REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR AND SOCIAL SECURITY
DIRECTORATE GENERAL OF INTERNATIONAL LABOUR FORCE

WORK PERMIT EXEMPTION APPLICATION GUIDE

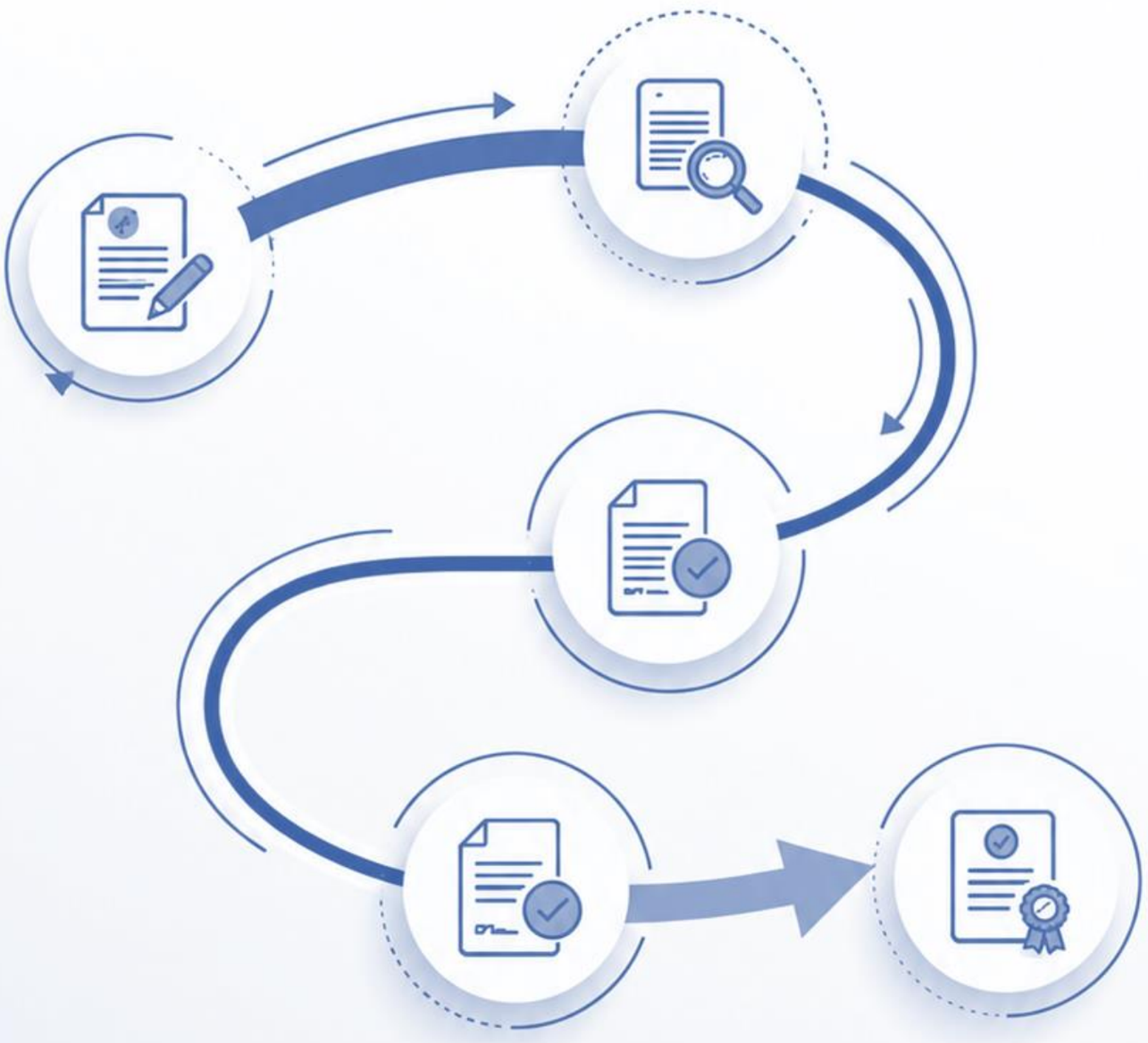


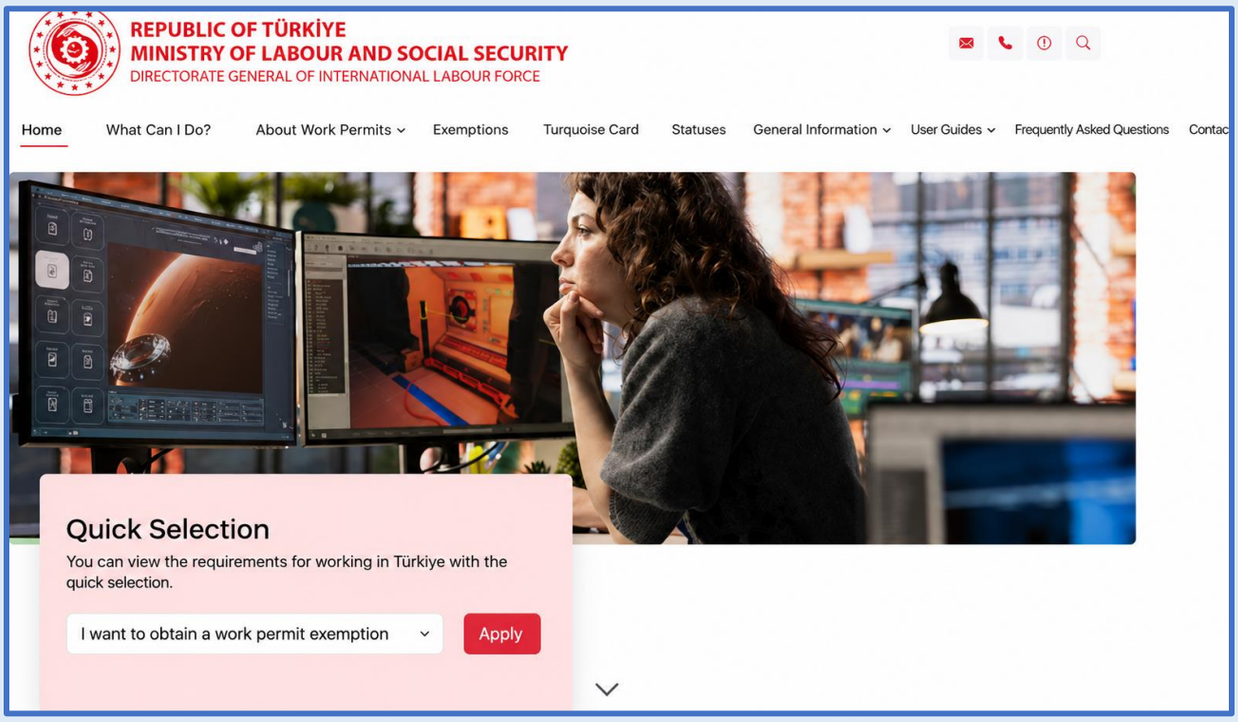
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GUIDE REVISION INFORMATION

Revision No.	Revision Date	Revision Description
0	01.11.2022	Initial release
1	08.12.2022	Application and payment processes updated.
2	06.03.2023	Exemption termination process added.
4	05.05.2023	New card application process added.
5	10.01.2024	Application location selection process added.
6	23.03.2024	New application field added.
7	01.08.2024	New application field added.
8	25.11.2024	Username update process and new application field added.
9	16.09.2026	Redesigned application system deployed.

1. INTRODUCTION AND SYSTEM REGISTRATION

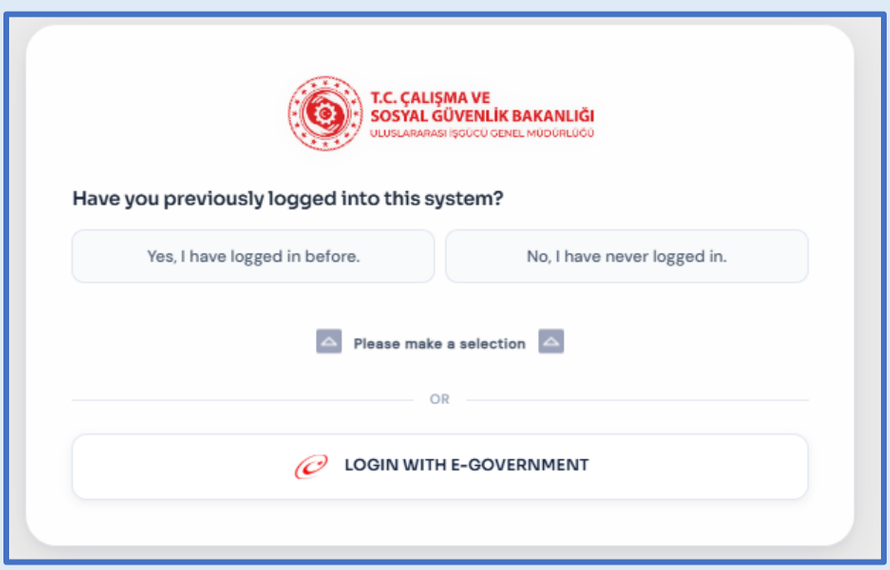


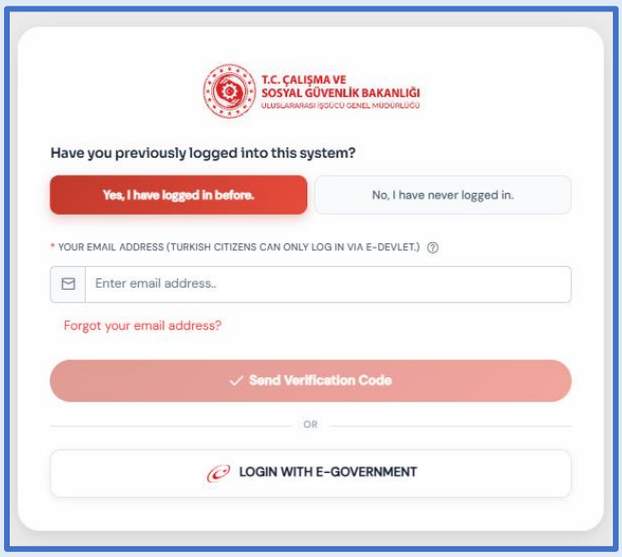
Applications for Work Permit Exemptions are submitted by the foreign national concerned at https://calismaizni.csgb.gov.tr. Prior to application, it is recommended to review the "Frequently Asked Questions" section to obtain the necessary information for the application.

On the homepage, from the **Quick Selection** area, select **"I want to obtain a work permit exemption."**, then click the **"Apply"** button.

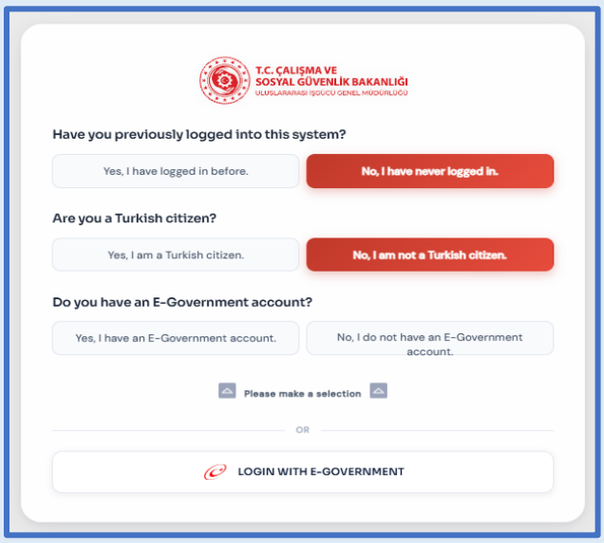
Turkish citizen users can log in to the system only through e-Devlet (e-Government), whereas foreign nationals can log in through e-Devlet at any stage if they have an account, or otherwise by registering with the system.

If the foreign national does not have an e-Devlet account, the process continues based on the answer given to the question "*Have you logged in to this system before?*";





- *"Yes, I have logged in before."* — if this is selected, you can log in by entering the e-mail address you previously registered with the system, then entering the one-time password (OTP) sent to your e-mail address into the box provided.

