



Required Documents for Schengen Visa C: Business (maximum 90 day's)

The Schengen visa application has to be submitted at TLScontact:

<https://ch.tlscontact.com/tr/IST/splash.php>

Please submit all documents in following order and do not staple them	<input type="checkbox"/>
Visa application: <ul style="list-style-type: none"> Duly completed (German, French, Italian or English) with a blue or black pen Personally signed in the foreseen box If your fingerprints are already stored in the Schengen System an authorized person in possession of a dated and signed letter can submit your visa application 	<input type="checkbox"/>
Valid Passport: <ul style="list-style-type: none"> Issued within the last 10 years Minimum 2 empty pages Valid at least 3 month after leaving the Schengen Area Copies of passport (pages 2-3) and previous visas with entry/exit stamps Non-Turkish nationals: <ul style="list-style-type: none"> Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States 	<input type="checkbox"/>
2 recent, identical, biometric passport pictures (not older than 6 month)	<input type="checkbox"/>
Statement of Family register (entire Family) «tam tekmil vukuatlı nüfus kayıt örneği»	<input type="checkbox"/>
Current invitation letter from Swiss/FL company in German, French or Italian on official company head letter document: <ul style="list-style-type: none"> Address of company with phone number and E-Mail Personal data of guest and relation to the company in Switzerland/FL Reason and duration of visit Information on the entity to cover the costs of the stay If visiting fair, entrance ticket must be submitted or proof of participation 	<input type="checkbox"/>
Accident and Health Insurance (Original and copy): <ul style="list-style-type: none"> Signed and stamped Minimum coverage of EUR 30.000.- / USD 50.000.- / CHF 50.000.- Valid for all Schengen countries and the total duration of the intended stay The insurance must cover the costs of any repatriation for medical reasons, emergency medical care and/or emergency hospitalization 	<input type="checkbox"/>
Flight reservation (Roundtrip)	<input type="checkbox"/>
Evidence of financial resources: <ul style="list-style-type: none"> Current personal and company bank statement of last 3 months, proving the source of regular income, with stamp and signature of the Bank Salary proof of last 3 months 	<input type="checkbox"/>

Employer and employee: Original: Employment Certificate with Company Letterhead (dated and signed by the person authorised to sign): <ul style="list-style-type: none"> • Personal details, passport number, date of start of employment and function of the employee • Purpose and duration of stay, length the leave and whether it is paid or unpaid leave Additional: <ul style="list-style-type: none"> • Copy of company register extract from the Chamber of Commerce (Faaliyet Belgesi), not older than 6 months • Copy of signature circular of person with signature authorization • Copy of statement of trade paper • Copy of current tax table • SGK-Entrance (SGK işe giriş bildirgesi) of the employee as well as • SGK-History (SGK tescil ve hizmet dökümü), both documents must be readable and with QR Code 	<input type="checkbox"/>
Lawyer: Admission Bar association (Baro kaydı)	<input type="checkbox"/>
Farmer / Agriculturist: Proof of certificate issued by Chamber of Agriculture	<input type="checkbox"/>
Retirees: Proof of retirement with bank statement which confirms the retirement salary	<input type="checkbox"/>
Visa fee: Payment: Only in Turkish currency and cash: <ul style="list-style-type: none"> • Adult: 80.- € 	<input type="checkbox"/>

The Swiss Consulate General reserves the right to request further documents and / or to invite the applicant for a personal interview.