- Education Level (proof document should be uploaded according to the selected level) Please upload your most recent school diploma in Turkish or English.



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3. NEW APPLICATION

3.1. Selecting the Place of Application

When clicking on the "New Application" option on the left tab to make an application, our system checks whether the foreigner has an active residence right in the country that is still valid (whether the foreigner has any work permit exemption, work permit or residence permit that is still valid). Since the inquiry is carried out through the foreigner identification number, foreigners who have active residence right in the country are required to enter their foreigner identification number into the system from the "User Information" section.

If the foreigner has an active residence right in the country at the time of application, the "Domestic Application (I am in Türkiye or I have active residence right)" option is selected as the "Place of Application" and the "Continue to Application Type Selection" button is clicked.

The screenshot shows the 'Active Residence Right Inquiry' step. The 'Active Residence Right' is 'Yes'. Under 'Place of Application', the 'Domestic Application (I am in Türkiye or I have active residence right)' option is selected. The 'Continue to Application Type Selection' button is visible.

If the foreigner is in the country and does not have an active residence right in the country at the time of application, "Domestic Application (I am in Türkiye or I have active residence right)" option is selected as the "Place of Application" and "Passport Number With Which The Foreigner Entered The Country" and "Country of Issue of Passport" information is entered into the system. At this stage, our system checks whether the foreigner is in the country by querying the passport number. If the check is successful, the "Continue to Application Type Selection" button is clicked.

The screenshot shows the 'Active Residence Right Inquiry' step. The 'Active Residence Right' is 'No'. A message prompts the user to enter their Foreigner ID number. Under 'Place of Application', the 'Domestic Application (I am in Türkiye or I have active residence right)' option is selected. The 'Check it' button is visible.



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If the foreigner is abroad and does not have an active residence right in the country at the time of application, the "Abroad Application (I am located outside of Türkiye)" option is selected and the 16-digit reference number obtained from the Turkish foreign representative abroad is entered into the system. At this stage, our system checks the reference number. If the check is successful, the "Continue to Application Type Selection" button is clicked.

The screenshot displays the user interface of the E-Muafiyet system. On the left is a dark sidebar with navigation options: Home Page, New Application, User Information, My Applications, Documents, Application Guide - TR, Application Guide - EN, and Log Out. The main content area is titled "1. Active Residence Right Inquiry" and shows "Inquiry (Completed)". The "Active Residence Right" is set to "No". A yellow message box states: "If you haven't entered your Foreigner ID number, please enter it from the 'User Information' section and try to apply again." Below this, the "2. Place of Application" section offers two options: "Domestic Application (I am in Türkiye or I have active residence right)" and "Abroad Application (I am located outside of Türkiye)". The "3. Required Information for Confirmation" section includes a "Reference Number" field with a 16-digit reference number and a "Check it" button.



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3.2. Making An Application

The sector and category of the work permit exemption to be applied for must be selected correctly under the “New Application” option on the left tab. Applications made by selecting the wrong type will be rejected. For Mandatory Internship, **Education Sector and Internship / Internship / Student Subject to Compulsory Internship (n)** boxes must be selected.



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3.3. Making An Application

After the application category is selected, firstly, KVKK (Law on the Protection of Personal Data) inform statement should be read and explicit consent statement should be selected.

On the next page Workplace and Employer Information section, the following information must be filled in correctly.

Your Occupation: 9901.02 Stajyer (Öğrenci)

Requested Exemption Start Date: Please fill in your internship start date as day/month/year.

Requested Exemption End Date: Please fill in your internship end date as day/month/year.

Are you requesting a work permit exemption certificate? If your internship period is less than 3 months, you must select the “No, I do not want a certificate” option. If it is longer than 3 months, you must select the “Yes, I agree to pay the stamp duty and request a certificate if my application is approved” option.

About your application: For example “I am a (write your class information) grade student in (write your department) at Altınbaş University (write your faculty name). I am requesting a work permit exemption certificate to complete my mandatory internship for ..(number of working days) working days at(employer name should be written in the blank) company between .././....-../././.... (internship start and end dates should be written).”