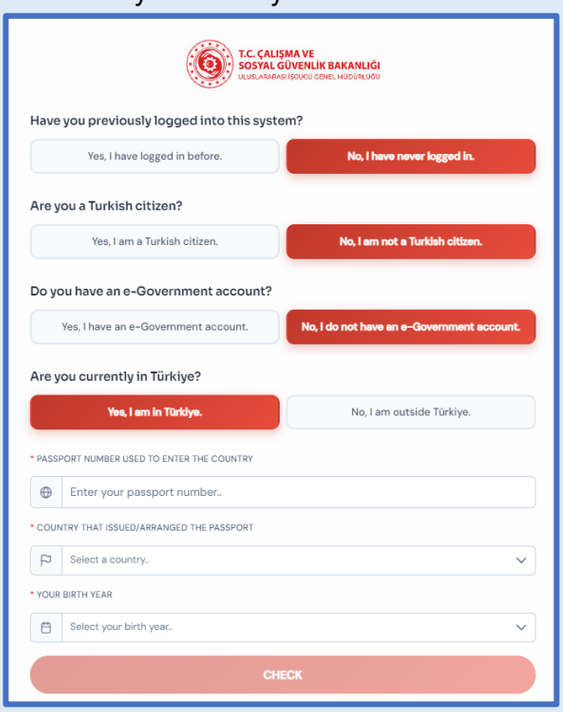


- *"No, I have never logged in before"* — if you select this, you will be asked whether the user logging in is a Turkish citizen.

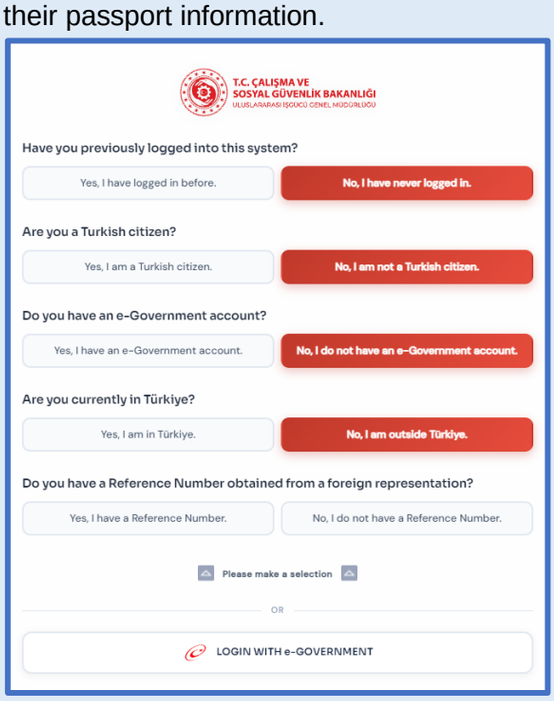
Turkish citizen employers who will log in to the system, and the persons they have authorized, *"Yes, I am a Turkish citizen."* can log in only through e-Devlet by clicking this option.

Foreign nationals who select *"No, I am not a Turkish citizen."* option, if they do not have an e-Devlet account, can log in to the system in one of two ways:

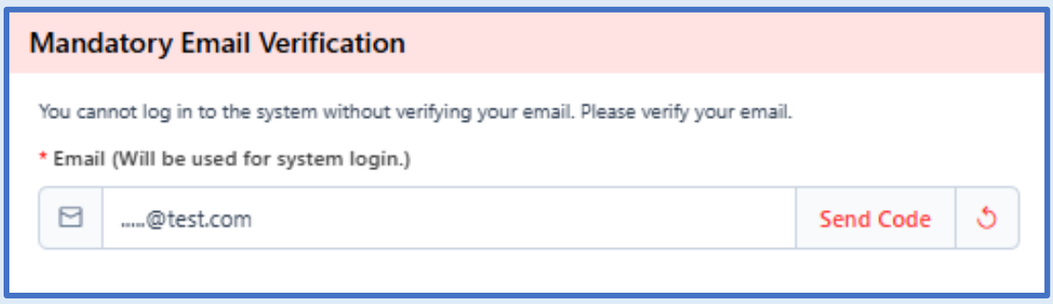
a. *"Yes, I am in Türkiye"* — with this option, the foreign national can log in to the system using the passport information from their most recent entry into Türkiye.



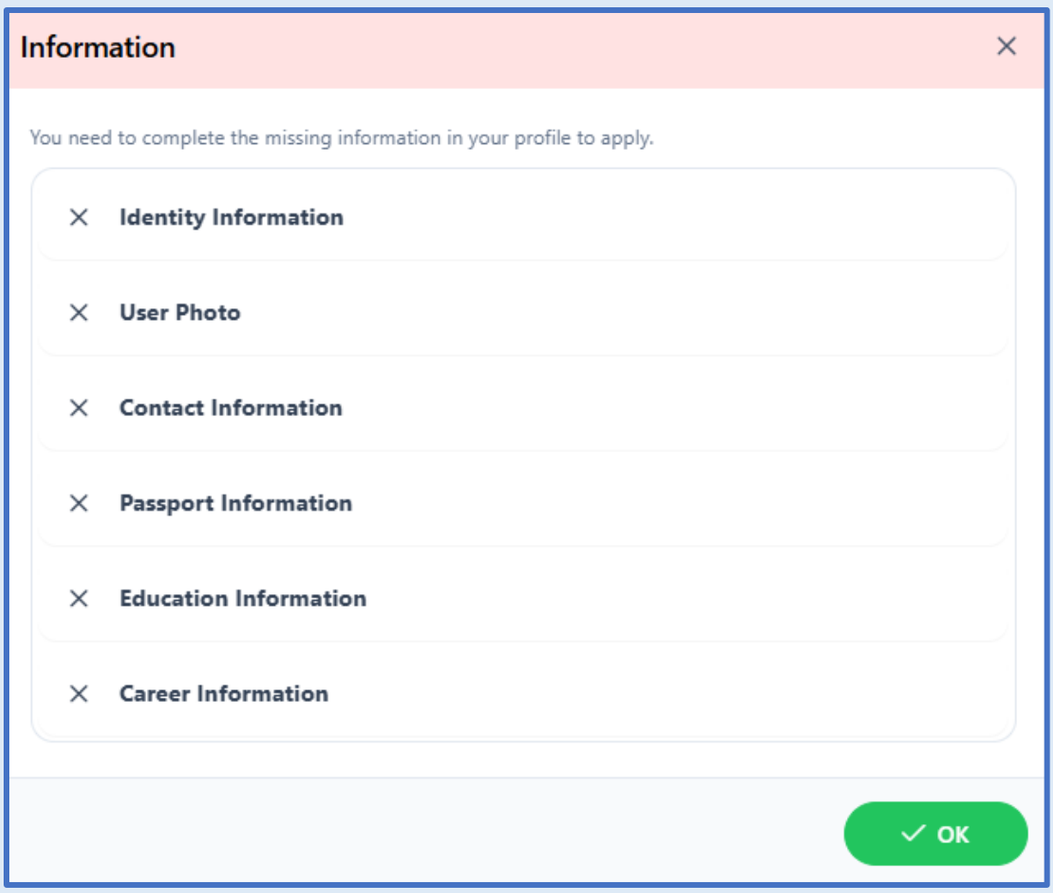
b. *"No, I am outside Türkiye"* — with this option, the foreign national can log in to the system using the 16-digit reference number obtained from a Turkish foreign mission, together with their passport information.



Once the information is verified and the user logs in to the system, an e-mail verification screen appears for users without an existing registration. The OTP code sent to the e-mail address is entered into the system to complete verification.

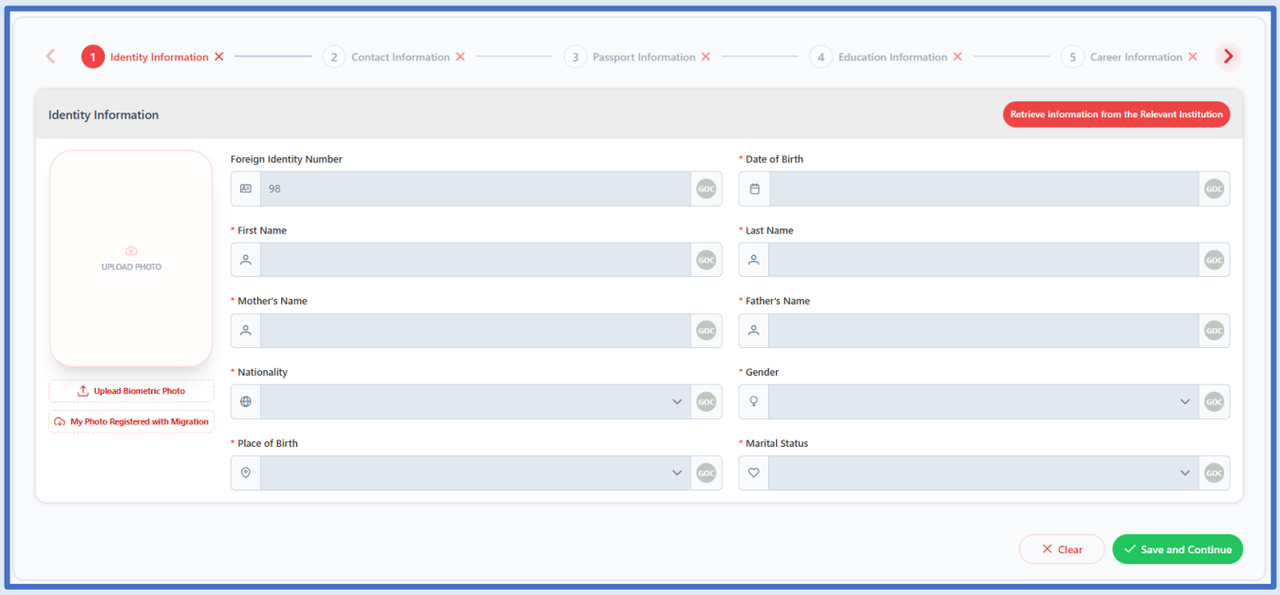


If the user's profile has not been created yet, the system redirects to the **Personal Information** section. While Turkish citizen users only need to complete and verify the Contact Information section, foreign nationals applying for a Work Permit Exemption must complete the identity, photo, contact, passport, education, and career information fields.



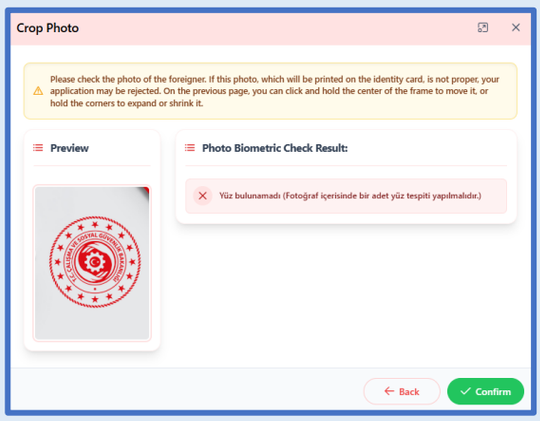
2. ENTERING USER INFORMATION

2.1. Personal Information



Identity Information section, depending on the login option you used, some information is automatically retrieved from the relevant institutions, while the remaining information must be entered by the foreign applicant. This section contains the following information:

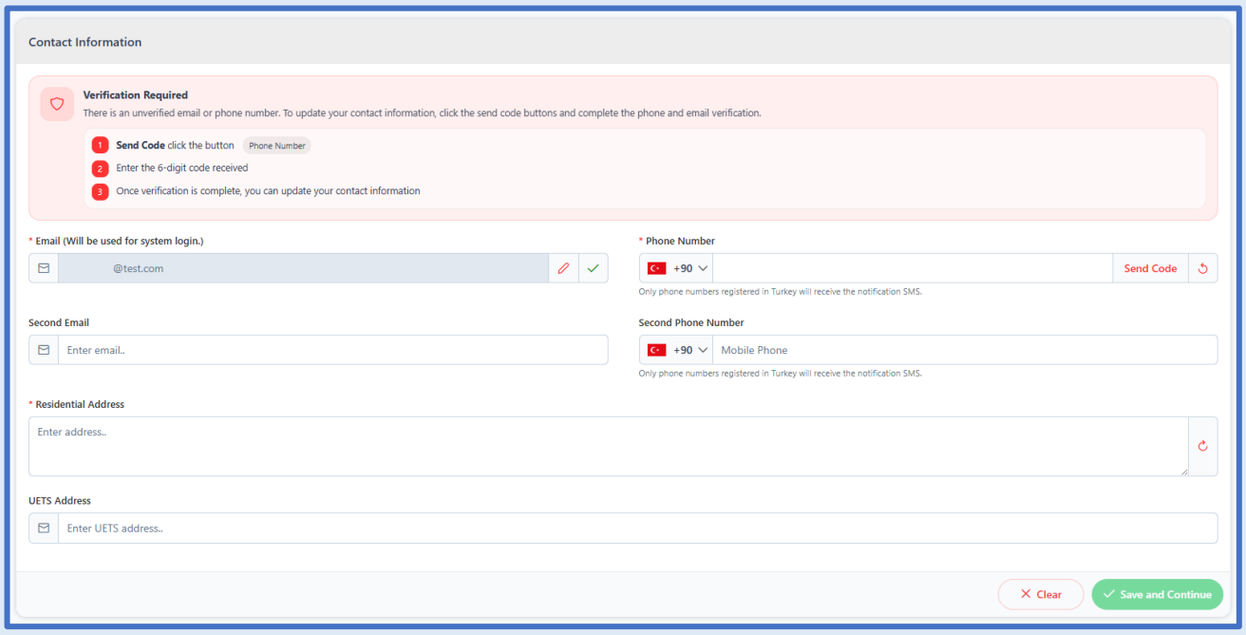
- Biometric Photo
- Foreigner ID Number
- Date of Birth
- Full Name
  - Parents' Names
  - Marital Status
  - Gender
- Place of Birth
- Nationality
- Spouse Information (if any)



Note: Even though your photo is biometric, if you get an error during the biometric check, izin.destek@csgb.gov.tr by stating your **"Profile ID"** (found at the top right of the My Personal Information section) in a notification sent to the e-mail address, the relevant staff will review the photo you uploaded and, if it is deemed appropriate, your photo information will be defined manually.

