



REPUBLIC OF TÜRKİYE

CHECKLIST – TOURISM

Applicant's Name: _____

Version: 7.0 (08Oct2026)

All Documents in English or Turkish only.	
☐	Visa Application Form - The visa application form must be fully completed, dated, and signed by the applicant. - For minors (under 18 years of age), the application form must be signed by both parents or legal guardians. (Any incomplete, unsigned, or incorrectly completed application form may result in delays in the processing of the visa application)
☐	Two (2) 2×2-inch Biometric Photographs - Submit two (2) recent 2×2-inch biometric photographs with a white background. - Photos must be clear, of good quality, and taken within the last six (6) months. - Please do not staple or glue the photographs. Ensure that they are not folded, creased, torn, or otherwise damaged.
☐	Original Passport - Submit the original passport, which must be valid for at least six (6) months beyond the intended date of departure. - Provide a photocopy of the first two (2) pages of the current passport, including the biographical information page. - Kindly attach photocopies of the biographical information page and all relevant visa pages of any old or previous passports, if available. - Passports that are damaged, altered, or have insufficient validity may not be accepted for visa processing.
☐	Income Tax Return (ITR) (for Employed Applicants) - Submit the latest Individual Income Tax Return (ITR). - The original ITR is preferred; however, a copy of the ITR bearing the Certificate of Tax Withheld (CTC) or proof of filing/receipt from the Bureau of Internal Revenue (BIR) will be accepted.
☐	Certificate of Employment (COE) (for Employed Applicants) - Submit the original Certificate of Employment (COE) issued by the employer. - The COE must indicate the applicant's position/designation, length of employment or working record, and monthly and/or annual salary. - The document must bear the original (wet) signature of the authorized signatory and the company's official dry seal/company stamp.
☐	Lawyer Identification Card (for Lawyers) Copy of a valid Lawyer's ID issued by the Supreme Court of the Philippines and/or Integrated Bar of the Philippines (IBP). (Applicable to licensed attorneys only)
☐	Professional Regulation Commission (PRC) ID Copy of the PRC ID (if applicable). Applicants who are licensed professionals may submit a copy of their valid PRC ID as supporting documentation.
☐	If Philippine company sponsored - Bank Certificate and Bank statements 6 months updated. - Latest Company ITR, BIR 2303, SEC, Articles of Incorporation, DTI, Mayors permit. - Original Notarized Affidavit of support from the company with valid ID of the owner - Original Notarized signed and sealed Guarantee letter from the company indicating all the members who will join the tour group
☐	Approved Travel Authority (for Government Employees) - Submit the original Approved Travel Authority issued by the appropriate government office or agency. - The Travel Authority must be duly approved and signed by the authorized approving officer. - Please note that an Application for Travel Authority is not acceptable. Only the final Approved Travel Authority will be accepted as part of the visa application requirements.
☐	Original PSA Birth Certificate and PSA Marriage Certificate (if married) (If couple is applying: One original and one photocopy of PSA Marriage Certificate for both applicants)



☐	For BUSINESSMAN/WOMAN Company Business Registration such as SEC and DTI (copy only)
☐	Original Bank Deposit Certificate Issued within 30 days addressed to the Embassy <i>(Depending on the Embassy's assessment of your application, you may be asked to provide an updated bank certificate and bank statement)</i>
☐	Original Statement of Accounts Covering the last 6 months
☐	If the applicant is under 18 years old, kindly provide the following: - Original notarized Affidavit of Support and Consent to Travel executed by both parents, with copies of their valid IDs attached. - School ID, School Registration, or Proof of Enrolment.
☐	If invited by: Government or Private Sector and International Companies or Institutions holding office in Turkey: - Original Invitation Letter addressed to the Embassy - Copy of Turkish ID (Kimlik) of the signatory in invitation letter Turkish National: - Original Invitation Letter should be notarized in Türkiye - Affidavit of support and pertinent credentials of the invitee together with the Turkish ID's (with visible Kimlik number) and other supporting documents. - Copy of bank statement of the inviting person
☐	Hotel Accommodation Booking Certificate Hotel accommodation booking confirmation/reservation bearing the authorized stamp and signature of the tour operator (<i>a reservation confirmation is acceptable</i>). It is highly recommended not to make any non-refundable or fully confirmed bookings until the visa has been issued.
☐	Flight Reservation It is highly recommended not to make any non-refundable or fully confirmed bookings until the visa has been issued.
☐	Detailed Day-to-Day Itinerary
☐	Travel insurance

The Turkish Embassy in Manila and VFS Global are not responsible for any airline tickets you buy. Your visa approval is not guaranteed. Therefore, it is recommended that you do not purchase flight tickets until your visa has been approved. Once your visa application process is completed, you will be contacted and asked to collect your Passport from the office.

VISA Officer Name:

Signature:

Date:

Notes: