



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION GUIDE
FOR FOREIGNERS





E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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0	01.11.2022	First publication
1	08.12.2022	Application and payment processes have been updated.
2	06.03.2023	Exemption cancellation process has been added.
4	05.05.2023	New card application process has been added.
5	10.01.2024	Selecting the place of application process has been added.
6	26.03.2024	New application field added.
7	01.08.2024	New application field added.
8	25.11.2024	Username change process and new application field added.



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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

1. LOGIN AND REGISTRATION TO THE SYSTEM

The screenshot shows the E-MUAFİYET website interface. At the top, there is a header with the logo, the text "E-MUAFİYET Work Permit Exemption Application System for Foreigners", and buttons for "Apply" and "English". Below the header is a large banner image of a coastal landscape. Underneath the banner, there are two buttons: "I am in Türkiye" and "I am outside of Türkiye". A horizontal flowchart shows five steps: Step #1 (Apply to the nearest Turkish foreign representative in your country and log in to the system with the reference number given to you), Step #2 (Complete your work permit exemption application and wait for the evaluation result), Step #3 (If the evaluation process is positive, pay the necessary fees), Step #4 (Enter to Türkiye with the work permit exemption confirmation document sent to your e-mail address), and Step #5 (Receive the work permit exemption document sent to your address by cargo). Below the flowchart, there are two buttons: "Who Can Apply For Work Permit Exemption?" and "Apply for Work Permit Exemption".

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://emuafigyet.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?"

The screenshot shows a login question: "Have you logged into this system before?". There are two buttons: "Yes, I have logged in before" and "No, I've never logged in before". Below the buttons, there is a "Please choose" label.

- 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.

The screenshot shows the login form. It starts with the question "Have you logged into this system before?" and two buttons: "Yes, I have logged in before" and "No, I've never logged in before". Below the buttons, there is a "Please choose" label. The form then has two input fields: "E-Mail Address" and "OTP code sent to your e-mail address". Below these fields is a "CHECK IT" button. At the bottom, there is a "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 interface of the E-MUAFİYET system. At the top, there is a logo and the text "T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI". Below this, the question "Have you logged into this system before?" is displayed with two buttons: "Yes, I have logged in before" and "No, I've never logged in before". The second question is "Are you currently in Türkiye?" with buttons "Yes, I'm in Türkiye" and "No, I'm located outside of Türkiye". The third question is "Do you have a TR Foreigner ID No and an e-Government password?" with buttons "Yes" and "No". At the bottom, there is a red button labeled "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.

This screenshot shows the login process for users who are currently in Türkiye. It includes the same initial questions as the previous form. For the question "Do you have a TR Foreigner ID No and an e-Government password?", the "No" button is selected. Below this, there are three input fields: "* Your Passport Number with which you entered the country", "* Country of Issue of Passport" (with a dropdown arrow), and "* Your Birth Year". At the bottom, there is a blue button labeled "CHECK IT".

This screenshot shows the login process for users located outside of Türkiye. It includes the same initial questions. For the question "Do you have a Reference Number that you received from the Turkish representative office abroad?", the "Yes, I have a reference number" button is selected. Below this, there are three input fields: "* Reference Number" (with a help icon), "* Passport Number", and "* Your Birth Year". At the bottom, there is a blue button labeled "CHECK IT".



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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

2. ENTERING USER INFORMATION

2.1. Personal Information

REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR
AND SOCIAL SECURITY

English

1 Personal Information > 2 Contact Information > 3 Passport Information > 4 Education Information

Personal Information [Contact Information >>](#)

* User Photo

Upload your biometric photo

* Name * Surname * Gender

* Father's Name * Mother's Name * Marital Status

* Place of Birth * Nationality

* Year of Birth * Birth Month * Birth Day

TR Foreign ID No

Your Spouse's Information

* Spouse Name * Spouse Surname * Nationality of Spouse

[Clear Changes](#) [Save](#)

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

REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR
AND SOCIAL SECURITY

English

1 Personal Information > 2 Contact Information > 3 Passport Information > 4 Education Information

Contact Information [Personal Information <<](#) [Passport Information >>](#)

* E-mail * Telephone Country Code * Telephone

Second E-mail Telephone Country Code Second Telephone

* Your Residence Address

[Clear Changes](#) [Save](#)

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

1 Personal Information

2 Contact Information

3 Passport Information

4 Education Information

Passport Information

« Contact Information

Education Information »

* Passport Type

Please Choose

* Passport Number

UIGI412345600

* Expiry Date

Select date

Clear Changes

* Passport

Upload File

Upload the scanned version of the first and all processed pages of your passport.

