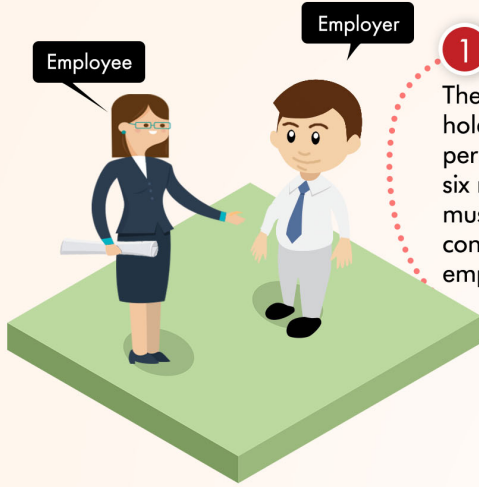


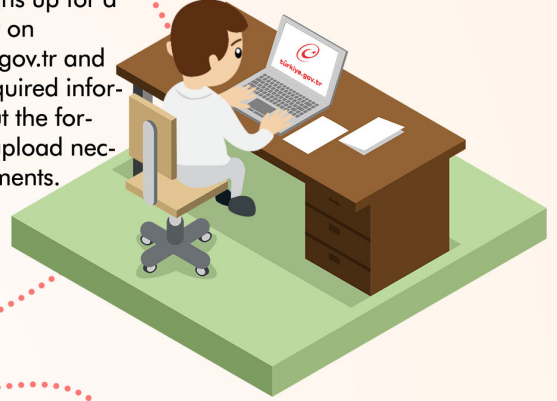
# STEP BY STEP WORK PERMIT APPLICATION

## DOMESTIC APPLICATION

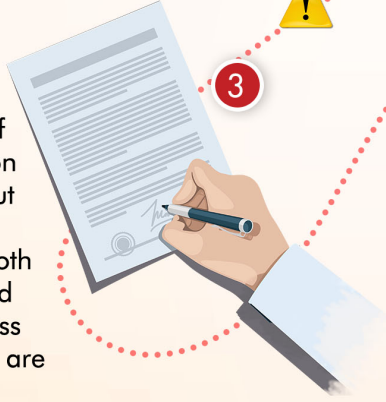


**1**  
The employee must hold a residence permit at least for six months and must have a labour contract with the employer.

**2**  
Employer signs up for a user account on [www.turkiye.gov.tr](http://www.turkiye.gov.tr) and complete required information about the foreigner and upload necessary documents.

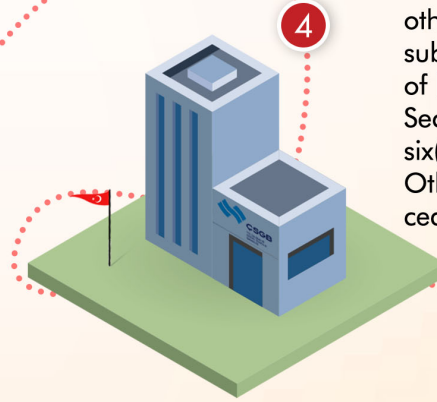


The employee shall check the accuracy of the information required for the application. Wrong or imperfect information may cause delays in the process.



Upon completion of the initial application submission, print out of the documents should be signed both by the employer and the employee. Unless either of the parties are able to sign, wet signed labour contract should be added in the application file.

**3**



**4**  
The application form and other documents must be submitted to the Ministry of Labour and Social Security within at most six(6) working days. Otherwise, the entire procedure must be repeated.

**5**

If the work permit is approved by the Ministry of Labour and Social Security, the employer is requested to pay required fees. Once the employer makes payment, the employee may start working for the employer.

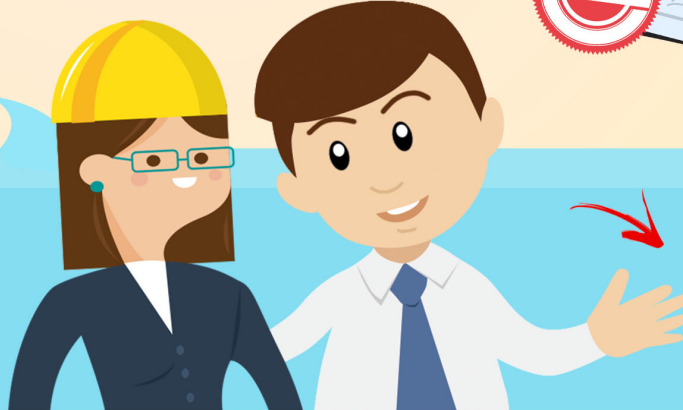
**6**

The employer must register the foreign employee with the Social Security Institution about the insurance entrance of the employee as of the permit date. Premium payments must be made based on the wage declared to the Ministry of Labour and Social Security.



You are now insured and bearer of work permit. You are safe!

You can now employ your employee safely!



The wage that will be paid to the foreigner cannot be under minimum wage.



FOREIGN  
LABOUR INFO  
PLATFORM

[www.workinturkey.gov.tr](http://www.workinturkey.gov.tr)



T.C. ÇALIŞMA  
SOSYAL GÜVENLİK  
BAKANLIĞI



T.C.  
İŞLERİ BAKANLIĞI  
GÖÇ İDARESİ  
GENEL MÜDÜRLÜĞÜ



International Organization for Migration (IOM)  
Uluslararası Göç Örgütü



İngiltere  
Büyükelçiliği  
Ankara