Note: Employers, or persons authorized by the employer, who are Turkish citizens will see and need to fill in only the "Identity Information" and "Contact Information" fields when logging in to the system.

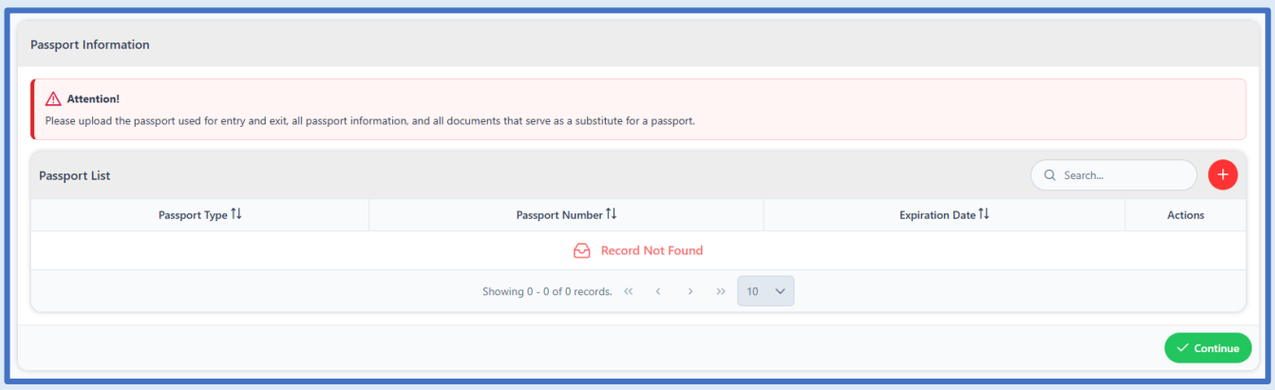
2.2. Contact Information



Contact Information section contains the following information:

- E-mail
- Phone Number
- Residential Address
- Second E-mail (if any)
- Second Phone Number (if any)
- UETS address (if any)

2.3. Passport Information



The Passport Information section contains the following information:

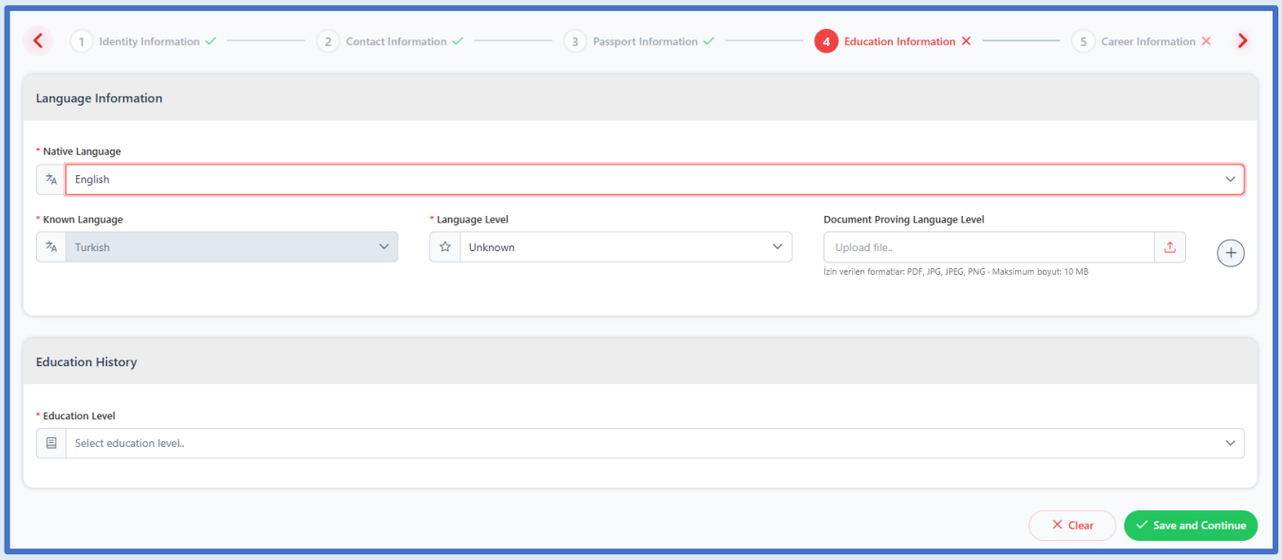
- Passport Number
- Passport Type
- Passport Expiry Date
- Country Issuing the Passport

In addition, a scanned copy of the first page and all used pages of the passport must be uploaded in “PDF, JPG, JPEG, PNG” format.

Note: Passports with 60 days or less remaining until their expiry date cannot be used to submit an application, even if registered in our system.

Note: Multiple passport records can be added to the system by clicking the **“+”** sign at the top right.

2.4. Education Information



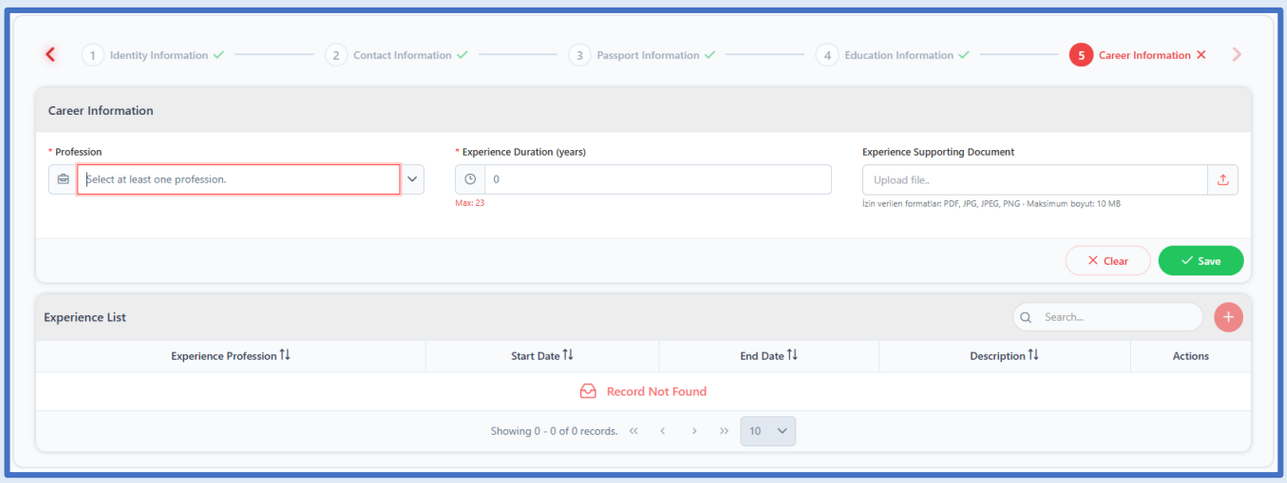
The Education Information section contains the following information:

- Foreign National's Native Language
- Languages Known (if any)
- Turkish Language Level (supporting document required if applicable)
- Education Level (a supporting document must be uploaded according to the level selected)

Note: At the university education level, the name of the high school must be entered; at the master's/doctoral education level, university graduation information (university name, department, start and end dates of education) must be entered.

Note: "**+**" button can be clicked to add language and education information.

2.5. Career Information



The Career Information section contains the following information:

- Career Information (Occupation, Length of Experience, and Supporting Documents)
- Experience List (a field where you can record jobs you have previously held and their durations)

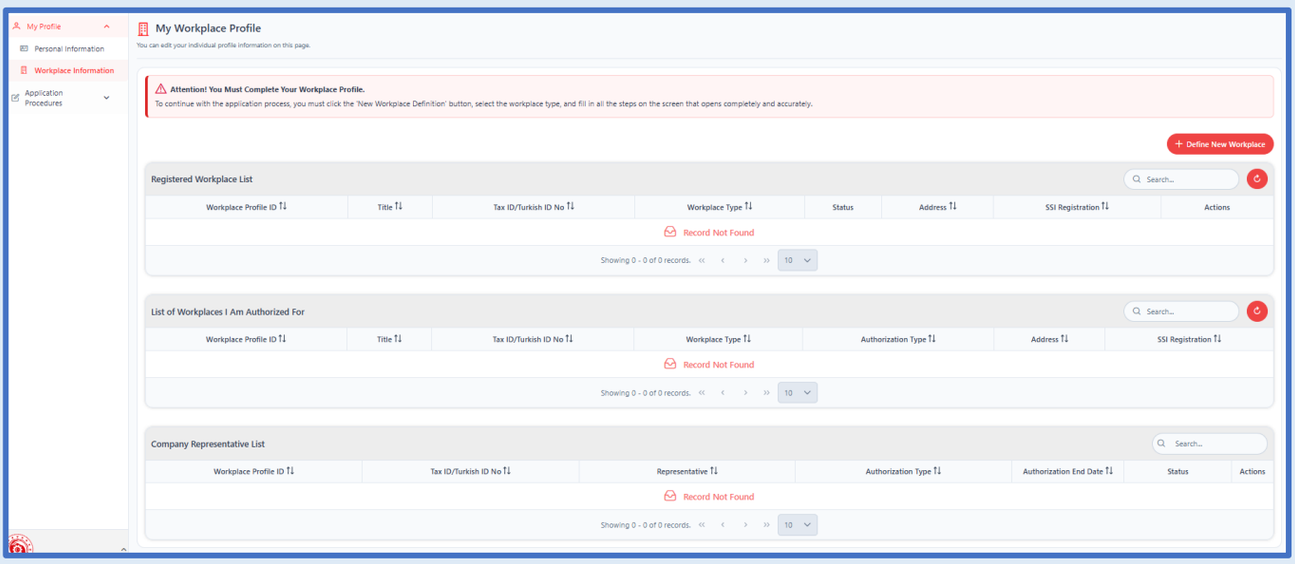
3. CREATING A WORKPLACE PROFILE

f the foreigner who will work under a work permit exemption works affiliated with an employer registered in Türkiye (e.g., athletes, tour operators, etc.), a Workplace Profile needs to be created.

If the foreigner applies for a work permit exemption without being affiliated with an employer in Türkiye (e.g., cross-border service providers), the application is completed directly by the foreigner without the need to create a Workplace Profile.

3.1. Creating a Workplace Profile

A Workplace Profile can be created by the **relevant employer** that employs the foreign national in Türkiye.



The relevant employer selects the “Define New Workplace” option in the top right corner of the “My Workplace Information” tab.

The workplace types that can be created in this section are:

- **Company / Company Branch**

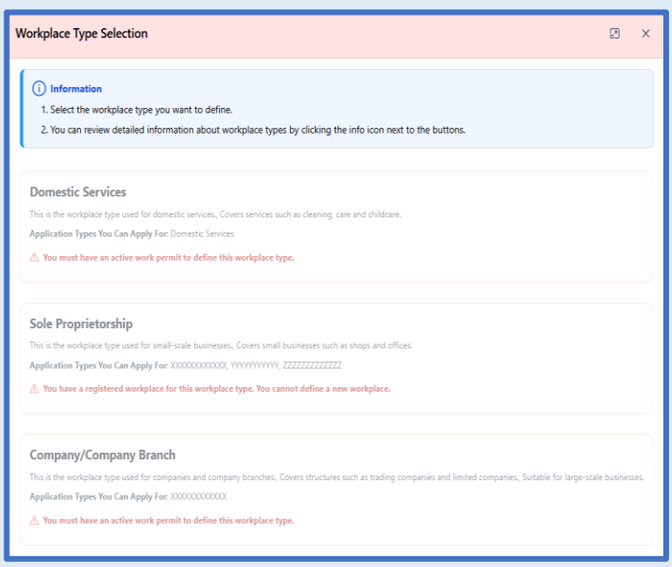
  (It can be created by the e-Bildirge user of the workplace.)