Save

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

1 Personal Information

2 Contact Information

3 Passport Information

4 Education Information

Education Information

« Passport Information

Language

* Native language

Tatar

* Known Languages

Afar

* Turkish Level

Beginner

* Document to Prove Your Turkish Level

Upload File

pasaport.pdf

Please upload a document proving the level of Turkish proficiency

Clear Changes

Education History

* Education Level

High School

High School Information

* High School Name

asdasds

Upload File

diploma.pdf

Upload a scanned version of your diploma/graduation document.

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)

4



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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 E-MUAFİYET system interface. On the left is a dark sidebar with navigation links: Home Page, New Application, User Information, My Applications, Documents, Application Guide - TR, Application Guide - EN, and Log Out. The main content area has a header 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'. The main content is divided into three sections: 1. Active Residence Right Inquiry (Inquiry Completed) with 'Active Residence Right: Yes' and a green checkmark; 2. Place of Application with 'Domestic Application (I am in Türkiye or I have active residence right)' selected in a blue button, and 'Abroad Application (I am located outside of Türkiye)' in a grey button; 3. Required Information for Confirmation with the text 'You can apply directly domestically since you have an active residence right.' and a blue 'Continue To Application Type Selection' button. There is also a 'Cancel' button.

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 E-MUAFİYET system interface. On the left is a dark sidebar with navigation links: Home Page, New Application, User Information, My Applications, Documents, Application Guide - TR, Application Guide - EN, and Log Out. The main content area has a header 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'. The main content is divided into three sections: 1. Active Residence Right Inquiry (Inquiry Completed) with 'Active Residence Right: No' and a red dot; a yellow warning message states: 'If you haven't entered your Foreigner ID number, please enter it from the 'User Information' section and try to apply again.'; 2. Place of Application with 'Domestic Application (I am in Türkiye or I have active residence right)' selected in a blue button, and 'Abroad Application (I am located outside of Türkiye)' in a grey button; 3. Required Information for Confirmation with three fields: 'Your Passport Number with which you entered the country' (with a green checkmark), 'Country of Issue of Passport' (with a green checkmark), and 'Passport' (with a green checkmark). Below these fields is a note: 'Your entrance to Türkiye and whether you are still in the country will be confirmed through your passport number. Therefore, please enter your passport information that you used the last time you entered Türkiye.' and a blue 'Check It' button. There is also a 'Cancel' button.



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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 shows the 'Active Residence Right Inquiry' step in the E-MUAFİYET system. The interface includes a 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 displays the 'Active Residence Right Inquiry' section, which is marked as 'Inquiry (Completed)'. It shows the 'Active Residence Right' status as 'No' with a red error icon. 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 '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 'Abroad Application' option is highlighted. The 'Required Information for Confirmation' section shows a 'Reference Number' field with a red error icon. A message below the field states: 'Your 16-digit reference number obtained from the Turkish representative office abroad'. A 'Check it' button is located at the bottom of the section.

