



Checklist for visa application Turkey| Business

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents submitted will not be returned. Only the travel document will be returned.

1. Application

1.1 A completed and signed Schengen [visa application form](#).

- Yes
- No
- Remarks

2. Travel Documents

2.1 A passport or other travel document.

- Yes
- No
- Remarks

2.2 A copy of all pages of the passport.

- Yes
- No
- Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

3. Evidence of legal residence

3.1 Non-Turkish nationals: Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.

- Yes
- No
- Remarks



4. Photo

4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance.

See: [photo guidelines](#).

- Yes
- No
- Remarks

5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

5.1 Travel arrangements: flight reservations, other proof of intended means of transport, or proof of travel itinerary.

- Yes
- No
- Remarks

5.2 Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).

- Yes
- No
- Remarks

5.3 Proof of accommodation: evidence of hotel booking or other proof of accommodation.

- Yes
- No
- Remarks

5.4 Proof of means of subsistence:

- bank account statement showing movements over the last three months, proving the source of regular income;
- proof of regular income such as salary slips of the last three months;
- company bank account statement showing movements over the last three months;
- pensioner booklet, if relevant;

- Yes
- No
- Remarks

5.5 For attendance to a fair the entry card or documents about participation.

- Yes
- No
- Remarks



- 5.6 Documents from the sending and receiving company containing the following:
- Invitation from the company in the Member State of destination, indicating the purpose and length of the visit;
 - The supporting letter from the sending company should also include the purpose of visit and length of stay;
 - Information on the entity to cover the costs of the stay.

- Yes
- No
- Remarks

- 5.7 Documents to be presented by specific categories of applicants:

Employees:

Letter from employer and/or approval for leave containing the following information:

- indication of the consulate that the document is addressed to;
- the employee's name and passport number;
- date of start of employment and function;
- length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons;
- employer's contact details; and
- name and position of the person signing the letter.

- SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.

- Yes
- No
- Remarks

Farmers:

farmer certificate issued by a chamber of agriculture.

- Yes
- No
- Remarks

Company owners:

- the company registration in the chamber of commerce and a copy of the bulletin of the trade register.
- statement of taxes payment.
- company activity certificate (Faaliyet Belgesi).

- Yes
- No
- Remarks



6. Proof of health insurance

6.1 The insurance policy has been taken out in your name.

- Yes
- No
- Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

- Yes
- No
- Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

- Yes
- No
- Remarks

7. Visa

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

- Yes
- No
- Remarks

8. Payment

8.1 Payment of the visa fee.

- Yes
- No
- Remarks

Please be aware of the following:

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Turkey according to the Commission Implementing Decision of 29-07-2021 by the European Commission, in conformity with the list of supporting documents.