

Mandatory Documents to apply

1	:	Visa Application Form: Visa Application Form should be filled manually by blue or black ink in block letters with 1 biometric photo (see article 3) affixed to it, signed by the applicant/legal guardian in case minors (see remarks). Application form must be accurate and complete.	YES
2	:	Original Passport (Passport must be valid for at least 6 months upon arrival in Türkiye and should have at least 2 full blank pages available in it). For passports which were not issued in the jurisdiction areas of the Turkish Missions from which the applicant will apply for visa local address proof must be submitted. (For address proof documents see remarks)	
3	:	Biometric Photos: 2 biometric photos with a white background that were taken within the last 6 months, depicting the full face clearly and completely visible without shadow and without specs, in 2.5inch x 2.5inch size.	
4	:	Covering Letter: - Covering letter by the applicant mentioning purpose of visit and duration of stay.	
5	:	Invitation Letter: - Invitation Letter from the Company in Türkiye in Turkish and English. (signed, stamped and with contact information)	
6	:	Employment Contract: - Original copy of the employment contract in typed format in both languages (Turkish and English): The employment contract must clearly mention the name of the employer, employee, workplace address, the job description and must be signed with wet signature by the authorized person. The contract should be in typed format.	
7	:	Documents of Turkish Company: - Signature Circulars of the Turkish Company (İmza Sirküleri): Signatures in employment contracts and company sign circulars should be matched. - Trade Registry Gazette (Ticaret Sicili Gazetesi) of the company in Türkiye. - Tax ID document of the Turkish Company.	
8	:	Police Clearance Certificate (PCC): PCC should be issued from Regional Passport Office. If electronically signed, no wet seal/signature is required. If validity is not mentioned on the document, PCC can be accepted valid up to a month after its date.	
9	:	Copy of Qualification Certificates and Profession Proof of the employee (such as school diploma), prior work experience letter if any. (Copies of the above-mentioned certificates must be apostilled.)	
10	:	Travel Insurances: The travel insurance should cover the duration of stay in Türkiye.	
11	:	Original Authorization Letter: Original Authorization Letter is required from the applicant and travel agent in case application is submitted by a Representative or Travel Agent.	
12	:	Passport Copies: Copies of first, last and visa pages of the passport	
13	:	Proof of civil status: Aadhar card, PAN card (must be clearly visible)	
14	:	Original Previous Passport/s: If the previous passport is lost police FIR document is required	
REMARKS	1	For address proof a registered/notarized rental agreement and company letter (for remote working the relative company's letter which clearly mentions that applicant works remotely and resides in the address mentioned on the letter) can be submitted. Additional proofs such as Voter ID Card, Electricity bill, Water bill and PCC of current residence address may be requested depending on your visa case.	
	2	Minors need notarized consent letter from both parents in all cases (even though minor is traveling with both parents). Parents passport original and photocopy need to be attached with minors' application. If father or mother lives abroad, he/she must provide NOC in original attested by Indian Embassy/ Consulates in the country of his/her residency along with a copy of resident card or visa belongs to his residency country. Minor's application form should be signed by both parents under regular circumstances. If only one parent is the legal guardian of the minor because of death/divorce, a notarized death certificate or notarised court decision of divorce mentioning the legal guardian is required.	
	3	If an applicant is traveling with a family member/friend who has a sticker visa/E-Visa for Türkiye, applicant is requested to provide a copy of the sticker visa/E-Visa along with co-traveller's passport copies.	
	4	The passport holders of the countries other than India/Nepal/Bhutan can apply for Turkish visa at Turkish missions in India if only they hold a valid Indian visa with minimum 90-day duration of stay or resident/work permit in India. In this case, visa evaluation process may take a longer period than Indian passport holders.	

5	If travelling together and spouse's name is not shown in passport: Marriage Certificate of the Couple issued by the marriage registrar attested by Notary Public. Notarized affidavit can be accepted, along with wedding card and marriage photographs as proof of marriage only if it's recent Marriage (not older than 1 month).	
6	Monetary documents can be submitted by sponsor with original sponsorship letter if applicant does not have the required financial means. Passport copy of the sponsor along with employment letter from the sponsor's company (if employee) with seal or notarized company registration documents (if employer) is required. If the sponsor is relative - relationship proof status should be submitted.	
7	All affidavits should be e-stamped and online verifiable.	
8	All letters are required in typed format not written. All company letters should be with letterhead, seal/stamped, signed by an authorized person whose name, designation and contact information is clearly mentioned.	
9	If the applicant prefers to submit rental income documents, notarised rental income proof and real estate registration documents are required.	
10	Damaged passports can be accepted for submission only with a letter of acknowledgment from applicant.	
11	For group applications, notarised company registration documents should be submitted only by the main applicant. Other members of the group can submit the copy.	
12	Applicants can apply for Türkiye visa maximum of 60 days in advance to their travel dates.	

1. All of the work permit applications are referred to the Ministry of Labour and Social Security via the Embassy/Consulate. Once the referring process is done by the Embassy/Consulate, a reference number will be shared with you via the e-mail address mentioned in your application form. The reference number is valid for **30 days** and must be shared with your employer urgently, and your employer must submit all the documents to the Ministry of Labour and Social Security within these **30 days** to further proceed in Türkiye. **Therefore, please make sure to the spelling of your e-mail address on visa application form is completely correct. The Embassy/Consulate does not bear any responsibility should you incorrectly mention your e-mail address and therefore face a delay in your work permit application process.** Once your work visa request is approved by the Ministry of Labour and Social Security, you should apply to VFS visa application centre at the earliest possible for issuance of your work visa.

The work permit, work permit exemption, education and medical visas can take longer time to be concluded. Please adjust your application time according to this.

Please note that the accuracy of each document is verified from the institution/organization that issued it at the evaluation process of applications. Those found to have applied with forged/fake documents are given a restriction code by the Directorate of Migration Management.

2. "All submitted documents must be current and complete. The incompleteness of the documents submitted for the visa application may cause the application to be rejected. The Embassy/Consulate has the right to request additional documents when it deems necessary. Presenting of the above documents does not guarantee that the visa will be granted. The Embassy/Consulate reserves the right to refuse application without any explanation. There is no refund possibility in any circumstances. All forms and documents must be prepared and presented separately for each person (including family members or any group). The information provided here is a general guideline.

3. In principle, work visa applications should be made minimum 25 working days prior to the date of departure.

4. Holders of Turkish visa are kindly requested to check their visa including the "duration of stay" and "period of validity" before their travel to Türkiye.

"I (as applicant/ agent) declare that I have verified my all data on the printed online application form and signed the same. I would solely be responsible for any inconvenience regarding information that I verified."

Applicant

☐

Agent

☐

VFS Staff

Name-Surname :
Date :
Agency Name :
Contact No :
E-mail address :
Signature :

Name-Surname :
Date :
VAC :
Signature :