3.2. Selecting the Sector to Work

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

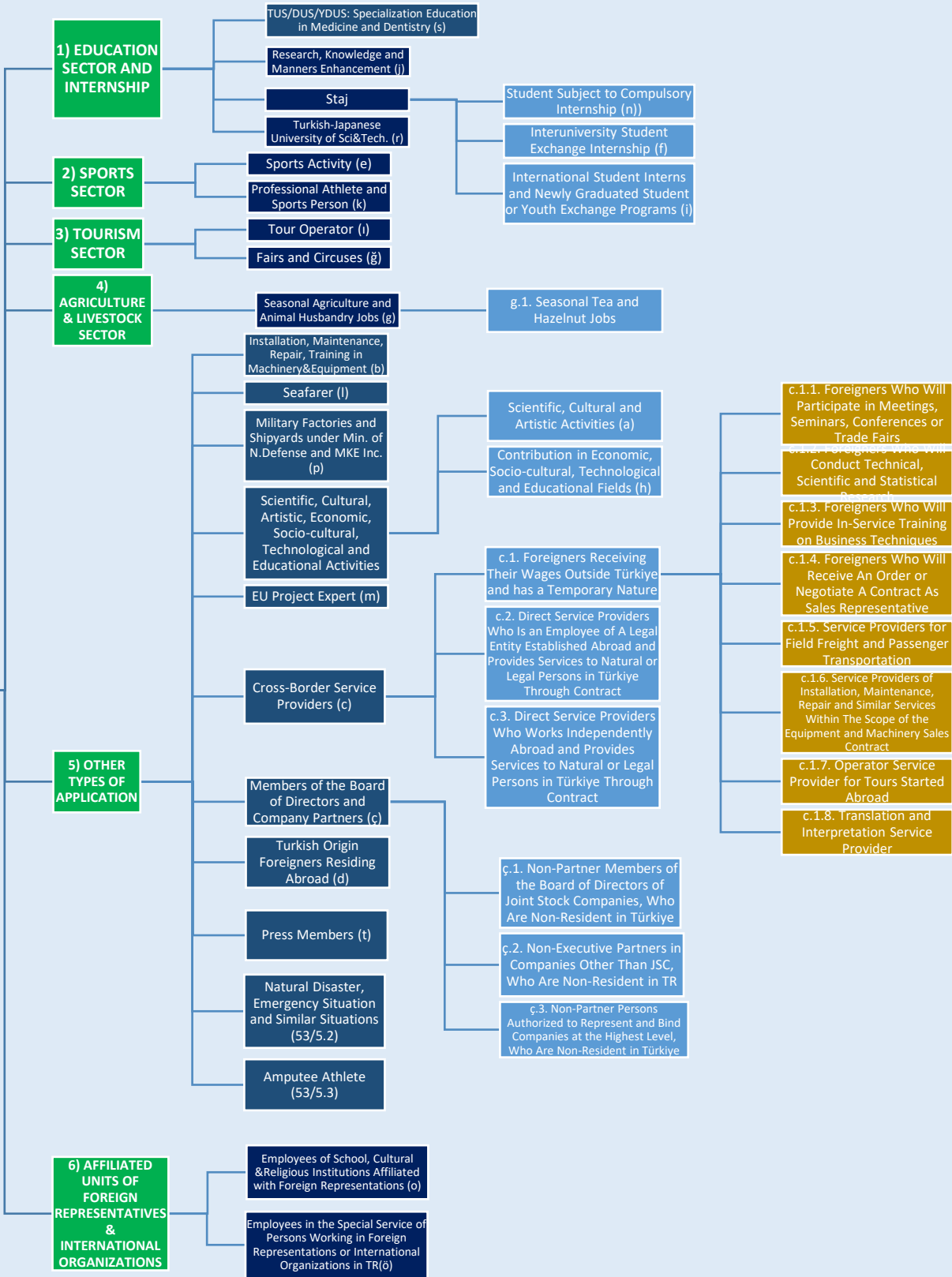
The screenshot shows the 'New Application' step in the E-MUAFİYET system. The interface includes a sidebar with navigation options: Pages, Home Page, New Application, User information, My Applications, Documents, Application Guide - TR, Application Guide - EN, and Log Out. The main content area displays a red error message: 'You cannot create a new application while you have an application under evaluation. Please wait for your other applications to be finalized before submitting a new application.' Below this, the 'In which sector do you request a work permit exemption?' section offers six options: 'EDUCATION SECTOR AND INTERNSHIP', 'SPORTS SECTOR', 'TOURISM SECTOR', 'OTHER TYPES OF APPLICATION', 'AFFILIATED UNITS OF FOREIGN REPRESENTATIVES AND INTERNATIONAL ORGANIZATIONS', and 'AGRICULTURE AND LIVESTOCK SECTOR'. The 'TOURISM SECTOR' option is highlighted.



