

CONFERENCES AND CONGRESS

Documents Required

Completed application form for short-term visa with a date and 2 signatures

1 visa sized (biometric) photo with white background taken recently. (not older than 6 months)

Passport (should be valid at least 3 months and 15 days from the intending return date, should have 2 empty pages and should not be more than 10 years old) old passports if available.

Certificate of travel medical insurance. It must state coverage for the Schengen area of any medical expense that might arise such as urgent medical attention and/or emergency hospital treatment, repatriation for medical reasons or death, during the entire period of the visa applicant's intended stay. Minimum coverage must amount to 30.000€;

Booking of return tickets (we strongly insist that you do not buy tickets before receiving the visa)

Confirmed hotel booking or invitation letter (private accommodation certificate) if friends or family members intend to accommodate you during your stay or Host's residence permit.

Signed and stamped letter of invitation from the organizer of the meeting, conference, exposition, etc... And the program of the organization.

Letter of employment stating the position within the company (Original signed & stamp), hiring date, salary, length of leave from work, and stating that the employee is due back to work in Turkey after his/her trip. Certificate of registration to SGK and 4A SGK slips. Salary slips of the last three months

Company's certificate of registration to the Chamber of Commerce, extract from the official gazette, company certificate of activity, signatory circular.

Pensioners must bring their pension card and photocopy. Also the bank statement of his retirement account.

For students, student certificate.

If the expenses will be covered by a sponsor, a signed request of the sponsor and the relevant documents. (bank statement and the other job documents)

If the expenses covered by spouse copy of marriage certificate.

Title of property and vehicle license. (if available)

For children under 18; permission to go abroad from parents - for minors who travel without parents or with one of the parents notarized (original, including the name of traveling tutor's personal information)

Personal bank account statements for the last 3 months signed and stamped by the bank or the original bank account booklet; if the applicant is employer or business partner, the bank account statements of his/her company. Should include money which will cover the travel expenses. (at least 1500 TL/600 Euro for 3 day trip)

Birth registration issued by the Civil Registry Office.

Photocopy of Identity.

Certificate of Domicile.

Copies of identity card and issued pages of passport(s) (old passports; last 3 years Schengen visas and Spain visas – new passports; all visa, stamp pages)

For foreigners, residence permit and its copy.