Province/District Where You Will Work: Select the district where you will be doing your internship.

Please Choose: The option “The workplace I will work in Türkiye is certain and I have an employer” should be checked.

How Will Insurance Premiums of Your Working Be Paid: The option “My insurance premiums will be paid from domestically.” must be selected.

The workplace SGK Registration Number: The SGK registration number of the workplace where you will be doing your internship must be entered. If the workplace where you will be doing your internship is not specified, enter “28540010111812660342762000”.

Monthly Gross Salary: “0” should be entered.

Payment Currency: (₺)

Employment Contract: Please upload your Internship Application Form.



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- Your Occupation Within the Work Permit Exemption
- Requested Date Range for Work Permit Exemption
 - a. If the requested period is 3 months or longer, the Residential Code information obtained from the NVI Address Registration System is entered. In addition, address type is specified by selecting whether the address is the residence or workplace address of the foreigner, or a different address.
 - b. If the requested period is shorter than 3 months, the foreigner is asked whether he/she requests a Work Permit Exemption Document. If not requested, if the application is evaluated positively, a verifiable document showing that the application has been approved will be issued free of charge and sent to registered e-mail address.
- Residential Code of Where You Want to Send Exemption Document (It can be obtained from the NVI Address Inquiry System on <https://adres.nvi.gov.tr>)
- Address Information Where You Want Your Document to Be Sent (Whether the foreigner has a residence or workplace address in Türkiye, or a different address is selected.)
- Province / District Where You Will Work in Türkiye
- About Your Application (Information about the purpose of the application and the scope of the work must be entered.)
- Workplace and Employer Information You Will Work in Türkiye
 - a. *“The workplace where I will work in Türkiye is certain and I have an employer.”* If this option is selected, the following information must be entered:
 - 26-digit Social Security Institution (SGK) Registration No of the Workplace
 - Amount of Monthly Gross Salary Receivable by Foreigner
 - Whether the insurance premiums will be paid domestically or abroad
 - Uploading the scanned version of the signed Employment Contract
- How Will Insurance Premiums Be Paid? (Whether the insurance premiums will be paid domestically or abroad should be selected.)



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In the **Supporting Documents** section on the next page, the requested documents regarding the type of work permit exemption you have applied for must be uploaded in pdf or image formats. Please upload your Student ID, Mandatory Internship Certificate, and Internship Application Form.

The screenshot displays the 'Supporting Documents' step of the application process. At the top, there is a navigation bar with the Ministry of Labour and Social Security logo and the text 'REPUBLIC OF TÜRKİYE MINISTRY OF LABOUR AND SOCIAL SECURITY'. A language selector shows 'English'. A progress indicator shows four steps: 1. KVKK (Law on the Protection of Personal Data) Explicit Consent, 2. Workplace and Employer Information, 3. Supporting Documents (current step), and 4. Additional Documents. A notification box states: 'You can apply for no more than 4 months within the scope of the work permit exemption category you have chosen. For your requests exceeding these periods, a work permit application will be required. X'. Below the progress bar, there are two 'Upload File' buttons. The first is labeled 'Upload File' and has a subtext: 'Upload the official documents describing the sportive activity (duration, place/places to be implemented, type of activity, etc.)'. The second is also labeled 'Upload File' and has a subtext: 'Upload the professional qualification certificate / testimonial / diploma / license etc. within the scope of the relevant sports activity.' At the bottom, there are 'Previous' and 'Next' buttons.

The last section, **Additional Documents**, is not a mandatory field, and on this page, you can upload information and documents that you think are important in the evaluation of the application or that you cannot fit into other document upload fields.

The screenshot displays the 'Additional Documents' step of the application process. The navigation bar and progress indicator are the same as in the previous screenshot. The progress indicator now shows step 4, 'Additional Documents', as the current step. A notification box is present. Below the progress bar, there is a text area labeled 'Other Information'. Below the text area, there is a button labeled 'Add Other Document'. At the bottom, there are 'Previous' and 'Show Application Preview' buttons.