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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

Work Permit Exemption Application Categories





3.3. Making An Application


English

Research, Knowledge and Manners Enhancement (I)

1 KVKK (Law on the Protection of Personal Data) Explicit Consent Statement
2 Workplace and Employer Information
3 Supporting Documents
4 Additional Documents

1) DATA CONTROLLER:

The foregoing privacy notice has been drawn up by the MINISTRY OF LABOR 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

Your personal data is processed automatically(ly) and non-automatically(ly) and electronically(ly) or physically, through filling-out or generation of the relevant form, in accordance with the legal grounds listed above.

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 outcome that affects 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.

In accordance with the "Communique on the Principles and Procedures for the Request to Data Controller", you may send your requests to the address "Çalışma ve Sosyal Güvenlik Bakanlığı, Emek İlahi Hacı Hayıroğlu Cad. No: 13 06520 Çankaya/ANKARA" in writing, to baskurcu.kvkk@ogrh.gov.tr in e-mail, to the Registered Electronic Mail (KEP) address cspg@n01.hesip.tr electronically or using secure electronic signature, mobile signature or an electronic mail address which has been previously shared with the data controller and therefore is registered in the data controller's system, or through a software or application developed for submitting applications.

☐ I have read, understood and accept the above-mentioned KVKK (Law on the Protection of Personal Data) clarification text

Previous
Next

Pages

Home Page

New Application

User Information

My Applications

Documents

Application Guide - TR

Application Guide - EN

Log Out

REPUBLIC OF TURKEY
MINISTRY OF LABOUR
AND SOCIAL SECURITY

English

Research, Knowledge and Manners Enhancement (I)

You can apply for a maximum of 2 years, limited to the duration of education/training 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.

1KVKK (Law on the Protection of Personal Data) Explicit Consent Statement

2Workplace and Employer Information

3Supporting Documents

4Additional Documents

• Your Occupation

Please enter at least 3 letters

This field is necessary

• Requested Exemption Start Date

17/04/2023

• Requested Exemption End Date

10/08/2023

• Residential Code of Where You Want to Send Exemption Document

Residential Code

How to Obtain?

This field is necessary

• Address Information: where you want your document to be sent

☐ Residence Address

☐ Workplace Address

☐ An Address Different from Residence or Workplace

This field is necessary

You requested work permit exemption period: 3 month(s) 25 day(s)

Please make sure you stay within the maximum exemption periods stated at the top of the page. Note that if you have more requests for each application type than the above-mentioned time, you must apply for a work permit!

• About Your Application

Description

This field is necessary

• Province / District Where You Will Work

Lütfen seçiniz...

This field is necessary

• Please Choose

☐ The workplace where I will work in Türkiye is not known and I do not have an employer.

☐ The workplace I will work in Türkiye is certain and I have an employer.

This field is necessary

• How Will Insurance Premiums of Your Working Be Paid?

☐ My insurance premiums will be paid from abroad

☐ My insurance premiums will be paid domestically.

This field is necessary

Previous

Next



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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
 - 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 (3) of the application process. At the top, a notification 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.' Below this, a progress bar indicates the 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. Two file upload sections are visible, each with an 'Upload File' button and a description: 'Upload the official documents describing the sportive activity (duration, place/places to be implemented, type of activity, etc.).' and 'Upload the professional qualification certificate / testimonial / diploma / license etc. within the scope of the relevant sports activity.' Navigation buttons 'Previous' and 'Next' are at the bottom.

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 (4) of the application process. The progress bar now highlights step 4. Below the progress bar, there is a text area labeled 'Other Information' and a button labeled 'Add Other Document'. Navigation buttons 'Previous' and 'Show Application Preview' are at the bottom.

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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4. PROCEDURES RELATED TO APPLICATIONS

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.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.