- **Home Care Services**

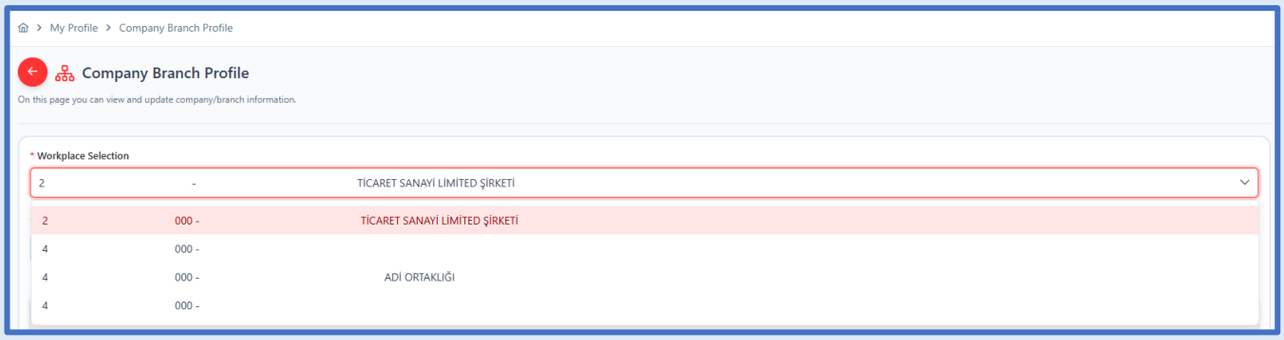
  (It is created by natural persons who are members of diplomatic staff, consular officers, members of administrative and technical staff, and consular service staff who will employ private servants within the scope of Article 48/ö of the Regulation.)

- **Sole Proprietorship Workplace**

  (It is for foreign national workplaces that will operate on their own behalf and account; not applicable to Work Permit Exemption applications.)

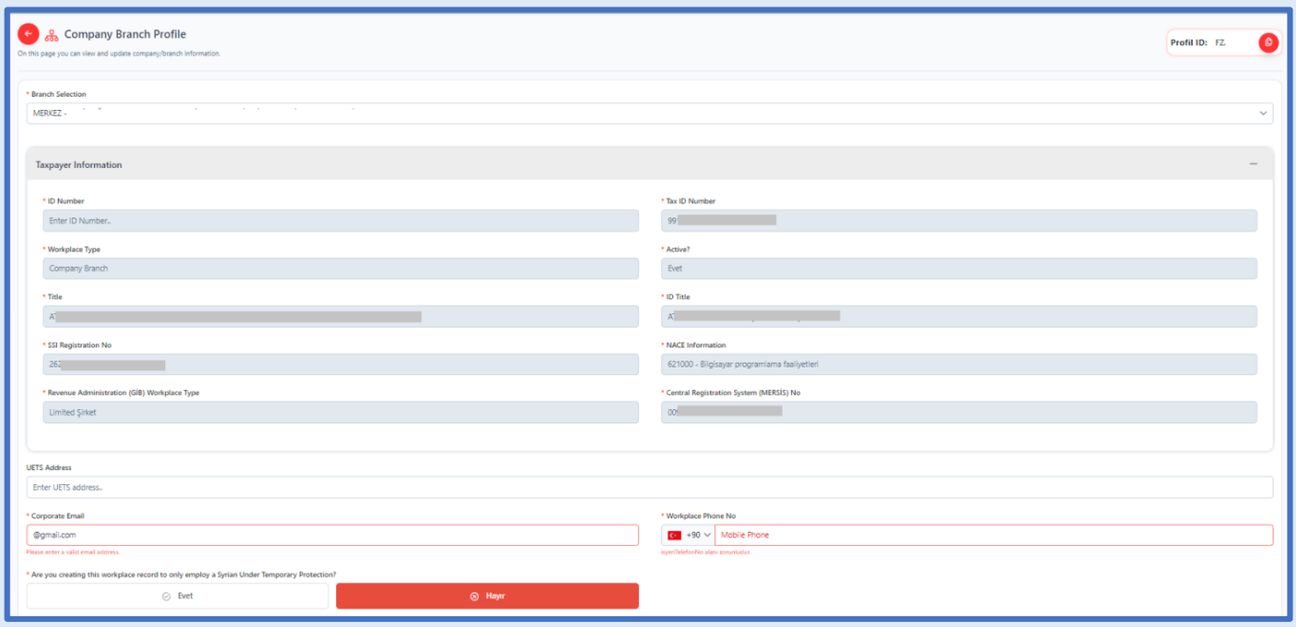


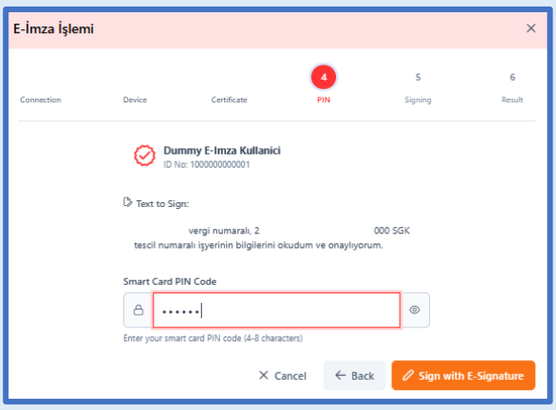
Note: The Company/Company Branch workplace record must be created by the e-Bildirge user registered with the Social Security Institution. The relevant e-Bildirge representative can view and select the workplaces they are authorized for in the system.

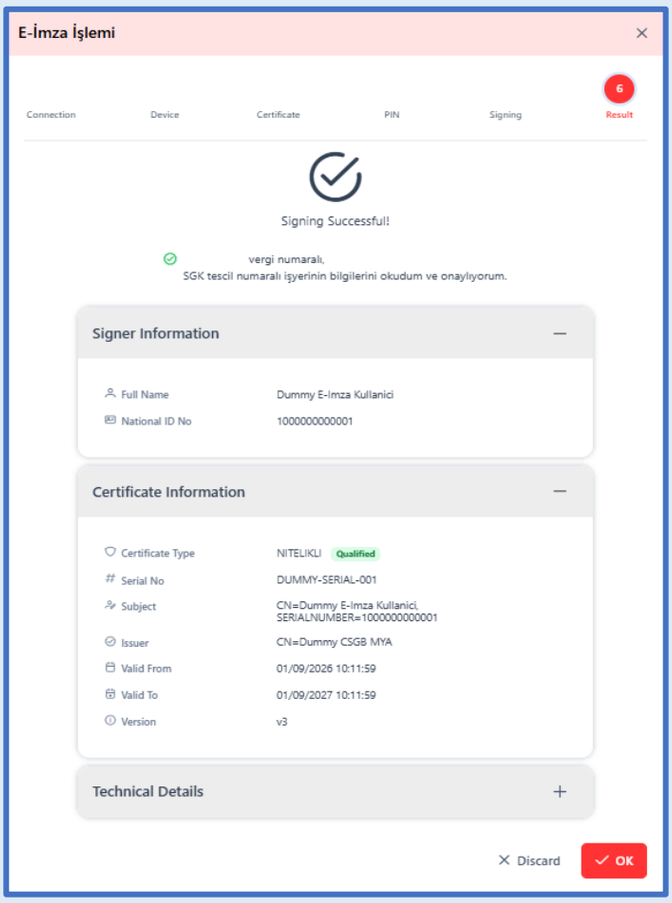


Company / Company Branch — to create a workplace profile for this type, the e-Bildirge representative first selects the branch or head office address information of the workplace. The relevant business information will then be listed on the page. If the information shown is correct, you can create your company's workplace profile.

The workplaces you have created are listed under the “Registered Workplaces List” heading in the “My Workplace Information” tab. From this section you can **access the Workplace Profile ID**, update your workplace information, and add a workplace representative.

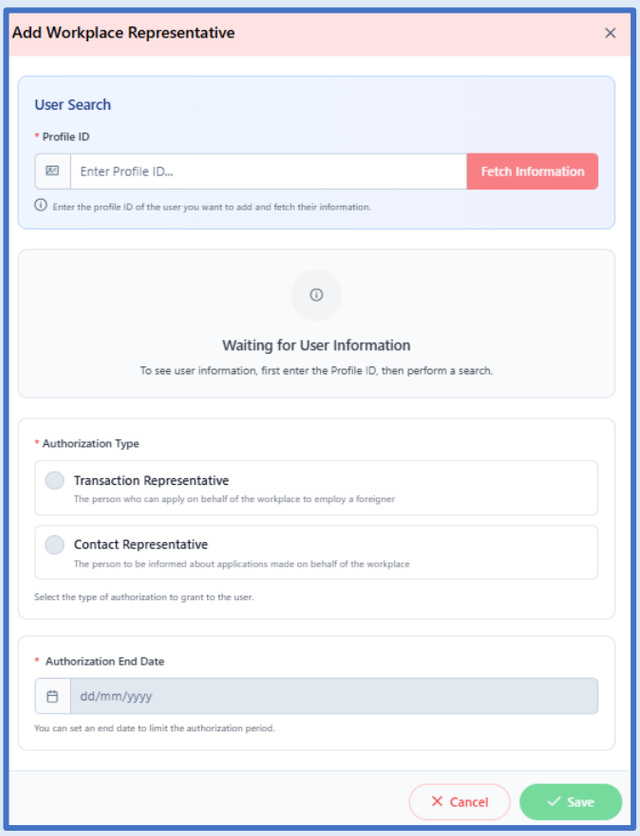






Note: As part of the transition to the new system process, the requirement for e-Signature verification during the workplace profile creation stage has been removed.

3.2. Adding a Workplace Representative



To add a Workplace Representative, the person to be added must first register with the system and create a profile; then the **"Profile ID"** of the profile created must be retrieved and authorization granted.

There are two types of workplace representatives.

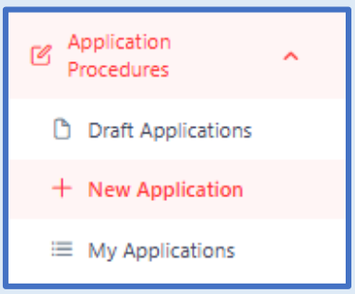
- **Transaction Representative:** the authorized user in the work permit/work permit exemption application processes on behalf of the e-Bildirge representative, for the foreign personnel who will work at that workplace

- **Contact Representative:** the user who can receive information about applications made by relevant persons for the workplace

Note: Workplace representatives must be defined using an **e-Signature**.

4. NEW APPLICATION

4.1. Submitting the Application

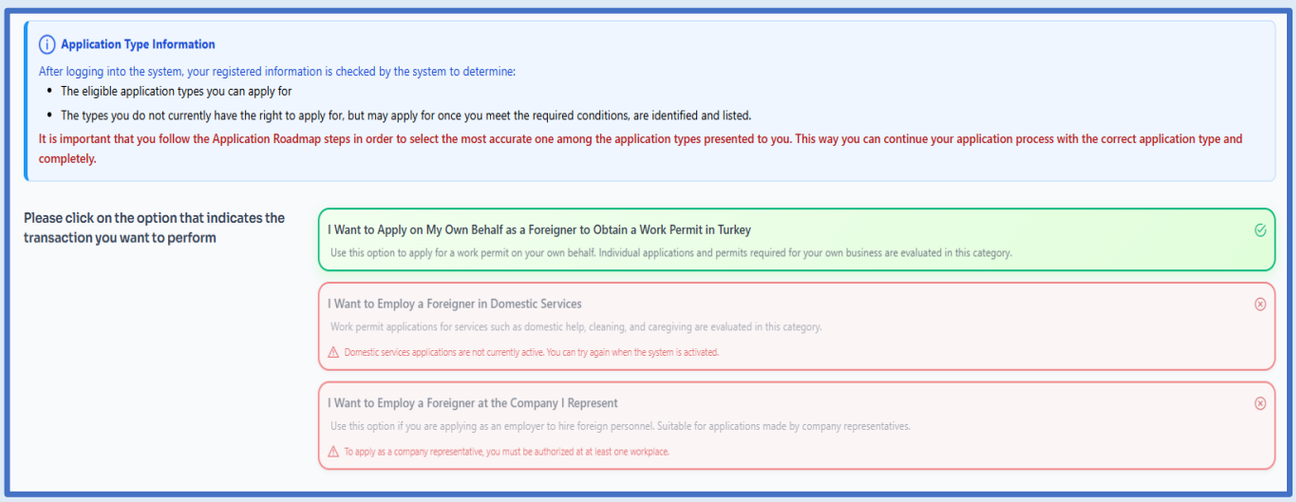


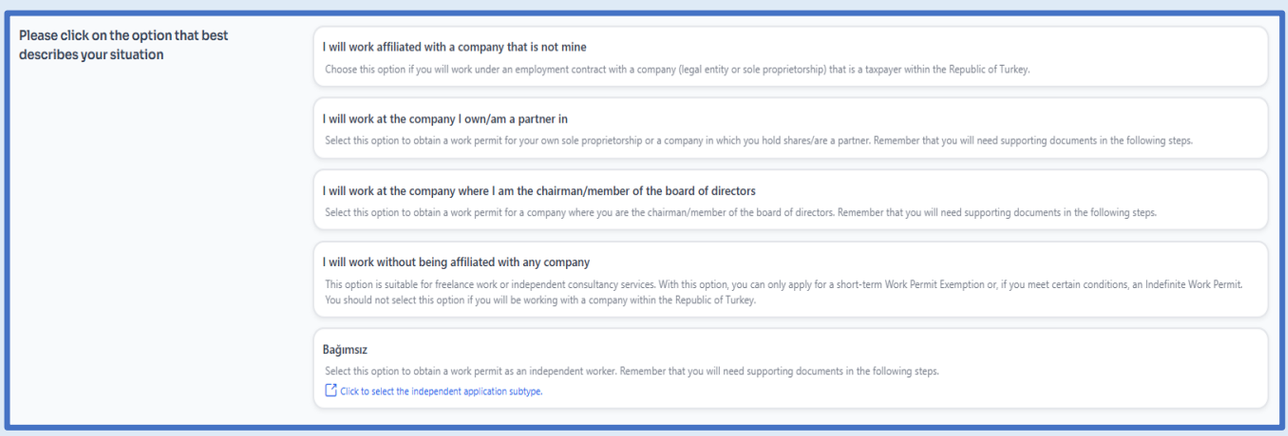
To create an application, you can proceed to the application steps by clicking the “Apply” option under the “Application Transactions” menu on the left-hand tab.