To complete the application, you can review your application by clicking the **"Show Application Preview"** button on the Additional Documents page, you can edit again with the **"Go Back to Editing Screen"** option to correct the missing and incorrect parts, or complete your application by clicking the **"Create My Application"** button to confirm.



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REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR
AND SOCIAL SECURITY

English

Application Preview

Attention! Your application has not been created yet!
Please check all the information you have entered and complete your application or return to the editing screen.

Application Kind

Personal Information

	Name		Surname	
	Father's Name		Mother's Name	
	Gender		Marital Status	
	Place of Birth		Nationality	
	Date of Birth			
	TR Foreign ID No			
	Spouse Name		Spouse Surname	
	Nationality of Spouse		Spouse TR ID No	

Contact Information

E-mail		Telephone	
Second E-mail		Second Telephone	
Your Residence Address			

Passport Information

Passport Number		Passport Type	
Expiry Date			
Passport			

Education Information

Native language		Known Languages	
Education Level		Turkish Level	
High School			
University			
Master's Degree/PhD			

Job and Employer Information

Chosen Occupation			
Requested Date Range for Exemption			
Will the document be sent?			
Reason for Request for Work Permit Exemption			
Have an Employer?			

Supporting Documents

Sports Activity Definition Documents			
Sports Activity Competence Certificates			
Sports Activity Assignment Documents			

Additional Information and Documents

Description			
Documents			

[Go Back to the Editing Screen](#) [Create My Application](#)



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4. POST-APPLICATION PROCEDURES

4.1. Learning the Current Status of the Application

By clicking on the “My Applications” tab on the left, you can access the details of your previous applications by “Details” option under the “Actions” column, and you can view the information about the current status of your application under the “Situation” heading.

Application No	Application Date	Conclusion Date	Application Kind	Situation	Exemption Status	Actions
70	12-01-2023 15:10	03-03-2023 10:06		APPROVAL	ACTIVE	Detail New Card Application Exemption Cancellation

4.2. Revision of the Application

When there is a need to make a revision regarding the information or documents in your application, detailed information will be included in the notification to be sent to your registered e-mail address. To make the requested revision, you can make the necessary arrangements for your application to be re-evaluated by clicking the “Make a Revision” option under the “Actions” column.

Application No	Application Date	Conclusion Date	Application Kind	Situation	Actions
7	2022-10-07 / 16:08			REVISION	Make a Revision Detail

4.3. Approval of the Application

Applications that are declared to be considered suitable at the first stage will be approved after the necessary payments are made within the legal period and a notification e-mail regarding this will be sent to your registered e-mail address. **Proof Document of Work Permit Exemption** that can be verified at <https://emuafiyet.csgb.gov.tr/verify> is also sent as an attachment to this e-mail. In addition, “Situation” information of the application will appear as “APPROVAL” on “My Applications” page.

For the applications for which the requested period for Work Permit Exemption is less than 3 months and do not require a document to be issued, if considered appropriate, they will be approved directly without the need for any payment. *Proof Document of Work Permit Exemption*, which can be verified online will be sent free of charge in the attachment of the e-mail sent in this regard.

If a document is requested, the application will be approved after the deposit of the Valuable Paper Fee is confirmed in the system and the Work Permit Exemption Document will be sent to the requested address by cargo.



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4.7. Payment Process

No fee is charged for work permit exemption applications with a validity period of less than three months. Only Valuable Paper Fee is paid if printed document is requested.

When your work permit exemption application is evaluated positively, a notification will be sent to your registered e-mail. As the details will be included in the incoming e-mail, the specified amounts must be paid to the relevant accounts. If the requested payments are not made within 30 days as requested, your application will be rejected and there will be no option to appeal to rejection decision.