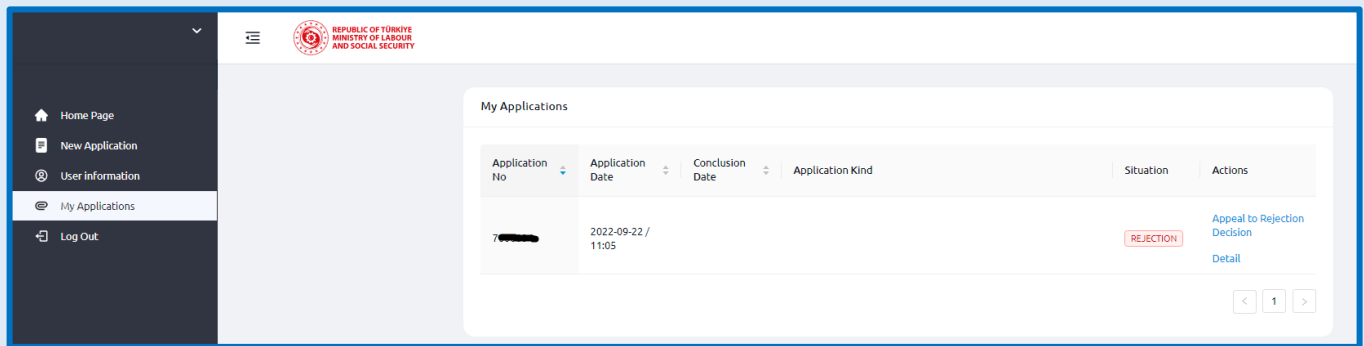
4.4. Rejection of the Application

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.

4.5. Appeal to Rejection Decision

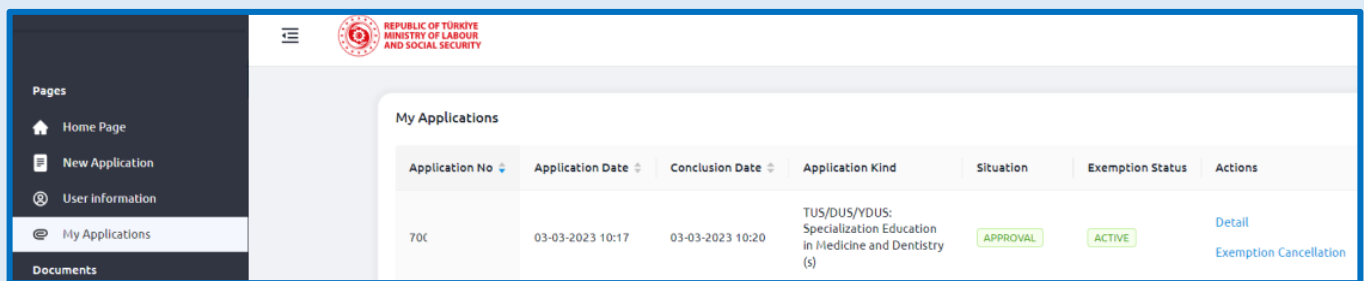
For rejected applications, if you have a valid reason to appeal for the rejected applications, you can make your appeal application within the 30-day legal period by clicking on the "*Appeal to Rejection Decision*" option under the "*Actions*" column, by submitting the information and documents proving 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.



4.6. Cancellation of Work Permit Exemption

In cases where the approved and active work permit exemption needs to be cancelled for any reason, you can make your cancellation request by clicking on the "*Exemption Cancellation*" option under the "*Actions*" column. On the pop-up screen, cancellation reason must be selected and the scanned petition for the cancellation request must be uploaded.





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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 \[Referans Numarası ile Ödeme\]](#)' 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.