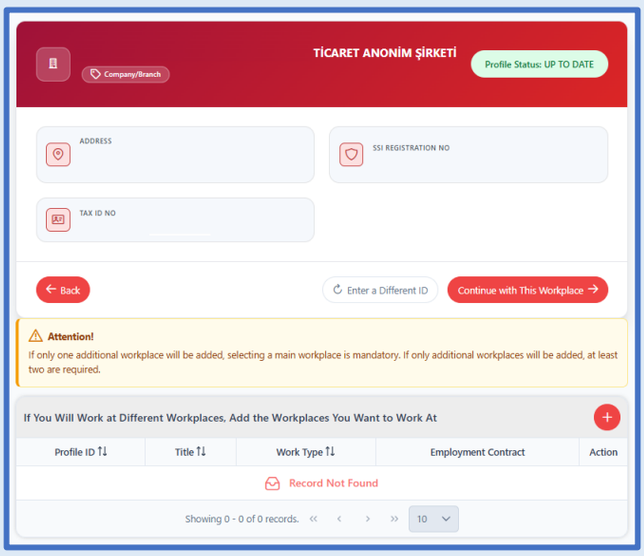
The following steps must be completed during the application.

*** Application Roadmap**	*** Company Verification**	*** Person Verification**
*** Selecting Application Type**	*** Completing Application Info**	*** Completing the Application**

Application Roadmap — in this step, the process advances by selecting whether the foreign national is applying on their own behalf or through an employer.

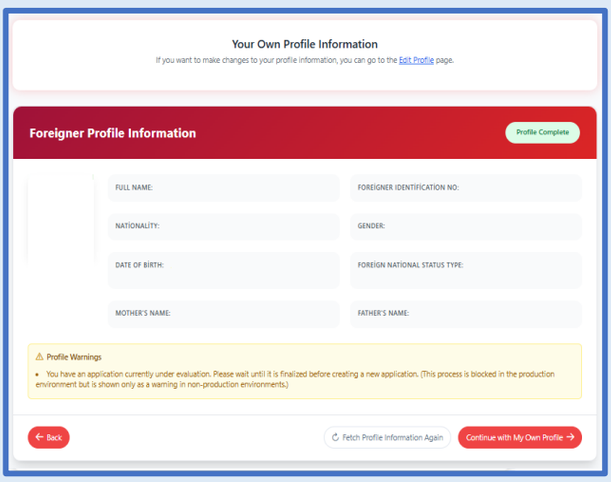






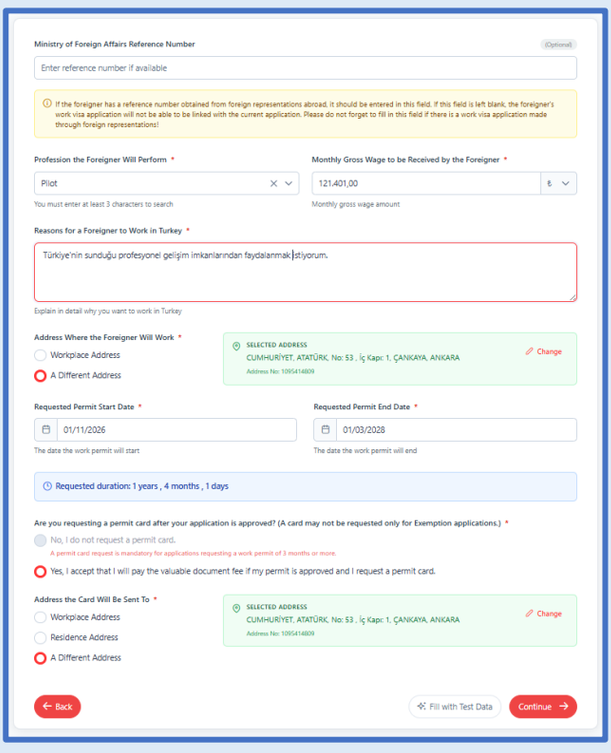
If the application is to be made affiliated with a workplace, the Profile ID information of the workplace to be worked at is entered during the **Workplace Verification** stage.

If the work will not be carried out affiliated with a workplace, company selection is not required during the **Workplace Verification** stage.



In the next **Person Verification** step, the foreign national submitting the application views their own profile information and confirms its accuracy.

If there is any information in the profile that has not been updated, it can be refreshed by clicking the “Fetch Profile Information Again” field.



In the fourth step, following person verification, the information related to the application is entered in the **Standard Form** section.

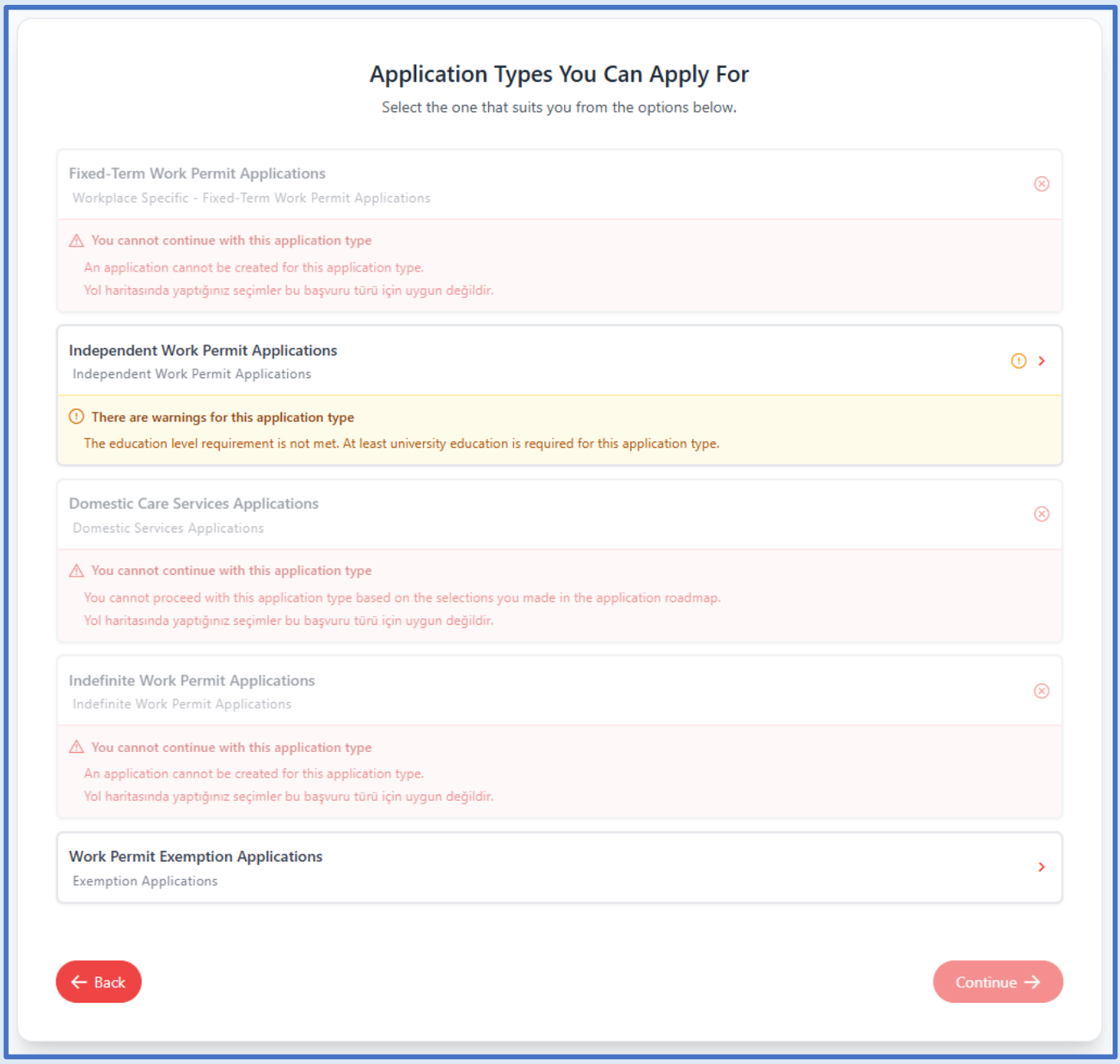
The information included here is:

- Ministry of Foreign Affairs Reference Number (must be entered for applications made from abroad)
- Whether the Foreign National Is a Company Partner/Owner
- The Occupation the Foreign National Will Perform
- The Foreign National's Monthly Gross Salary
- The Reason for the Foreign National's Employment in Türkiye
- The Address Where the Foreign National Will Work
- Requested Permit Start and End Dates
- Address to Which the Card Will Be Sent

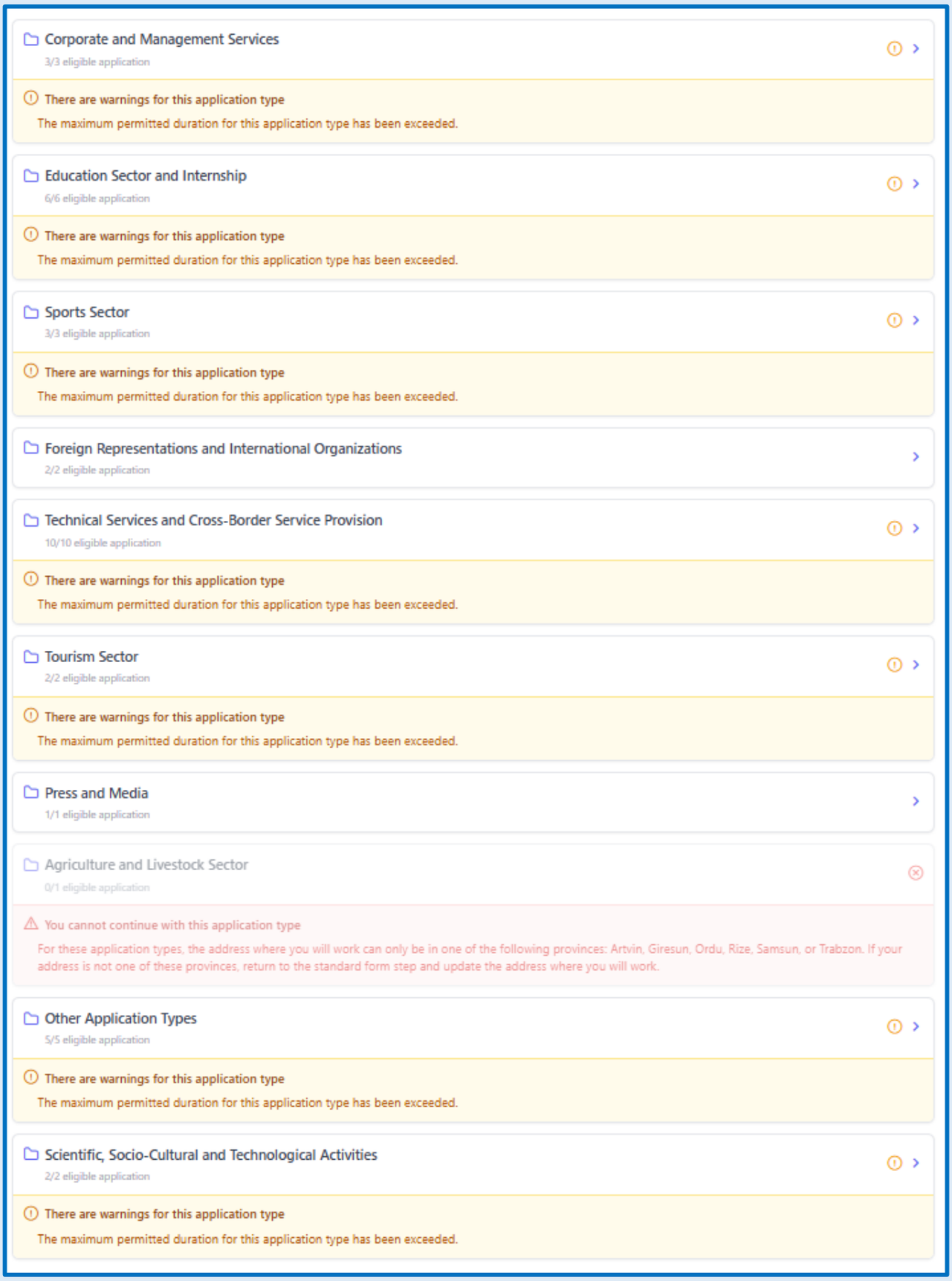
4.2. Selecting the Application Type

The type and category of Work Permit Exemption to be applied for must be correctly selected under the *"New Application"* option on the left-hand tab. Applications submitted under the wrong type will be sent back for revision so that the correct application type can be selected.

