



## Required Documents for Schengen Visa C: Members of Swiss Chamber (maximum 90 day's)

Gainful activity of more than 8 days per calendar year is subject to authorization by the competent office for migration, even if only temporarily and less than 90 days. The employer must take the necessary steps in Switzerland and apply for the work permit of the visa applicant at the competent office for migration.

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

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| <b>Please submit all documents in following order and do not staple them</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <input type="checkbox"/> |
| <b>Visa application:</b> <ul style="list-style-type: none"><li>Duly completed (German, French, Italian or English) with a blue or black pen</li><li>Personally signed in the foreseen box</li><li>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</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <input type="checkbox"/> |
| <b>Valid Passport:</b> <ul style="list-style-type: none"><li>Issued within the last 10 years</li><li>Minimum 2 empty pages</li><li>Valid at least 3 month after leaving the Schengen Area</li><li>Copies of passport (pages 2-3) and previous visas with entry/exit stamps</li></ul> <b>Non-Turkish nationals:</b> <ul style="list-style-type: none"><li>Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <input type="checkbox"/> |
| <b>1 recent biometric passport picture (not older than 6 months)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| <b>Original confirmation letter of Swiss Chamber in Turkey</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <input type="checkbox"/> |
| <b>Current invitation letter from Swiss/FL company</b> in German, French or Italian on official company head letter document: <ul style="list-style-type: none"><li>Address of company with phone number and E-Mail</li><li>Personal data of guest and relation to the company in Switzerland/FL</li><li>Reason and duration of visit</li><li>Information on the entity to cover the costs of the stay</li><li>If visiting fair, entrance ticket must be submitted or proof of participation</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <input type="checkbox"/> |
| <b>Accident and Health Insurance (Original and copy):</b> <ul style="list-style-type: none"><li>Signed and stamped</li><li>Minimum coverage of EUR 30.000.- / USD 50.000.- / CHF 50.000.-</li><li>Valid for all Schengen countries and the total duration of the intended stay</li><li>The insurance must cover the costs of any repatriation for medical reasons, emergency medical care and/or emergency hospitalization</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <input type="checkbox"/> |
| <b>Employer and employee:</b><br><b>Original: Employment Certificate with Company Letterhead (dated and signed by the person authorised to sign):</b> <ul style="list-style-type: none"><li>Personal details, passport number, date of start of employment and function of the employee</li><li>Purpose and duration of stay, length the leave and whether it is paid or unpaid leave</li></ul> <b>Additional:</b> <ul style="list-style-type: none"><li>Copy of company register extract from the Chamber of Commerce (Faaliyet Belgesi), not older than 6 months</li><li>Copy of signature circular of person with signature authorization</li><li>Copy of statement of trade paper</li><li>Copy of current tax table</li><li>SGK-Entrance (SGK işe giriş bildirgesi) of the employee as well as</li><li>SGK-History (SGK tescil ve hizmet dökümü), both documents must be readable and with QR Code</li><li>Salary proof of last 3 months</li></ul> | <input type="checkbox"/> |
| <b>Visa fee:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <input type="checkbox"/> |

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| <b>Payment: Only in Turkish currency and cash:</b> |  |
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- Adult: 90.- €

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