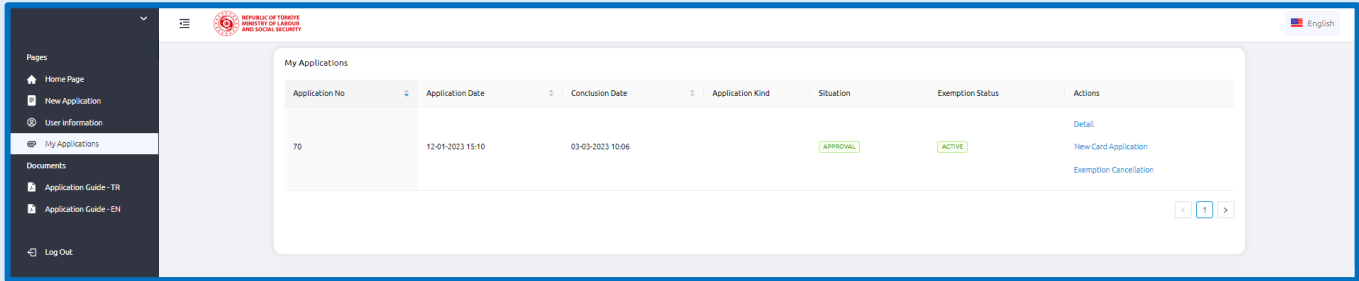


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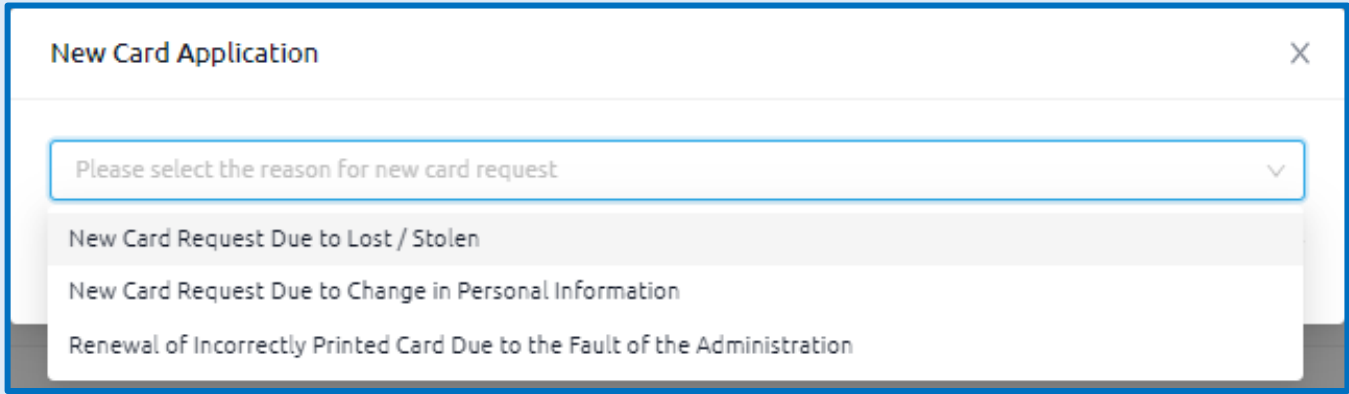
WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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.

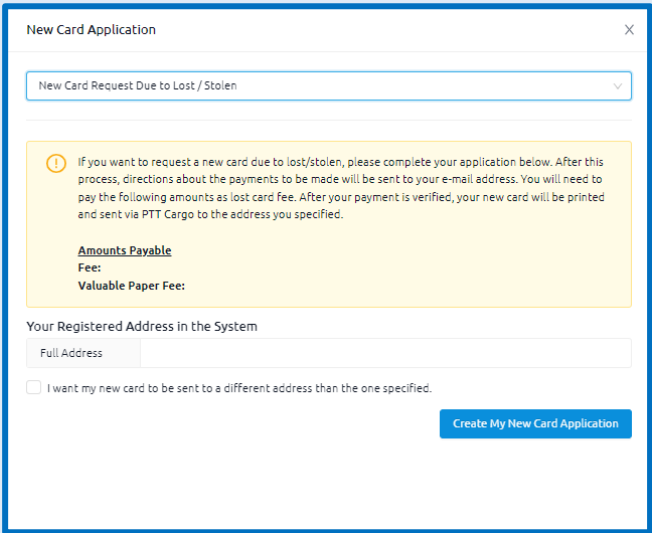


After clicking on the "New Card Application" option, the relevant reason must be selected correctly from the pop-up screen that opens.



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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4.10. Username (Email Address) Change

**T.C. ÇALIŞMA VE
SOSYAL GÜVENLİK BAKANLIĞI**

Have you logged into this system before?

Please choose

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.

**T.C. ÇALIŞMA VE
SOSYAL GÜVENLİK BAKANLIĞI**

Username Change Control Form English

* Your Passport Number Registered in the System

* Your Nationality Registered in the System

* Your Birth Year Registered in the System

* Please Choose

☒ I have a previously approved work permit or work permit exemption.

☐ I do not have a previously approved work permit or work permit exemption.

The Most Recently Approved Work Permit / Work Permit Exemption Application Number

The Most Recently Approved Work Permit / Work Permit Exemption Start Date

The Most Recently Approved Work Permit / Work Permit Exemption End Date

Select date

Select date

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)

Address : Uluslararası İşgücü Genel Müdürlüğü
Emek Mh. Bosna Hersek Cd. No:29
Çankaya / Ankara

Phone : +90 312 296 6000