In this fifth step, the types of application that can be made are displayed in a way consistent with the information you entered in the application.



From this section, **Work Permit Exemption Applications** — clicking this option lets you select the relevant sub-application type in the next step. Your application will proceed according to the choices you make here.

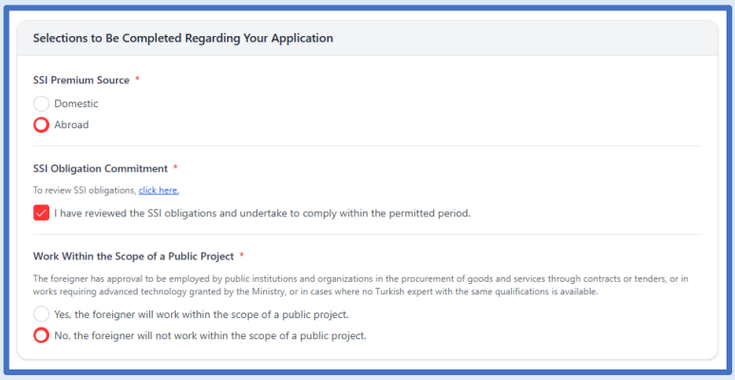

Corporate and Management Services
3/3 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Education Sector and Internship
6/6 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Sports Sector
3/3 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Foreign Representations and International Organizations
2/2 eligible application
Technical Services and Cross-Border Service Provision
10/10 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Tourism Sector
2/2 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Press and Media
1/1 eligible application
Agriculture and Livestock Sector
0/1 eligible application
You cannot continue with this application type
For these application types, the address where you will work can only be in one of the following provinces: Artvin, Giresun, Ordu, Rize, Samsun, or Trabzon. If your address is not one of these provinces, return to the standard form step and update the address where you will work.
Other Application Types
5/5 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.
Scientific, Socio-Cultural and Technological Activities
2/2 eligible application
There are warnings for this application type
The maximum permitted duration for this application type has been exceeded.

Once the application type has been selected, information is displayed regarding the fee and/or valuable paper charge to be paid upon approval of the application, according to the requested permit period, along with an explanatory text describing this.



4.3. Declaration of Required Information and Documents

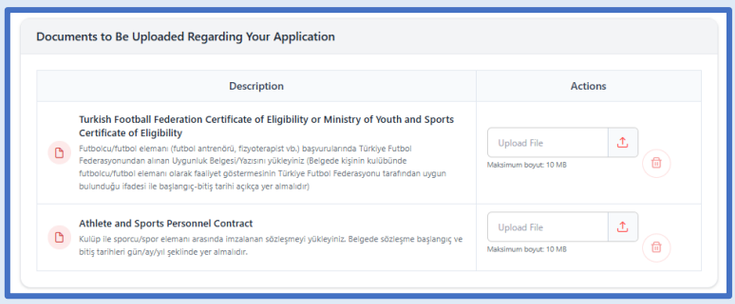
In the sixth step, the **Completing Application Information** section includes;



under “Selections to Be Completed Regarding Your Application”

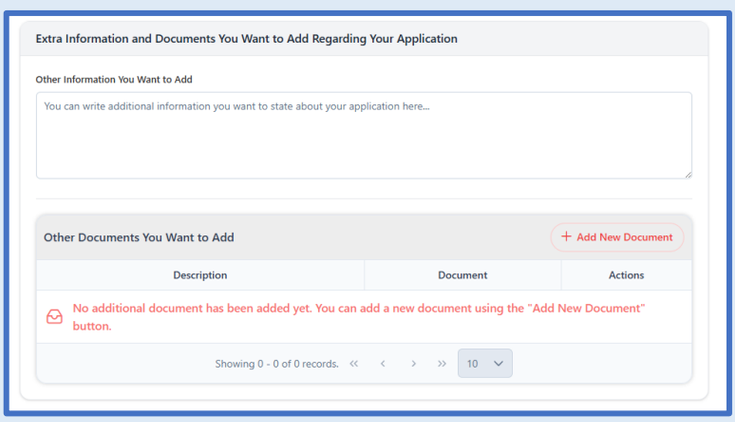
- Declaring whether the social security premium will be paid from within Türkiye or from abroad
- SSI Liability Commitment

Employment Status Under a Public Project



under “Documents to Be Uploaded Regarding Your Application”

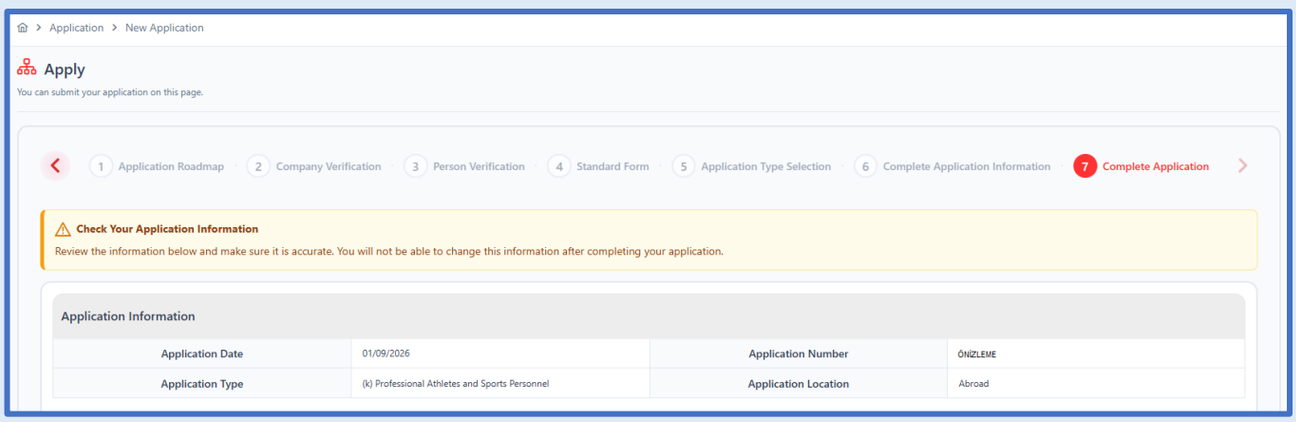
- Uploading the documents required based on the application type



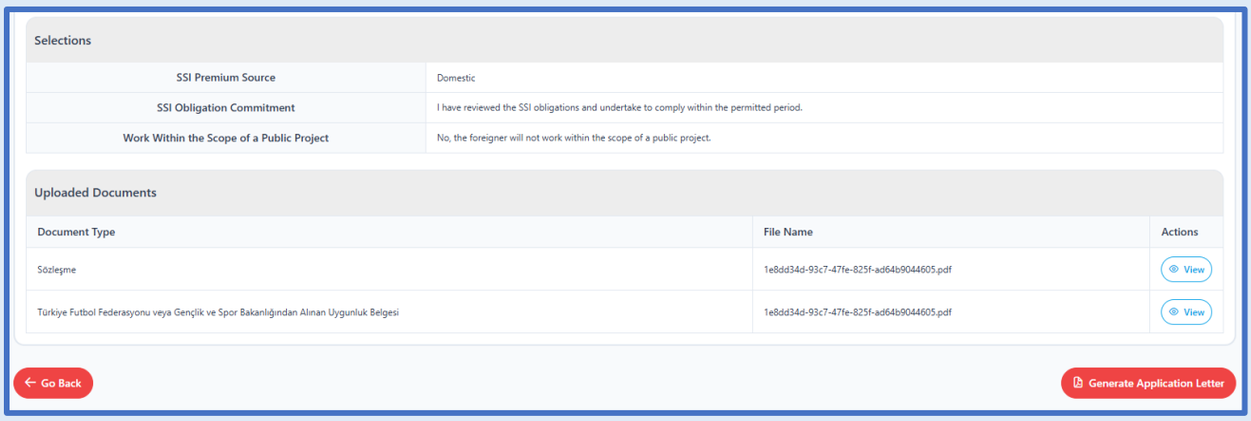
under “Extra Information and Documents You Want to Add Regarding Your Application”

- Declaring any additional information and documents related to the application, if any, must be completed.

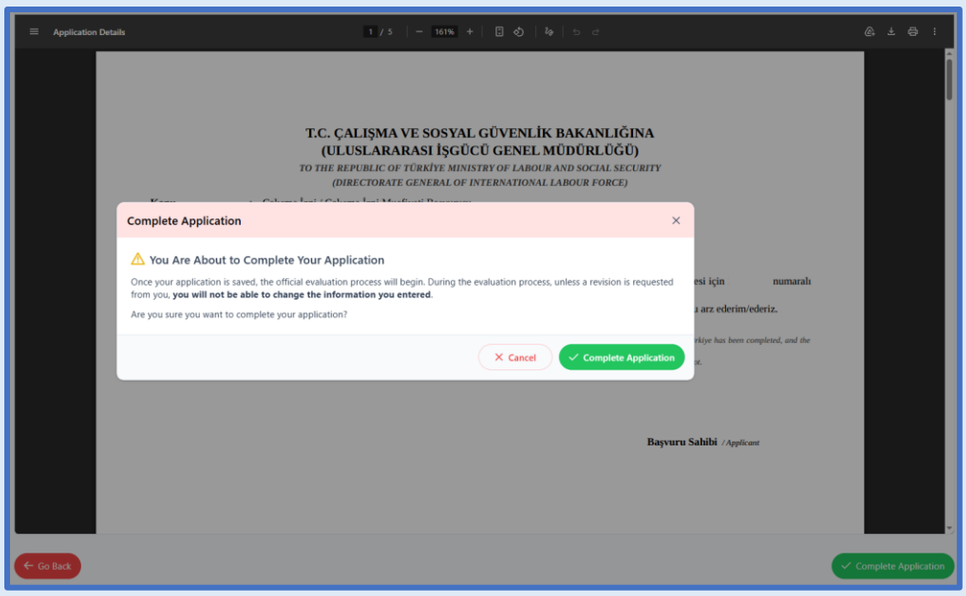
4.4. Completing the Application



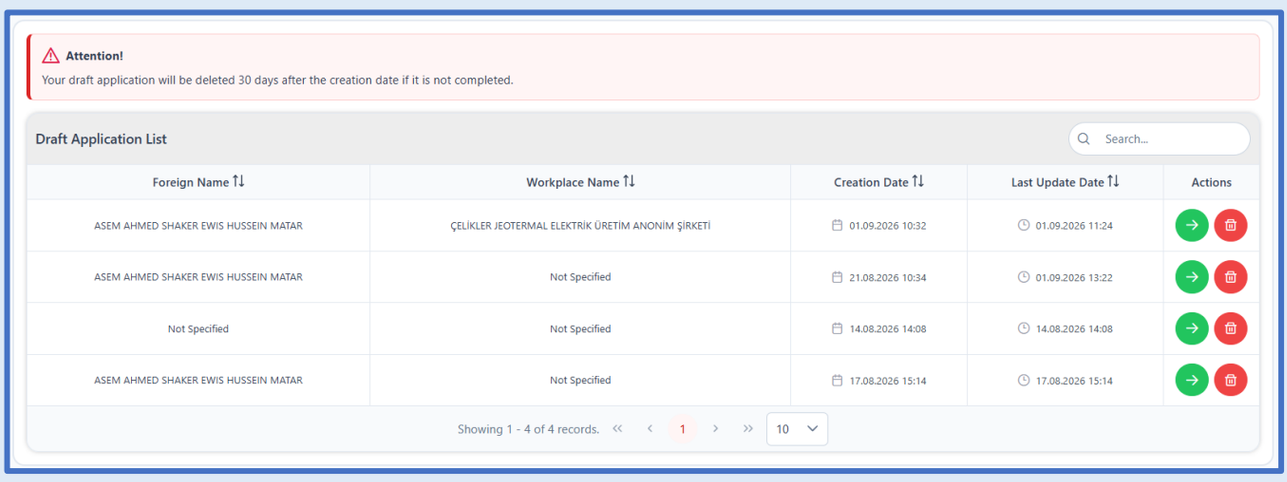
In the final **Complete Application** step, a review page will appear showing the information and documents declared in the application for you to review and confirm.