Payments can be made directly from the Interactive Tax Office of the Revenue Administration by credit card, or they can be made through contracted banks in Türkiye.

a. Direct Payment by Credit Card

You can make your payments through '[Payment with Reference Number \[Referans Numarası İle Ödeme\]](#)' screen on the home page of Digital Tax Office (dijital.gib.gov.tr) by selecting the name of the institution as 'Directorate General of International Labor Force [Uluslararası İşgücü Genel Müdürlüğü]' and using your "TR Foreigner Identity Number [T.C. Kimlik Numarası]" starting with 9 and your "Transaction Reference Number [İşlem Referans No]" information, which sent by e-mail.

b. Alternative Payment Method

If you are going to make your payments through contracted banks in Türkiye (Ziraat Bank, Halk Bank, Vakıf Bank and other contracted banks), it should be done by paying the amount of the Work Permit Exemption Document Fee with a single receipt to the account code 9280 and Valuable Paper Fee with a single receipt to account code 9268; and the foreigner's foreign identity number starting with 9 must be declared (in case of less or more than the requested amount, the transaction cannot be concluded). In these payments, no additional money transfer or similar expenses will be charged by the banks.

Payment amounts can be seen on the system, and there is no need to submit a voucher/bank receipt to our Ministry.

4.8. Process of Issuing Document

Once the payment process has been completed and your application is approved, **Work Permit Exemption Document** will be sent via PTT Cargo to the specified address that you have chosen during your work permit exemption application.



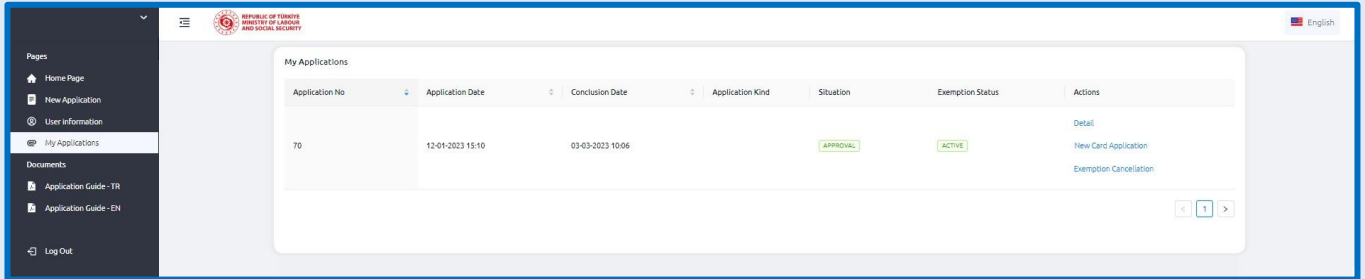


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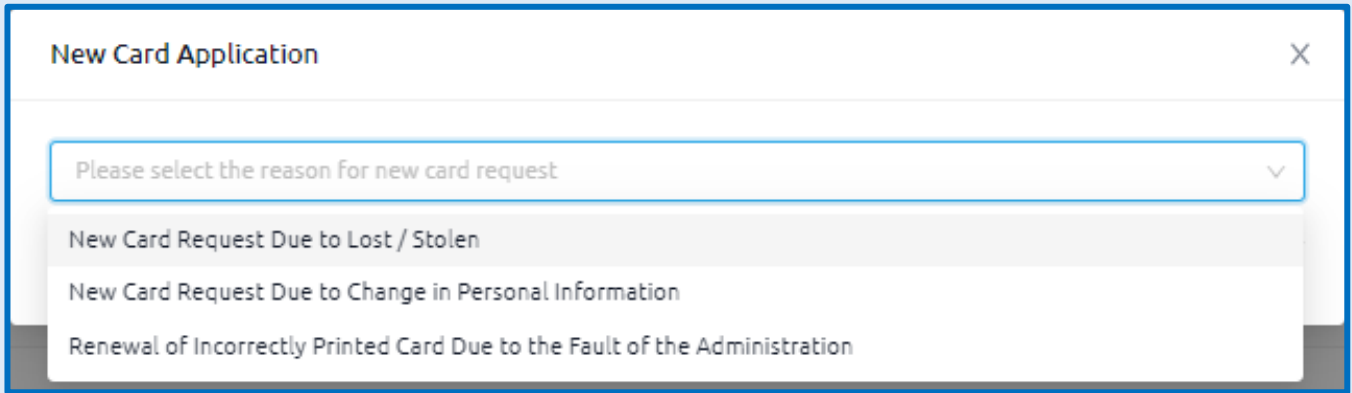
WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

