**STEP BY STEP WORK PERMIT APPLICATION**

**ABROAD APPLICATION**

1. The foreign employee shall sign a labour contract with the employer in Turkey.

2. The foreigner should apply to the foreign representative office of Turkey in the country in which he/she is present.

3. In case of confirmation of the application, a 10-digit application number obtained from the office shall be delivered to the employer.

4. The employer shall use this reference number he received from the employer shall be used in the online application procedures.

5. Employer signs up for a user account on www.turkiyeye.gov.tr, the employer complete all information and upload necessary documents.

6. 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.

7. If the work permit application is approved, foreigner should go to the foreign representative office.

8. The application form and other documents must be delivered to the Ministry of Labour and Social Security within at most 10 days. Otherwise, the entire procedure must be repeated.

9. The employer must register the foreign employee with the Social Security Institution and pay the associated fee to the Ministry of Labour and Social Security within 30 days of the foreigner entering Turkey.

10. You are now insured and a work permit bearer. You are safe!

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