

DOCUMENTS CHECKLIST FOR TURKEY VISA

Conference/Seminar/Training Purpose

Sl No	Mandatory Documents	Submitted
1.	A valid passport with 6 months validity on the date of application and it should have at least 2 empty pages	
2.	Passport bio data page photocopies (3 copy)	
3.	3 copies biometric photos with white background that were taken within the last 6 months covering the full-face including ears and all hair, clearly and completely visible without shadow, in size 2x2 matte paper	
4.	National ID card or birth certificate photocopy (ID mandatory)	
5.	Travel insurance (Including packages)	
6.	Airline ticket reservation	
7.	Hotel reservation	
8.	Original bank statement up to date covering last 3 months of transactions + Original bank solvency (of the cost bearer)	
9.	Letter of introduction from the company (If the visit will be made on behalf of a company)	
10.	Letter of invitation from an individual or institution in Turkey (Properly signed and directly sent by e-mail or fax to the Embassy)	
11.	Trade license attested by notary public, Import-Export License, LC (If exist)	
12.	Income tax return / TIN attested by notary public (Business person & employee)	
13.	NOC + Visiting card + Official ID (Only for employee)	
14.	Membership + Memorandum + Incorporation + Export + Import certificate attested by a notary public (Only for businessman)	
15.	BMDC certificate or Bar Council certificate attested by notary public (Occupation wise)	
16.	Introduction letter (Yourself)	

I understand that all documents I presented should be in English (translation is accepted), readable, scan able, and A4 format.

Signature of the Applicant: _____

Date: ___/___/___