4.9. New Card Application Process

In cases where your Work Permit Exemption card needs to be renewed for any reason, you can click on the "My Applications" option on the left side and select the "New Card Application" option for your active work permit exemption. On the pop-up screen, the reason for the renewal must be selected correctly and the following instructions must be followed. If you wish, your renewed card will be sent to your previously sent address or to a different address that you will specify, after the necessary payments are made and your application is approved.

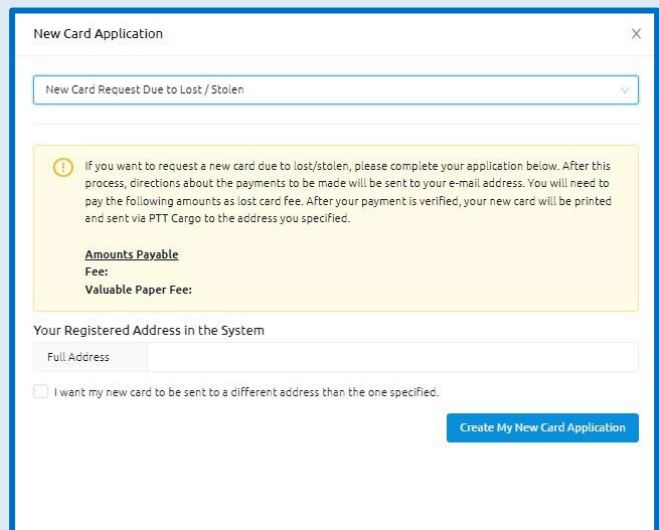


After clicking on the "New Card Application" option, the relevant reason must be selected correctly from the pop-up screen that opens.



a. New Card Request Due to Lost / Stolen

This option should be selected in case you lose your card or if your card is damaged for any reason. In this case, after submitting your application, you must pay the required fee and valuable paper fee as notified to your e-mail address. If your payment is confirmed by the system, your card will be reprinted and sent to the address you specified.





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b. New Card Request Due to Change in Personal Information

In case of any change in your personal information (name, surname, parent's name, nationality, date of birth) on your Work Permit Exemption card or if it is declared wrongly during your application, you must first apply to the Provincial Directorate of Migration Management to update your personal information of your foreign identity number.

Afterwards, you can create your card renewal request from this option after comparing your old card information with your updated personal data and making sure that it is correct.

After submitting your application, you need to deposit the value of the valuable paper as notified to your e-mail address. If your payment is confirmed by the system, your card will be reprinted and sent to the address you specified.

The screenshot shows a web form titled 'New Card Application'. The dropdown menu is set to 'New Card Request Due to Change in Personal Information'. A light blue information box contains the following text: 'Your personal information regarding your identification number obtained from the Directorate of Migration Management is shown below. If your information has changed, please check and complete your application. If there is no change in your personal information, complete your information changes through the Provincial Directorate of Migration Management closest to you and create your new card application here.' Below this, under 'Amounts Payable', it lists 'Fee: 0 ₺' and 'Valuable Paper Fee:'. The form is divided into two columns for 'Your Current Information in the System' and 'Your Current Information Received from Presidency of Migration Management'. Each column has fields for 'TR Foreign ID No.', 'Name:', 'Surname:', 'Mother's Name:', 'Father's Name:', 'Nationality:', and 'Date of Birth:'. Below these is a section for 'Your Registered Address in the System' with a 'Full Address' field and a checkbox 'I want my new card to be sent to a different address than the one specified.' A blue button 'Create My New Card Application' is at the bottom right.

c. Renewal of Incorrectly Printed Card Due to the Fault of the Administration

Except for the reasons stated above, this option should be selected in cases where the information on your card is printed incorrectly due to the fault of the Administration.

If this option is selected, you must explain how the Administration made a mistake. In addition, you must upload a document proving the error and scanned front and back sides of your current Work Permit Exemption card.

In this context, your application will be subject to review by the Administration, and in case of an institutional error as a result of the review, valuable paper and fees will not be paid by you. However, if it is determined that the error is not caused by the Administration's fault, you will have to pay half of the total fee for your new card and/or the value of valuable paper.

The screenshot shows a web form titled 'New Card Application'. The dropdown menu is set to 'Renewal of Incorrectly Printed Card Due to the Fault of the Administration'. A light blue information box contains the following text: 'Please fill in your explanation regarding reasons other than lost/stolen or information updating, the scanned version of your current card, and other information supporting your reasons. Your application will be reviewed by the Administration and information about the process will be sent to your e-mail address. As a result of the application evaluation, if your card needs to be reprinted except for an administrative defect, you will have to pay fee and/or valuable paper fee.' Below this, under 'Amounts Payable', it lists 'Fee: 0 ₺ or (You will be notified by e-mail after the review.)' and 'Valuable Paper Fee: 0 ₺ or (You will be notified by e-mail after the review.)'. The form has two main sections: '* Description' with a text area and '* Supporting Documents' with an 'Upload File' button and a note: 'Upload other documents supporting your reasons. (For example; official document showing the correct information printed incorrectly on your card, etc.)'. Below that is '* Front and Back Copy of Your Current Card' with an 'Upload File' button and a note: 'Upload the front/back scanned version of your current card.' At the bottom is 'Your Registered Address in the System' with a 'Full Address' field and a checkbox 'I want my new card to be sent to a different address than the one specified.' A blue button 'Create My New Card Application' is at the bottom right.



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4.10. Username (Email Address) Change

If you have previously registered to the e-Muafiyet system but have lost access to the e-mail address to which you are registered or if you forget your e-mail address, you can change your e-mail address that you use to log in to the e-Muafiyet system through our system by using the “I cannot access my username / I want to change my username” button.

In order to change your e-mail address registered in the system, first of all, in order to make an inquiry;

- Your Passport Number Registered in the System,
- Your Nationality,
- Your Birth Year

information is needed. After this information is entered, you can proceed with the “Continue” button.

The next step asks whether you have a previously approved exemption. If you have a previously approved work permit or work permit exemption,

- Application number,
- Start Date,
- End Date

information must be entered.



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* Please Choose

I have previously entered Türkiye with the passport I mentioned above.

I have never entered Türkiye with the passport I mentioned above.

The Last Date You Entered with This Passport

Select date

* Please Choose

I have previously left Türkiye with the passport I mentioned above.

I have never left Türkiye with the passport I mentioned above.

The Last Date You Left with This Passport

Select date

Continue Return to Start

After filling in the field related to the previously approved work permit / work permit exemption (yes or no), it is asked whether the applicant has previously entered and exited Türkiye with the passport specified during the application. In this field;

- If you have only entered Türkiye with this passport, you must indicate this date.
- If you have only left Türkiye with this passport, you need to specify this date.
- If you have both entered and left Türkiye with this passport, you need to specify these dates.

When the relevant fields are filled in, the “Check My Information” button will appear. By clicking this button, the process is completed and the query is sent to the system. If the information is filled in correctly and completely, you will see a field where you can enter your e-mail address that you want to use as your username. In order to check the correctness of the e-mail address entered here, the one-time use code (OTP) is sent to the specified e-mail address by clicking the “Check” button after entering the e-mail address. By entering this code, the process is completed and your new e-mail address will be updated as the username and user transactions can be continued with the new e-mail address.

Your current username:
Please enter your new username. A code will be sent to the email address you entered for verification.

* Enter the email address you want to use as your username.

CHECK

CONTACT AND SUPPORT

emuafiyetdestek@csgb.gov.tr

[/csgb_uigm](https://www.instagram.com/csgb_uigm)
[/uigm.csgb](https://www.facebook.com/uigm.csgb)
[/csgbuigm](https://www.linkedin.com/company/csgbuigm)

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