



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION GUIDE
FOR FOREIGNERS





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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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LOGIN AND APPLICATION

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.csqb.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:

T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI

Have you logged into this system before?

Yes, I have logged in before No, I've never logged in before

Are you currently in Türkiye?

Yes, I'm in Türkiye No, I'm located outside of Türkiye

Do you have a TR Foreigner ID No and an e-Government password?

Yes No

Login with E-Government

- 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.
- 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.

T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI

Have you logged into this system before?

Yes, I have logged in before No, I've never logged in before

Are you currently in Türkiye?

Yes, I'm in Türkiye No, I'm located outside of Türkiye

Do you have a TR Foreigner ID No and an e-Government password?

Yes No

* Your Passport Number with which you entered the country

* Country of Issue of Passport

* Your Birth Year

CHECK IT

T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI

Have you logged into this system before?

Yes, I have logged in before No, I've never logged in before

Are you currently in Türkiye?

Yes, I'm in Türkiye No, I'm located outside of Türkiye

Do you have a Reference Number that you received from the Turkish representative office abroad?

Yes, I have a reference number No, I don't have a reference number

* Reference Number

* Passport Number

* Your Birth Year

CHECK IT



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ENTERING USER INFORMATION

Personal Information

The screenshot shows the 'Personal Information' section of the application. It features a progress bar at the top with four steps: 1. Personal Information (active), 2. Contact Information, 3. Passport Information, and 4. Education Information. The form includes the following fields:

- User Photo:** A field with a download icon and the text 'Upload your biometric photo'.
- Name and Surname:** Text input fields.
- Gender:** A dropdown menu with 'Male' selected.
- Father's Name and Mother's Name:** Text input fields.
- Marital Status:** A dropdown menu with 'Married' selected.
- Place of Birth and Nationality:** Dropdown menus with 'Please Choose' selected.
- Year of Birth, Birth Month, and Birth Day:** Dropdown menus.
- TR Foreign ID No:** A text input field with '9999999999' entered.
- Your Spouse's Information:** Fields for Spouse Name, Spouse Surname, and Nationality of Spouse (dropdown menu with 'Please Choose' selected).

Buttons for 'Clear Changes' and 'Save' are located at the bottom of the form.

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)

Contact Information

The screenshot shows the 'Contact Information' section of the application. It features a progress bar at the top with four steps: 1. Personal Information, 2. Contact Information (active), 3. Passport Information, and 4. Education Information. The form includes the following fields:

- E-mail and Second E-mail:** Text input fields.
- Your Residence Address:** A text input field.
- Telephone Country Code and Telephone:** A dropdown menu with 'Please Choose' selected and a text input field.
- Second Telephone and Telephone Country Code:** A text input field and a dropdown menu with 'Please Choose' selected.

Navigation buttons for 'Personal Information' and 'Passport Information' are located at the top right. Buttons for 'Clear Changes' and 'Save' are located at the bottom of the form.

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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Passport Information

The screenshot shows the 'Passport Information' section of the application form. It includes a progress bar at the top with four steps: Personal Information, Contact Information, Passport Information (current), and Education Information. The form fields are: Passport Type (Please Choose), Passport Number (UIGM12345600), and Expiry Date (Select date). There is an 'Upload File' button for the passport scan, with a note: 'Upload the scanned version of the first and all processed pages of your passport.' A 'Clear Changes' button is on the left, and a 'Save' button is on the right.

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.

Education Information

The screenshot shows the 'Education Information' section of the application form. It includes a progress bar at the top with four steps: Personal Information, Contact Information, Passport Information, and Education Information (current). The form fields are: Language (Tatar), Native language (Tatar), Known Languages (Afar), Turkish Level (Beginner), and Education Level (High School). There is an 'Upload File' button for the diploma/graduation document, with a note: 'Upload a scanned version of your diploma/graduation document.' A 'Clear Changes' button is on the left, and a 'Save' button is on the right.

