



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION GUIDE
FOR FOREIGNERS





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WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

TABLE OF CONTENTS

LOGIN AND APPLICATION..... 1

ENTERING USER INFORMATION 3

Personal Information..... 3

Passport Information..... 4

Education Information 4

NEW APPLICATION 5

Selecting the Sector to Work 5

Making An Application 6

MY APPLICATIONS..... 10

Revision of the Application 10

Approval of the Application 10

Rejection of the Application 11

Appeal Against the Rejection Decision 11

PAYMENTS AND CARD ISSUING PROCESS 12

Payment Process 12

Document Printing Process..... 12

CONTACT AND SUPPORT 13



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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://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?"

- 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.



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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

The screenshot shows the login interface for the E-MUAFİYET system. At the top is the logo of the Ministry of Labor and Social Security (T.C. ÇALIŞMA VE SOSYAL GÜVENLİK BAKANLIĞI). Below the logo, there are three questions with corresponding buttons:

- Have you logged into this system before?** with buttons: "Yes, I have logged in before" and "No, I've never logged in before".
- Are you currently in Türkiye?** with buttons: "Yes, I'm in Türkiye" and "No, I'm located outside of Türkiye".
- 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 follows the same initial questions as the previous form. After selecting "Yes, I'm in Türkiye" and "No, I don't have a reference number", the user is asked to provide passport information:

- Do you have a TR Foreigner ID No and an e-Government password?** with buttons: "Yes" and "No".
- Fields for passport information:
 - * Your Passport Number with which you entered the country
 - * Country of Issue of Passport
 - * Your Birth Year
- A blue button labeled "CHECK IT".

This screenshot shows the login process for users located outside of Türkiye. It follows the same initial questions. After selecting "No, I'm located outside of Türkiye" and "No, I don't have a reference number", the user is asked to provide a reference number and passport information:

- Do you have a Reference Number that you received from the Turkish representative office abroad?** with buttons: "Yes, I have a reference number" and "No, I don't have a reference number".
- Fields for reference number and passport information:
 - * Reference Number
 - * Passport Number
 - * Your Birth Year
- A blue button labeled "CHECK IT".



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

ENTERING USER INFORMATION

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

Male

* Father's Name

* Mother's Name

* Marital Status

Married

* Place of Birth

Please Choose

* Nationality

Please Choose

* Year of Birth

* Birth Month

* Birth Day

TR Foreign ID No

9999999999

Your Spouse's Information

* Spouse Name

* Spouse Surname

* Nationality of Spouse

Please Choose

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)

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

Please Choose

* Telephone

Second E-mail

Telephone Country Code

Please Choose

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)



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION GUIDE FOR FOREIGNERS

Passport Information

1

Personal Information

2

Contact Information

3

Passport Information

4

Passport Information

« Contact Information

Education Information »

* Passport Type

Please Choose

* Passport

Upload File

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

* Passport Number

UIGM12345600

* Expiry Date

Select date

Clear Changes

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.

Education Information

1

Personal Information

2

Contact Information

3

Passport Information

4

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

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.

Clear Changes

Save

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)



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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.

Home Page

New Application

User Information

My Applications

Log Out

REPUBLIC OF TÜRKİYE
MINISTRY OF LABOUR
AND SOCIAL SECURITY

English

In which sector do you request a work permit exemption?