If there is no error here, you can generate your application petition and complete your application by selecting "**Generate Application Petition"**.



If you leave the page before completing your application, your application will be saved as a draft. Draft applications **"Draft Applications"** can be tracked from this tab, and draft applications will also appear when you access the "Apply" tab.

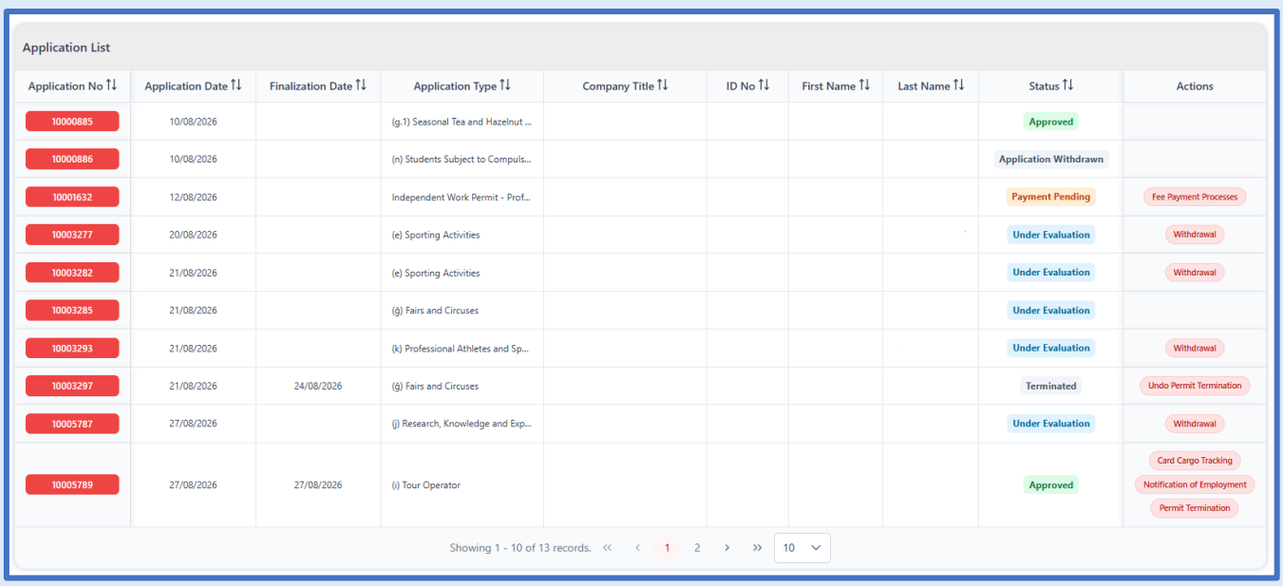


5. PROCEDURES RELATED TO APPLICATIONS

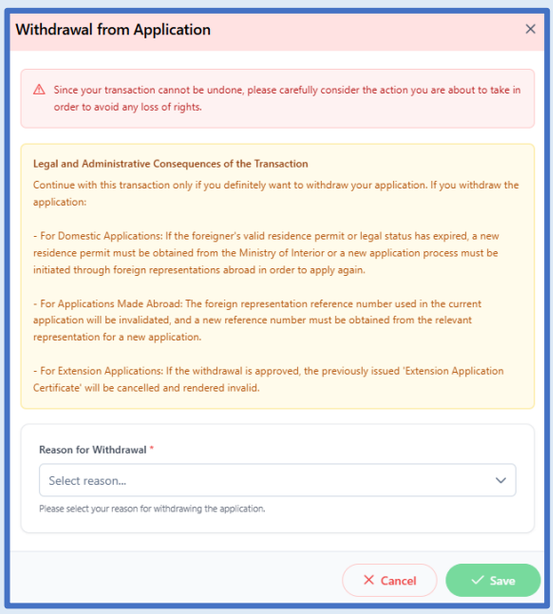
5.1. Checking the Current Status of an Application

You can view all of the applications you have made from the **"My Applications"** tab under the "Application Transactions" menu. Other actions that can be performed from this menu include;

- For Applications Still Under Evaluation
  - Withdrawing an Application
  - Revision
- For Approved Applications
  - Card Cargo Tracking
  - Notification of Starting Work
  - Terminating the Permit
- For Rejected Applications;
  - Appeal to Rejection Decision
  - Waiving the Right of Appeal to Rejection Decision



5.2. Withdrawing an Application



If you decide to give up working while the evaluation process is still ongoing, you can withdraw your application using the **"Withdrawal"** option. When withdrawing, you must state your reason for withdrawal.

5.3. Making a Revision to an Application

When there is a need to make a correction to information or documents in your application, a notification containing detailed information about this will be sent to your registered e-mail address. To make the requested revision, click the **"Actions"** under **"Make a Revision"** — you can make the necessary changes so that your application is reconsidered.



Note: During the revision stage, the application type and information/documents can be changed. Changes cannot be made to the application roadmap.

5.4. Approval of the Application

Applications reported as suitable during the initial evaluation will be approved after the required payments are made within the specified period and after processing by the Presidency of Migration Management, and a notification e-mail regarding this will be sent to your registered e-mail address. In addition, on the "*My Applications"* page, the application's "Status" information will appear as "APPROVED."

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.

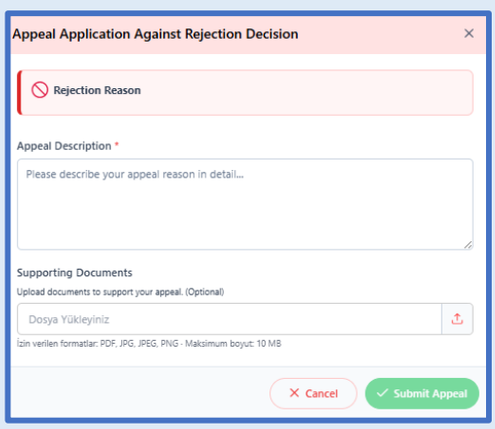
If a document is requested, the application will be approved after the deposit of the Valuable Paper Fee is confirmed in the system and the Work Permit Exemption Document will be sent to the requested address by cargo.

Applications with a period of 3 months or longer for Work Permit Exemption to be issued, after the payment of the specified Fee and Valuable Paper Fee amounts are confirmed in the system, the application will be approved and the issued **Work Permit Exemption Document** will be sent to the requested address by cargo.

5.5. Rejection of the Application

Applications that our Ministry evaluates and finds unsuitable are rejected within the framework of the relevant legislation. If an application is rejected, a notification e-mail containing the reason for rejection is sent to the registered e-mail address.

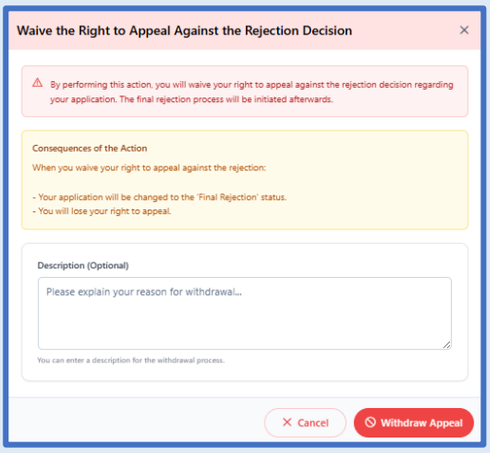
5.6. Objecting to a Rejection Decision



If your application was rejected in the first stage and you have a valid reason together with supporting information and documents, you can submit your objection under this tab within the 30-day legal period by clicking *"Actions"* and then *"Object to Rejection"* — before submitting an objection, you must carefully review the reason given in the rejection decision notified to you. If you cannot present a point that would eliminate the reason for rejection, no change will be made to the rejection decision.

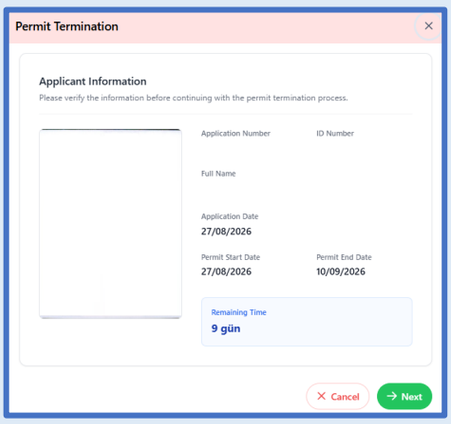
If the appeal application to rejection decision is also found unsuitable, a further objection cannot be submitted. In this case, you may, if you wish, apply to the administrative courts.

5.7. Waiving the Right to Object to Rejection

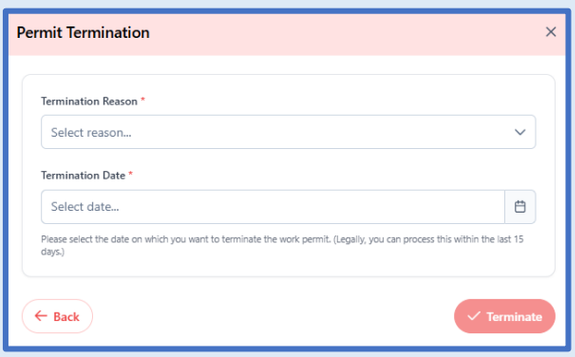


If you do not wish to submit an objection to rejection within the 30-day legal period, or if you wish to submit a new application, you can do so by clicking “Actions” and then **“Waive the Right to Appeal Against to Rejection Decision”** option.

5.8. Termination of the Permit



If an approved and currently active Work Permit Exemption needs to be terminated for any reason, you can submit your termination request by clicking “Actions” and then **“Permit Termination”** — the application information for the permit to be terminated will be displayed on the screen that opens. If you have selected the correct application, you can continue the process using the next button.



On the next screen, if the permit is to be terminated, the termination process is completed by entering the “Termination Reason” and “Termination Date” information.

5.9. 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 a Work Permit Exemption application is evaluated positively, a notification will be sent to your registered e-mail regarding this. As detailed in the e-mail you receive, the specified amounts must be paid into the relevant accounts. If the requested payments are not made in the specified manner within 30 days, your application will be finalized negatively and you will not have the option to object to the rejection.

Payments can be made directly by credit card through the Digital Tax Office of the Revenue Administration, or through banks in Türkiye that have an agreement with the Administration.

a. Direct Payment by Credit Card

You can make your payment on the Digital Tax Office (dijital.gib.gov.tr) homepage by clicking on "**Payment by Reference Number**", selecting **"Directorate General of International Labor Force"** as the institution name on the screen that opens, and using your **Foreigner ID Number** starting with 9, together with the **Transaction Reference Number** sent to the foreign national by e-mail.

b. Alternative Payment Method

If you will pay through banks in Türkiye that have an agreement with the Administration, the amounts specified in your e-mail must be paid in full and in exact amounts. If the amount paid is less or more than requested, the transaction cannot be completed. In this context, you can use the alternative payment methods specified on the Payment of Fees and Valuable Paper Charges information page on the official website of the Directorate General of International Labour Force.

All payments made can be viewed through the system, and there is no need to additionally submit a receipt/proof of payment to our Ministry.

5.10. Document Printing Process

Once the payment process has been completed and the Work Permit Exemption document has been approved and printed, it is sent to the notified address via PTT Kargo (Turkish Postal Service).



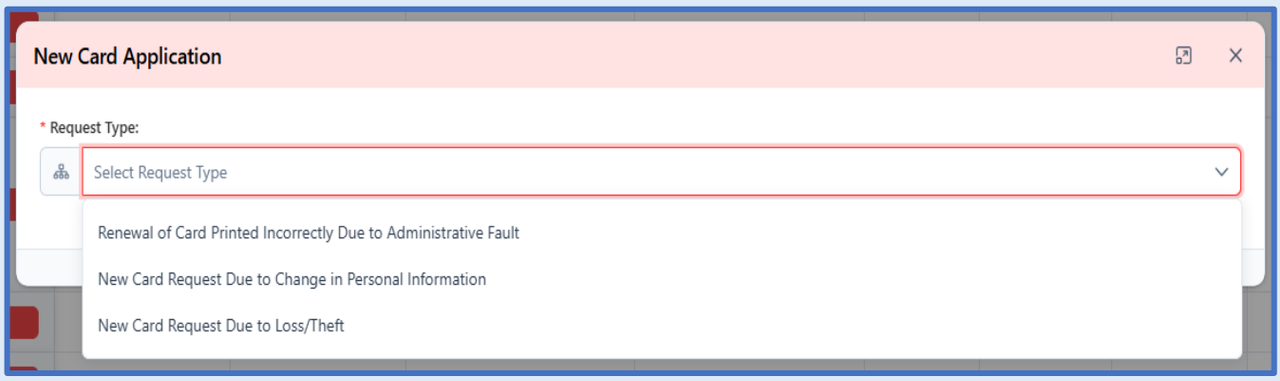
5.11. New Card Application Process

If your Work Permit Exemption card needs to be renewed for any reason, you can do so by clicking the **"My Applications"** tab on the left and selecting the **"New Card Application"** option next to your active permit.