Education Information section contains the following information:

- Native Language of Foreigner
- Known Languages (if available)
- Turkish Level (if available, proof document should be uploaded)
- Education Level (proof document should be uploaded according to the selected level)



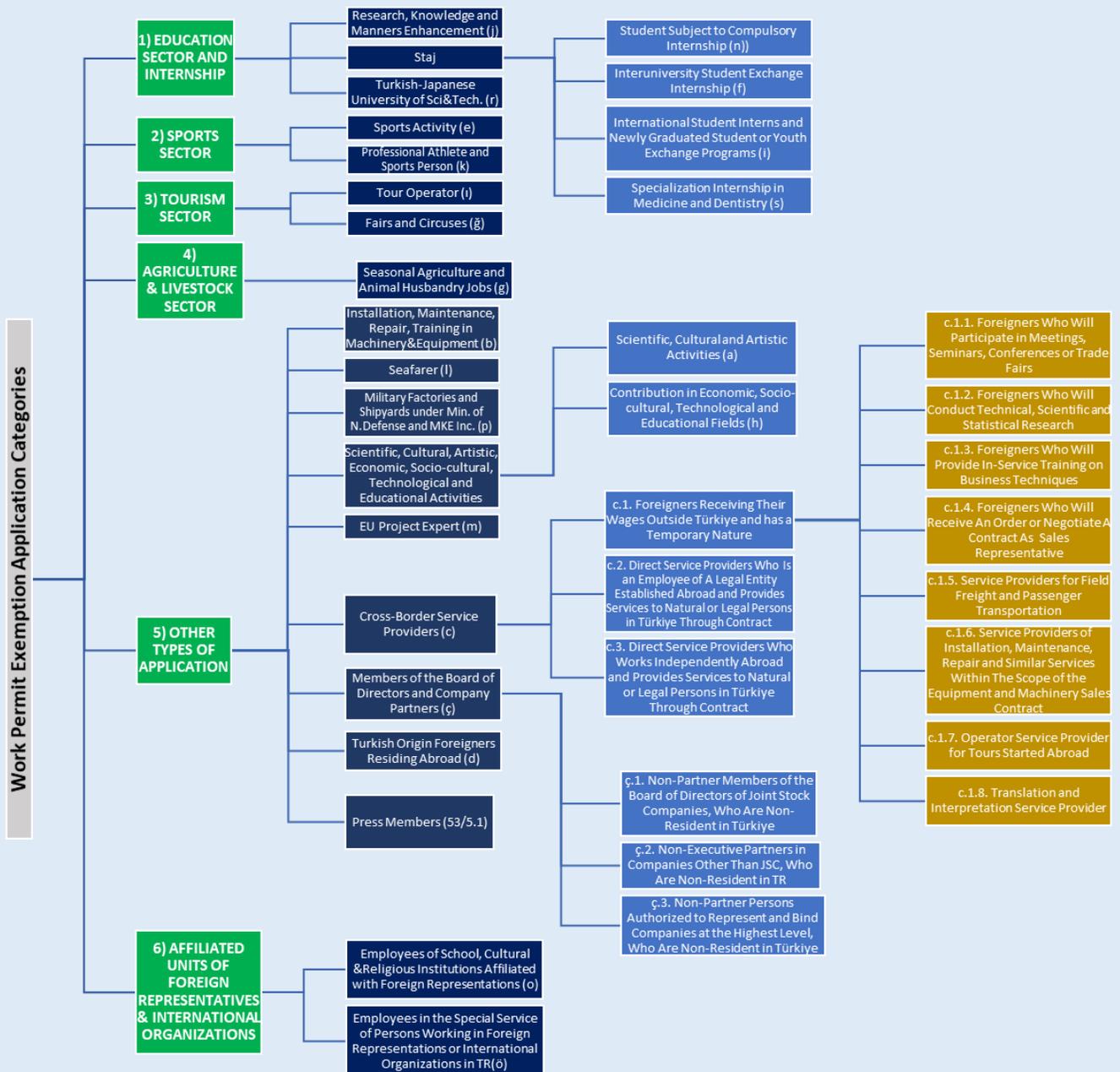
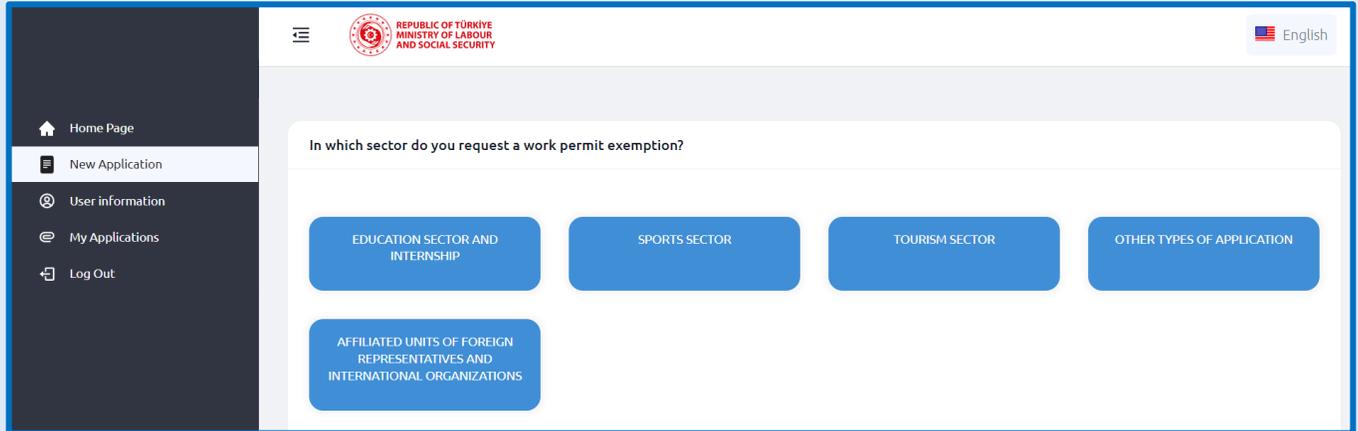
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NEW APPLICATION

