

Work Visa

Mandatory Documents to apply to the Embassy of the Republic of Turkey, New Delhi

			YES
1	:	Manually filled visa application form by blue or black pen in capital letters with 1 photograph affixed to it, signed by the applicant.	
2	:	The original passport should be issued less than 10 years with a minimum validity of 1 year for Indian nationals or 2 years for Nepalese nationals beyond the intended duration of stay in Turkish territory and with at least two full blank pages.	
3	:	2 biometric photos with a white background that were taken within the last 6 months, depicting the full face including ears and all hair, clearly and completely visible without shadow, in 2.5inch x 2.5inch size.	
4	:	Employment Agreement from Turkey Company (English + Turkish) On agreement, work place address should be mentioned.	
5	:	Original Police Clearance Certificate (PCC) is a mandatory document	
6	:	If Agent is making the application on behalf of the applicant , letter of attorney from every applicant, in original	
7	:	Copies of first and last pages of the passport	
8	:	Trade Registry Gazette (Ticaret Sicili Gazetesi) of the company in Turkey (Optional)	
9	:	Invitation letter from the company, from Turkey specified the full name and passport number of the applicant (Optional)	
10	:	Chamber of Commerce Certificate of the Company in Turkey (Optional)	
11	:	Signature circulars of company (notarized) in Turkey (Optional)	
12	:	Original relieving letter from present company on company letter head. The letter should clearly describe the employee's details enclosing profession, designation; period of work; purpose of appointment in Turkey with authorized signatory, name and designation with company seal and contact numbers. (Optional)	
13	:	Copies of educational certificates of applicant (university, diploma) (Optional)	
REMARKS			

All submitted documents must be current and complete. The incompleteness of the documents submitted for the visa application in Turkey may cause the application to be rejected. Embassy of Turkey in New Delhi 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 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 contained provided here is a general guideline. Issue period is minimum **40 working days**.

Important Note: Person(s) applying for work permit must contact Gateway after 2-3 days of the submission to receive their visa reference number. Applicant must convey that reference number to their employer/firm in Turkey immediately. If the employer fails to apply Turkish authorities with the reference number within **10 working days** since the application is submitted whole application process should be renewed.

Gateway Service Fees

Normal Service : 3.560,00 INR + Tax ☐

VIP / Premium Lounge : 8.810,00 INR + Tax ☐

Applicant ☐ Agent ☐

Name-Surname :
Date :
Signature :

Gateway Staff

Name-Surname :
Date :
VAC :
Signature :