On the screen that opens, you must correctly select the reason for renewal and follow the subsequent instructions. If you wish, your renewed card will be sent to the address previously provided, or to a different address you specify, once the required payments have been made and your request has been approved.

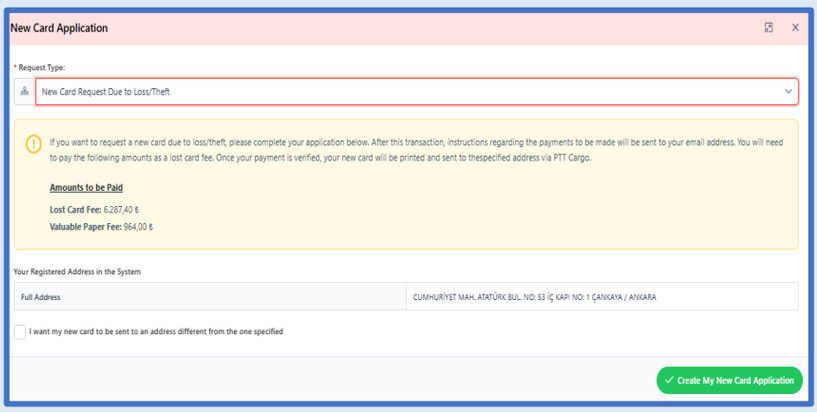


After clicking the "New Card Application" option, you must correctly select the relevant reason on the screen that opens.



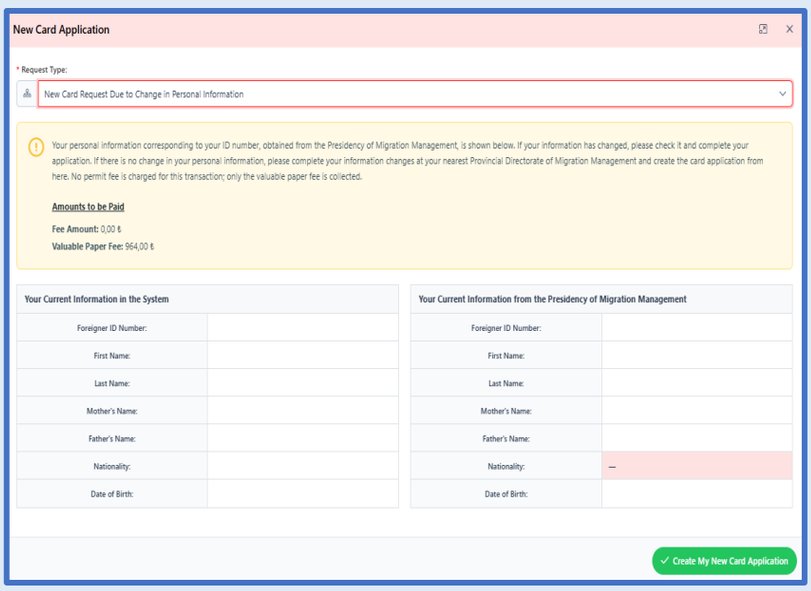
a. New Card Request Due to Loss / Theft

This option should be selected if you have lost your card or if it has been damaged for any reason.
In this case, after submitting your application, you must pay the fee and valuable paper charge notified to your e-mail address. Once your payment is confirmed by the system, your card will be reprinted and sent.



b. New Card Request Due to a Change in Personal Information

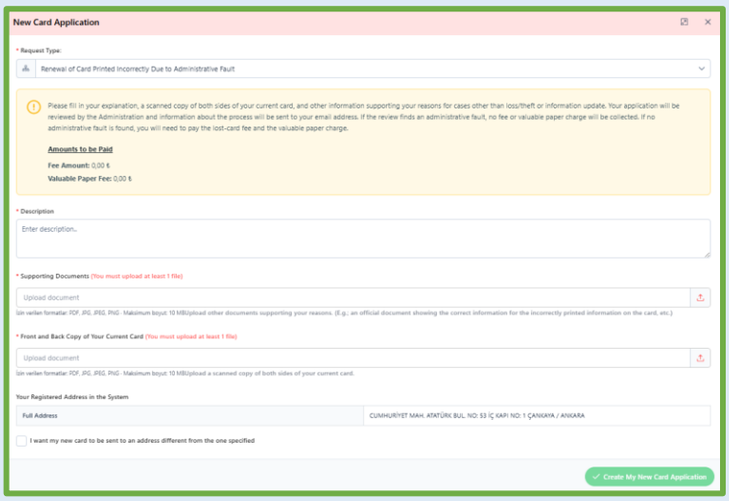
If there is any change or error in the personal information on your Work Permit Exemption card (name, surname, parents' names, nationality, date of birth), you must first apply to the Provincial Directorate of Migration Management to update the personal information linked to your foreigner ID number before requesting a card renewal.



Afterwards, you can create your card renewal request from this option after comparing your old card with your updated personal data and confirming its accuracy.

After submitting your application, you only need to pay the valuable paper charge as notified to your e-mail address. Once your payment is confirmed by the system, your card will be reprinted and sent.

c. Renewal of a Card Printed Incorrectly Due to Administrative Fault

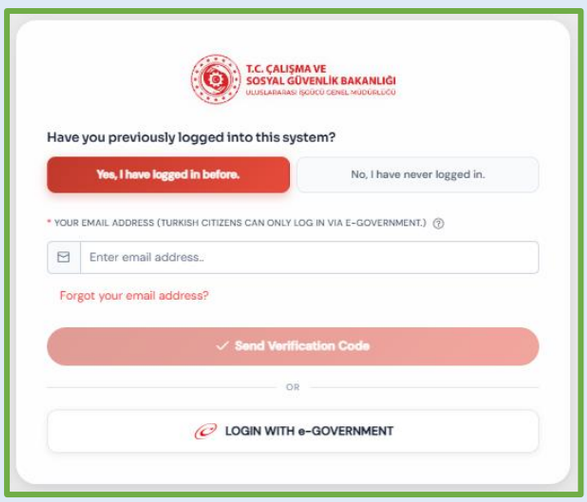


Apart from the reasons stated above, this option should be selected in cases where the information on your card was printed incorrectly due to an error by the Administration.

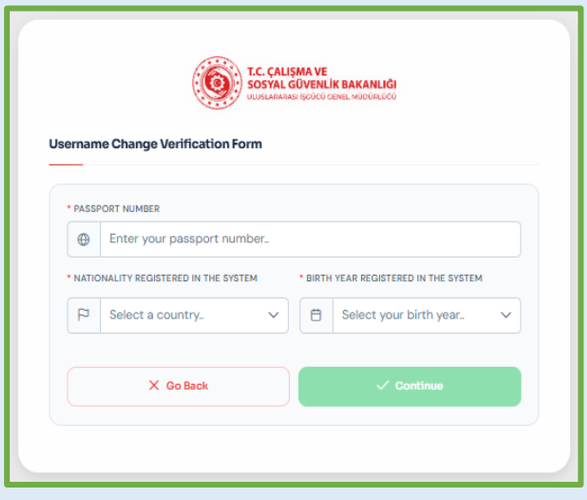
If you select this option, you must explain what kind of error the Administration made. You must also scan and upload the front and back of your existing Work Permit Exemption card, along with supporting documents proving the error.

Applications submitted in this context will be reviewed by the Administration; if the review finds the error to be the Administration's fault, you will not be required to pay the valuable paper or fee charges. However, if it is determined that the error did not result from the Administration's fault, you may be required to pay half of the total fee charge and/or the valuable paper charge for your new card.

5.12. Username (E-mail Address) Change



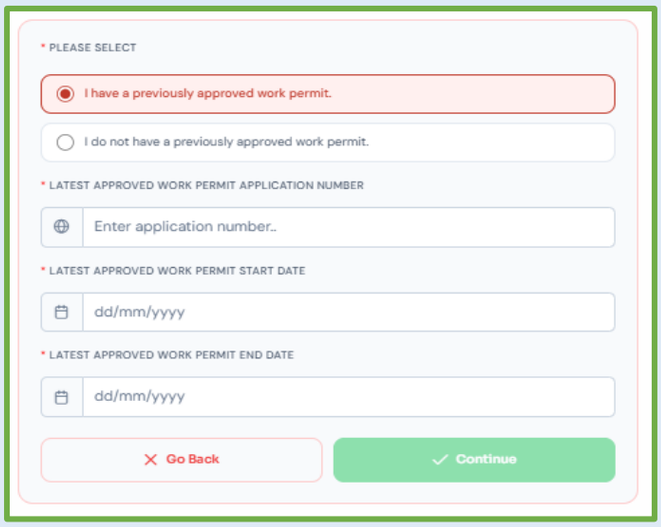
If you previously registered with the system but have lost access to or forgotten your registered e-mail address, you can change it by using the "**Forgot your e-mail address?**" button on the system's login screen.



To change your registered e-mail address in the system, the following is required in order to conduct the query;

- Your passport number registered in the system,
- Your nationality,
- Your birth year,

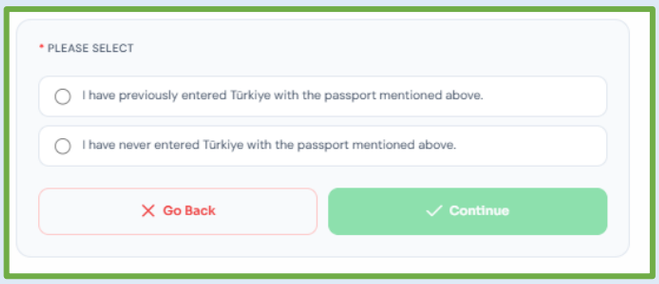
is required. After entering this information, you can continue the process using the "Continue" button.



In the next step, you will be asked whether you have a previously approved permit. If you have a previously approved work permit or work permit exemption, please provide the following information for that permit,

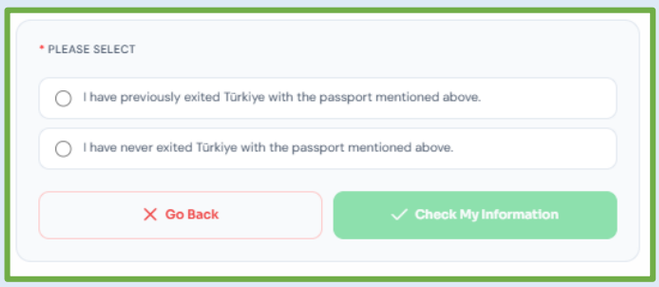
- Application number
- Permit start - end date

information must be entered.



In the next stage, you will be asked whether you have previously entered or exited Türkiye using the passport specified during the application.
In this field;

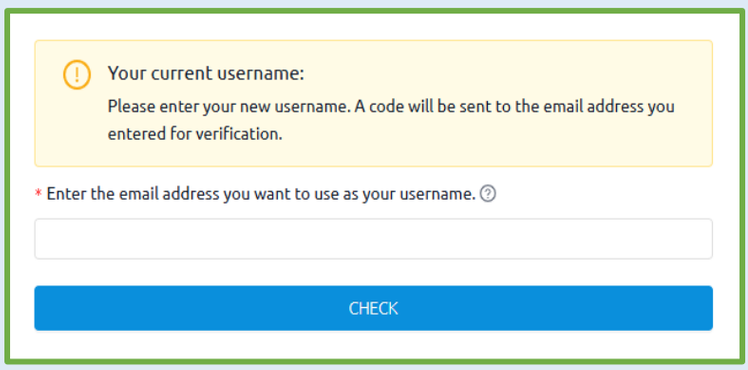
- If you have only entered Türkiye with this passport, you must specify this date.



- If you have only exited Türkiye with this passport, you must specify this date.
- If you have both entered and exited Türkiye with this passport, you must specify these dates.

Once the relevant fields have been filled in, the **"Check My Information"** button will appear. Clicking this button completes the process and sends a query to the system.

If the information is entered correctly and completely, you will see a field where you can enter the e-mail address you wish to use as your username. To verify the accuracy of the e-mail address entered here, after entering the e-mail address, click **"Check"** — a one-time code (OTP) will be sent to the specified e-mail address. Entering this code completes the process, and your new e-mail address will be updated as your username, allowing you to continue user transactions with your new e-mail address.



CONTACT AND SUPPORT

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