



Required Documents for Schengen Visa C: Visit (family or friends, maximum 90 day's)

The Schengen visa application has to be submitted at VFS Global:

Please submit all documents in following order and do not staple them	☐
Visa application: - Duly completed (German, French, Italian or English) with a blue or black pen - Personally signed in the foreseen box - If your fingerprints are already stored in the Schengen System an authorized person in possession of a dated and signed letter can submit your visa application	☐
Valid Passport: - Issued within the last 10 years - Minimum 2 empty pages - Valid at least 3 month after leaving the Schengen Area - Copies of passport (pages 2-3) and previous visas with entry/exit stamps Non-Turkish nationals: - Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States	☐
1 recent biometric passport picture (not older than 6 month)	☐
Statement of Family register (entire Family) «tam tekmil vukuatlı nüfus kayıt örneği»	☐
Dated and signed invitation letter from the host in Switzerland/TL in German, French or Italian - Personal data and address from host with phone number and e-mail address - Relation to the host, if family related proof of statement of family register - Reason and duration for the visit - Copy of Passport- or ID of the host, if not Swiss, copy of the citizen resident permit - In case the stay is not at the host place, invitation and hotel reservation is requested	☐
Accident and Health Insurance (Original and copy): - Signed and stamped - Minimum coverage of EUR 30.000.- / USD 50.000.- / CHF 50.000.- - Valid for all Schengen countries and the total duration of the intended stay - The insurance must cover the costs of any repatriation for medical reasons, emergency medical care and/or emergency hospitalization	☐
Flight reservation (Roundtrip) - If the Trip is by Bus: Reservation of Bus ticket - If the Trip is by car: Driver license and «green card / Triptik» from Turkish Touring Club	☐
Evidence of financial resources: - Current personal and company bank statement of last 3 months, proving the source of regular income, with stamp and signature of the Bank - Salary proof of last 3 months	☐

Employer and employee: Original: Employment Certificate with Company Letterhead (dated and signed by the person authorised to sign): - Personal details, passport number, date of start of employment and function of the employee - Purpose and duration of stay, length the leave and whether it is paid or unpaid leave Additional: - Copy of company register extract from the Chamber of Commerce (Faaliyet Belgesi), not older than 6 months - Copy of signature circular of person with signature authorization - Copy of statement of trade paper - Copy of current tax table - SGK-Entrance (SGK işe giriş bildirgesi) of the employee as well as - SGK-History (SGK tescil ve hizmet dökümü), both documents must be readable and with QR Code	☐
Lawyer: Admission Bar association (Baro kaydı)	☐
Farmer / Agriculturist: Proof of certificate issued by Chamber of Agriculture	☐
Retirees: Proof of retirement with bank statement which confirms the retirement salary	☐
School Students: - Confirmation of School stamped and signed University Students: - Student certificate from the high Education Council Turkey (YÖK) with readable QR Code	☐
Minors, travelling alone: - Current notarial declaration of consent of the of legal representative (muvafakatname) original and copy, the original will be given back - Legal representative: Divorce decree with child custody or death certificate Minors, travelling with 1 parent or accompanying person: - Current notarial declaration of consent of the of legal representative (muvafakatname) original and copy, the original will be given back - Legal representative: Divorce decree with child custody or death certificate - Accompanying person, valid passport and valid Schengen visa	☐
Visa fee: Payment: Only in Turkish currency and cash: - Adult: 90.- € - Child, 6 -12 years: 45.- € - Child, 0 - 6 years: 0.- € - Visa fee's for spouses of Swiss or EU/Schengen citizen are free of charge	☐

The Swiss Consulate General reserves the right to request further documents and / or to invite the applicant for a personal interview.