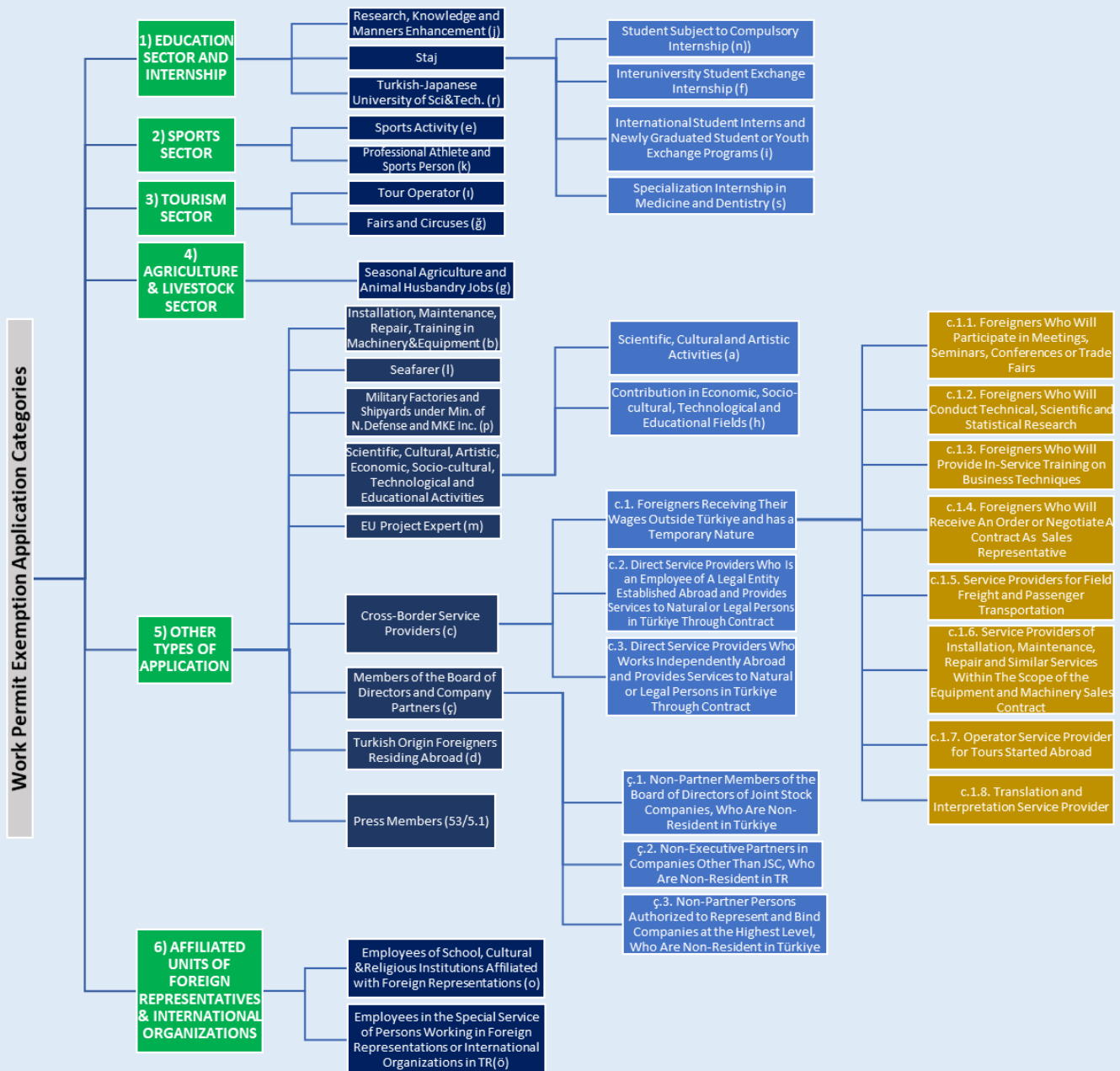
EDUCATION SECTOR AND INTERNSHIP

SPORTS SECTOR

TOURISM SECTOR

OTHER TYPES OF APPLICATION

AFFILIATED UNITS OF FOREIGN REPRESENTATIVES AND INTERNATIONAL ORGANIZATIONS





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

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

6



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

- 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.)



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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 displays the 'Supporting Documents' section of the E-MUAFİYET application system. At the top, there is a navigation bar with the Ministry of Labour and Social Security logo and the text 'REPUBLIC OF TÜRKİYE MINISTRY OF LABOUR AND SOCIAL SECURITY'. A language selector shows 'English'. Below the navigation bar, a progress indicator shows four steps: 1. KVKK (Law on the Protection of Personal Data) Explicit Consent, 2. Workplace and Employer Information, 3. Supporting Documents (current step), and 4. Additional Documents. A warning message 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, there are two file upload sections. The first section is labeled 'Upload File' and includes a description: 'Upload the official documents describing the sportive activity (duration, place/places to be implemented, type of activity, etc.)'. The second section is also labeled 'Upload File' and includes a description: 'Upload the professional qualification certificate / testimonial / diploma / license etc. within the scope of the relevant sports activity.' At the bottom of the section, there are 'Previous' and 'Next' buttons.

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

The screenshot displays the 'Additional Documents' section of the E-MUAFİYET application system. The navigation bar and progress indicator are the same as in the previous section. The progress indicator now shows four steps: 1. KVKK (Law on the Protection of Personal Data) Explicit Consent, 2. Workplace and Employer Information, 3. Supporting Documents, and 4. Additional Documents (current step). Below the progress indicator, there is a text area labeled 'Other Information'. Below this, there is a dashed box labeled 'Add Other Document'. At the bottom of the section, 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.



E-MUAFİYET

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



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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.

Application No	Application Date	Conclusion Date	Application Kind	Situation	Actions
70	2022-10-07 / 16:08			APPROVAL	Detail

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.

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

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.



E-MUAFİYET

WORK PERMIT EXEMPTION APPLICATION SYSTEM FOR FOREIGNERS

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 is a dark sidebar with navigation links: Home Page, New Application, User Information, My Applications (highlighted), and Log Out. The main content area features the Ministry of Labour and Social Security logo at the top. Below it, a section titled 'My Applications' contains 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 number, a date of 2022-09-22 / 11:05, and a 'REJECTION' status. In the 'Actions' column, there are two links: 'Appeal to Rejection Decision' and 'Detail'. At the bottom right of the table, there are pagination controls showing '< 1 >'.

Application No	Application Date	Conclusion Date	Application Kind	Situation	Actions
7 [REDACTED]	2022-09-22 / 11:05			REJECTION	Appeal to Rejection Decision Detail



E-MUAFİYET

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 ?

Residential Code

How to Obtain? ⓘ

* 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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