

TURKEY BUSINESS VISA

Documents	<ul style="list-style-type: none"> *Original passport valid for at least 6 months. * Photocopy of the data and amendment pages of the applicant's passport. * Original old passport booklets if any
Photographs	<ul style="list-style-type: none"> * 2 white background photographs having size 2.5inch x 2.5inch * Duly filled in Visa Application Form (Available on the links below). It should be filled manually by blue or black ink in block letters
Covering Letter	<ul style="list-style-type: none"> * A covering letter per individual / family/ company addressed to The Visa Officer, Consulate General of Turkey. * The Covering Letter should brief the profile of the applicants and the purpose of travel with travel dates. Covering letter should state the purpose of visit and day to day details * Covering Letter can be on a plain paper for individuals and on the company letterhead for officials / sponsored applicants
Bank Statements	<ul style="list-style-type: none"> * Original 3 months personal and company's bank statements with the seal and signature from the bank * Bank statements should be of relevant and active accounts which shows the proof of funds and income * Bank statements should be of a closing date closer to the date of visa application (A4 size preferred)
IT Returns	* Latest 3 years Income Tax Acknowledgement / ITR-V (Sara) of individuals and the company
Itinerary / Air tickets	* Return airtickets with all internal flight / train tickets if any
Purpose of Travel / Accommodation	<ul style="list-style-type: none"> * Original Invitation letter from Turkey or color scanned copy with clear information. The Invitation letter should be on company's letter head with authorized signatory, name and designation with company seal & V.No (Tax Number) V.No should be on company's rubber seal. * Recommendation letter / Registration letter from relevant chamber of commerce. If a copy is submitted it must be attested by Mantralaya or MEA and Notarized. Original Notary and Mantralaya/MEA attestation needs to be done for each applicant irrespective of whether the applicant is travelling in a group or not (for Mumbai and its satellites) * Hotel vouchers
Supporting Credentials	<p>Businessmen:</p> <ul style="list-style-type: none"> * Proprietorship certificate / Certificate of Registration / Memorandum of Association, Articles of Association / Partnership Deed - **Notary Attested * NOC from other partners or Directors in case of partnership <p>Employees:</p> <ul style="list-style-type: none"> * Leave sanction letter from the company (from the Government body in case of Government employees / public servants) * Last 3 months Salary Statements (only for Private firms) * Company ID card (optional) * Retirement Certificate or Letter / Copy of Pension Book (for retired employees) <p>Students:</p> <ul style="list-style-type: none"> Leave sanction letter from the educational institution (for travel during working days) Bona fide Certificate from the educational institution (for travel during vacations) * School/ College ID card (optional) <p>Newly Wed / Honeymooners (if the spouse's name is not endorsed in their passports):</p> <ul style="list-style-type: none"> * Marriage Certificate (Original) * Wedding Invitation card / Photographs (in case the marriage certificate is not ready) <p>Children travelling and unaccompanied by both the parents / either parent</p> <ul style="list-style-type: none"> * A notary attested NOC on a INR 100/- stamp paper from both / either of the parent respectively if both/either of them unaccompany * Passport copies / copy of both / either of the parents <p>Travellers unaccompanied by spouses/partners</p> <ul style="list-style-type: none"> * A notary attested NOC on a stamp paper from the unaccompanied spouse * Passport copy of the unaccompanied spouse. If not a passport holder, any Govt ID Proof mentioning spouse name can be submitted. <p>Additional supporting documents if available</p> <ul style="list-style-type: none"> * FD Receipts from banks * Public shares / debentures certificate * Asset evaluation report from a CA
Travel Insurance	*Valid Travel Insurance which covers the days of travel with minimum coverage of EUR 30,000 and should end 2 days after the departure date mentioned on the ticket. The insurance should cover Medical Evacuation and repatriation expenses, Personal accidental death, Personal liability and Daily allowance in hospitalization cases.
Disclaimers	<ul style="list-style-type: none"> * The above list of documents are the standard requirements for the visa application. The Embassy / Consulate/ High Commission/ Application Centres hold the rights to demand further documents for verification. * The Embassy / Consulate / High Commission hold the rights to call the applicant for a Personal Interview if needed * BPVS offers Visa Facilitation services to our customers against a Service Fee * BPVS at no stage guarantees the outcome of any visa application. The decisions on the Visa applications would be at the sole discretion of the respective Embassy/ Consulate / High Commission

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Handphone: +91 9562353322 | E-mail: info@bpvs.in