Selecting the Sector to Work

Sector and category of the work permit exemption to be applied must be selected correctly by clicking on the "New Application" on the left tab. Wrongly chosen applications will be rejected.





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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.

The screenshot shows the 'KVKK (Law on the Protection of Personal Data) Explicit Consent Statement' page. It includes a progress bar with four steps: 1. KVKK (Law on the Protection of Personal Data) Explicit Consent Statement, 2. Workplace and Employer Information, 3. Supporting Documents, and 4. Additional Documents. The main content area contains the following sections:

- 1) DATA CONTROLLER:** The foregoing privacy notice has been drawn up by the MINISTRY OF LABOUR AND SOCIAL SECURITY (hereinafter referred to as the "Ministry") in its capacity as the data controller, in accordance with Article 10 of the Personal Data Protection Law (KVKK) No. 6698 and the "Communique on Principles and Procedures to Be Followed in Fulfillment of the Obligation to Inform".
- 2) PURPOSE OF PROCESSING PERSONAL DATA, CATEGORIES OF PERSONAL DATA TO BE PROCESSED, LEGAL GROUNDS FOR PROCESSING and METHOD OF COLLECTING PERSONAL DATA:** The purposes for which the Ministry processes your personal data as well as the categories of personal data and legal grounds for processing are shown in the comparative list below.

PURPOSE OF PROCESSING PERSONAL DATA	PERSONAL DATA CATEGORIES	LEGAL GROUNDS FOR PROCESSING PERSONAL DATA
Work and Residence Permit Procedures for Foreigners	ID, Contact Details, Professional Experience, Legal Procedure, Finance	Expressly Provided For By The Laws
	Medical History	Provision of Explicit Consent
- 3) TO WHOM AND TO WHAT END THE PROCESSED PERSONAL DATA MAY BE TRANSFERRED:** In line with the legal processing grounds referred to in the Law No. 6698, apart from provision of informed consent, your personal data may be transferred to the following recipient(s) next to which the purposes are also listed.

RECIPIENT(S)	PURPOSE OF TRANSFER
Authorized Governmental Organizations and Agencies	Informing Authorized Officials, Organizations and Agencies
- 4) RIGHTS OF THE DATA SUBJECT:** In our capacity as the Ministry, we would like to remind you that, in accordance with the Law No. 6698, Article 11 governing the "rights of the data subject", you are entitled to find out whether your personal data have been processed; request information as to if your personal data have been processed; learn why your personal data have been processed and whether they are exclusively used for the intended purposes; find out about the third parties to whom your personal data have been transferred inside or outside the country; request rectification for the incomplete or inaccurate data, where necessary; request the deletion or disposal of your personal data as per the conditions referred to in Article 7 of the KVKK; request that the third parties to whom your personal data have been transferred are notified about the said rectification or deletion; object to any negative outcomes that affect you, which arises from the analysis of the data solely through automated systems; and claim compensation for the damages on your part, arising from the unlawful processing of your personal data.

At the bottom of the page, there is a checkbox: I have read, understood and accept the above-mentioned KVKK (Law on the Protection of Personal Data) clarification text.

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

The screenshot shows the 'Workplace and Employer Information' section. It includes a progress bar with four steps: 1. KVKK (Law on the Protection of Personal Data) Explicit Consent Statement, 2. Workplace and Employer Information, 3. Supporting Documents, and 4. Additional Documents. The main content area contains the following sections:

- * Your Occupation:** A text input field with the placeholder "Please enter at least 3 letters". Below the field, it says "This field is necessary".
- * Requested Exemption Start Date:** A date input field with the value "01/01/2023".
- * Requested Exemption End Date:** A date input field with the value "15/03/2023".
- * Do you request a work permit exemption document? :** Two radio button options: "No, I don't want printed document." and "Yes, if my application is positive, I agree to pay the valuable paper fee and I want a printed document." The second option is selected.
- * Residential Code of Where You Want to Send Exemption Document :** A text input field for the residential code and a "How to Obtain?" button.
- * Address information where you want your document to be sent:** Three radio button options: "Residence Address", "Workplace Address", and "An Address Different from Residence or Workplace".
- * About Your Application:** A text input field for the description. Below the field, it says "This field is necessary".
- * Please Choose:** Two radio button options: "The workplace where I will work in Türkiye is not known and I do not have an employer." and "The workplace I will work in Türkiye is certain and I have an employer." Below the field, it says "This field is necessary".
- * How Will Insurance Premiums of Your Working Be Paid?:** Two radio button options: "My insurance premiums will be paid from abroad" and "My insurance premiums will be paid domestically." Below the field, it says "This field is necessary".

At the bottom of the page, there are "Previous" and "Next" buttons.



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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.)
- 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
 - b. *“The workplace where I will work in Türkiye is not known and I do not have an employer.”* This option should only be selected in cases where the foreigner works independently on his/her own behalf and account. In case of wrong selection, the application will not be approved and revision will be requested.
- 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.

The screenshot shows the 'Supporting Documents' step of the application process. At the top, there is a notification: '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.' Below this, a progress bar indicates the current step is 'Supporting Documents' (step 3), with previous steps 'KVKK (Law on the Protection of Personal Data) Explicit Consent' and 'Workplace and Employer Information' completed, and 'Additional Documents' (step 4) yet to be reached. Two 'Upload File' buttons are visible, each with a red asterisk indicating a required field. The first button is accompanied by the instruction: 'Upload the official documents describing the sportive activity (duration, place/places to be implemented, type of activity, etc.)'. The second button is accompanied by: 'Upload the professional qualification certificate, / testimonial / diploma / license etc. within the scope of the relevant sports activity.' 'Previous' and 'Next' buttons are located at the bottom of the form area.

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 shows the 'Additional Documents' step of the application process. The progress bar at the top indicates that 'Additional Documents' (step 4) is the current step, with 'KVKK (Law on the Protection of Personal Data) Explicit Consent', 'Workplace and Employer Information', and 'Supporting Documents' (step 3) completed. Below the progress bar, there is a text input field labeled 'Other Information'. Below this field is a dashed-line box with the text 'Add Other Document' and a plus icon. At the bottom of the form area, 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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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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](#)

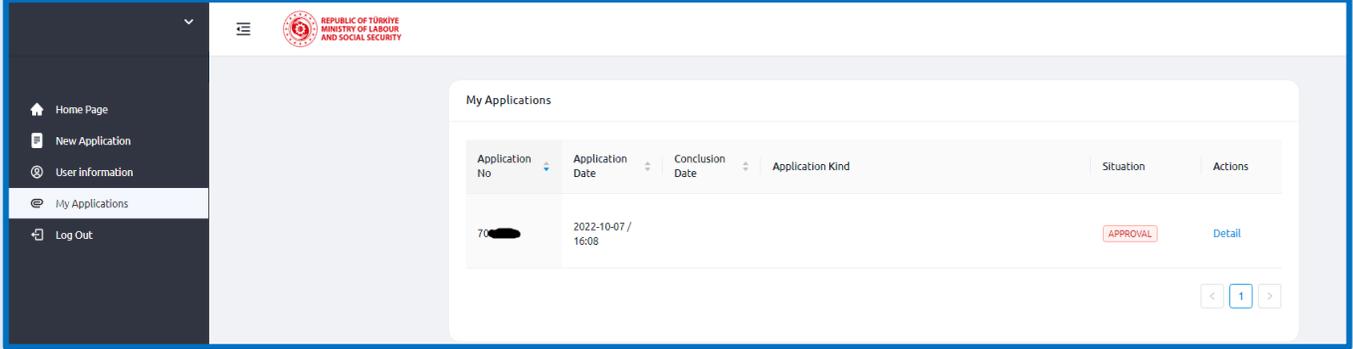


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MY APPLICATIONS

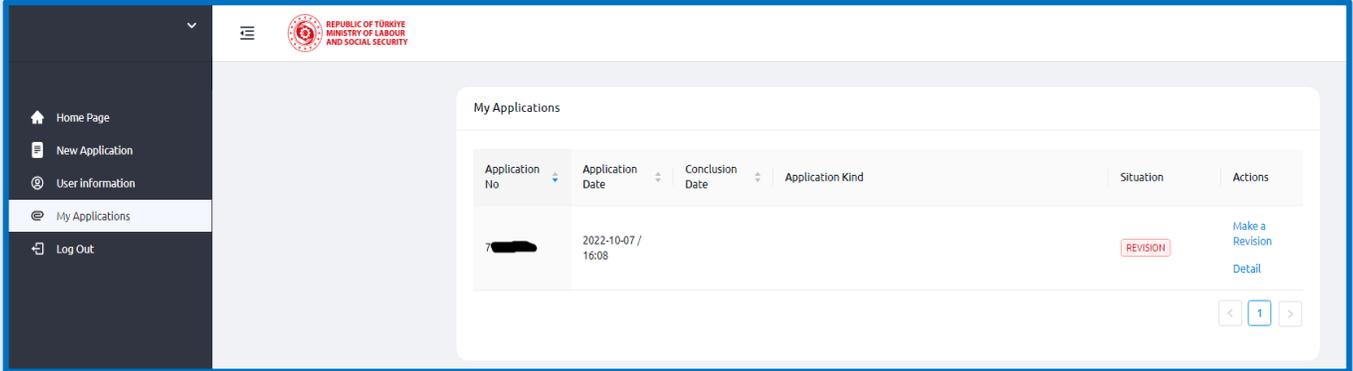
By clicking on the "My Applications" tab on the left, you can access the details of your previous applications by "Details" option under the "Actions" column, and you can view the information about the current status of your application under the "Situation" heading.



In addition, under this tab, you can make the requested revision in your application if requested, or make your appeal to rejection decision if necessary.

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.



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.csqb.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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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.

Rejection of the Application

The applications are evaluated by our Ministry and the applications that are not found appropriate are rejected within the framework of the relevant legislation. In case of rejection of the application, a notification e-mail including the reason for the decision will be sent to your registered e-mail address.

Appeal to Rejection Decision

For rejected applications, if you have a valid reason to appeal for the rejected applications, you can make your appeal application within the 30-day legal period by clicking on the "*Appeal to Rejection Decision*" option under the "*Actions*" column, by submitting the information and documents proving your claims. Before making an appeal, the reason for the rejection decision that has been notified to you must be carefully examined. The rejection decision will not change unless reasons that will eliminate the base for rejection decision are presented.

In the event that the appeal to rejection decision is also not found appropriate, second appeal will not be possible. In this case, it is possible to apply to the administrative court if desired.

The screenshot displays the user interface of the E-MUAFİYET system. On the left, there is a dark sidebar with navigation options: Home Page, New Application, User Information, My Applications (highlighted), and Log Out. The main content area features the logo of the Ministry of Labour and Social Security of the Republic of Turkey at the top. Below the logo, there is a section titled "My Applications" containing a table with the following columns: Application No, Application Date, Conclusion Date, Application Kind, Situation, and Actions. A single application is listed with a redacted Application No, an Application Date of 2022-09-22 / 11:05, and a Situation of REJECTION. The Actions column for this application contains two links: "Appeal to Rejection Decision" and "Detail". At the bottom right of the table, there are pagination controls showing a page number of 1.



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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

PROCESSES OF PAYMENTS AND ISSUING DOCUMENT

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, your application will be rejected.

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 (<https://ivd.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 99 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 99 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.

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.

* Residential Code of Where You Want to Send Exemption Document ?

* Address information where you want your document to be sent

Residence Address

Workplace Address

An Address Different from Residence or Workplace

CONTACT AND SUPPORT

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