

ANNEX

‘ ANNEX III

List of supporting documents to be submitted by applicants for short stay visas in Turkey

I. General requirements for all applicants

1. Travel arrangements: flight reservations, other proof of intended means of transport, or proof of travel itinerary.
2. Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).
3. Proof of accommodation: evidence of hotel booking or other proof of accommodation.
4. Proof of means of subsistence:
 - a) bank account statement showing movements over the last three months, proving the source of regular income,
 - b) proof of regular income, such as salary slips of the last three months, and
 - c) pensioner booklet, if relevant.

5. Documents to be presented by specific categories of applicants:

- a) Employees:
 - letter from employer and/or approval for leave containing the following information:
 - indication of the consulate that the document is addressed to;
 - the employee’s name and passport number;
 - date of start of employment and function;
 - length the leave and whether it is paid or unpaid leave, except when travelling for professional reasons;
 - employer’s contact details; and
 - name and position of the person signing the letter.
 - SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.
- b) Farmers:
 - farmer certificate issued by a chamber of agriculture.
- c) Company owners:
 - the company registration in the chamber of commerce and a copy of the bulletin of the trade register.

- statement of taxes payment.
 - company activity certificate (Faaliyet Belgesi).
- d) Students
- (higher education): Student certificate issued by the Council of Higher Education in Turkey (YÖK) with a readable QR code.
 - Other students or pupils: student certificate.
- e) Truck drivers:
- i. Guarantee letter from the employer.
 - ii. Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry).
 - iii. SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.
 - iv. Proof of company's registration: excerpt of the Chamber of Commerce's company register.
 - v. Valid C2 certificate (Yetki Belgesi) with attachments (Taahhüt Belgesi) or an agreement with a company that holds a C2 certificate.
 - vi. Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)).
 - vii. Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)).
 - viii. Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination.
- f) Minor under the age of 18 years and travelling alone or with one parent or legal guardian only:
- Written consent (approved by a public notary) by the non-travelling parent(s)/legal guardian(s) or proof (approved by a public notary) of sole custody of the travelling parent/legal guardian.
- g) Non-Turkish nationals:
- Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.

II. Documents to be presented depending on the purpose of travel

1. Family or friends visit

- a) Invitation, if relevant, containing the following information:
 - the length of the stay;
 - details on the relation between the inviting person and the applicant;
 - the inviting person's ID number and personal identification code of the Member State concerned (if applicable);
 - date and signature.
 - b) Proof of family ties, if relevant.
 - c) Proof of sponsorship and/or proof of accommodation (some Member States may require a national form to be used).
2. Business
- a) Proof of means of subsistence: e.g.
 - company bank account statement showing movements over the last three months,
 - b) For attendance to a fair the entry card or documents about participation.
 - c) Documents from the sending and receiving company containing the following:
 - i. Invitation from the company in the Member State of destination, indicating the purpose and length of the visit;
 - ii. The supporting letter from the sending company (see I 5.a) should also include the purpose of visit and length of stay;
 - iii. Information on the entity to cover the costs of the stay.
3. Cultural events or conferences
- Invitation from the organiser of the event or/the contract concluded by the cultural service provider or/invitation to a creative work containing the following:
 - purpose and length of the stay;
 - details on cooperation between the inviting party and the applicant;
 - information on who will cover the cost of the stay;
 - contact details and position of the person signing the invitation;
 - date and signature.
4. Sporting events
- Invitation from the sports club/sports federation or/accreditation confirming the participation in the sport event., containing the following:
 - information of the level of the sporting event;
 - purpose and length of the stay;
 - details on cooperation between the inviting party and the applicant;
 - information on who will cover the cost of the stay;
 - contact details and position of the person signing the invitation;

- date and signature.
 - supporting document from the Turkish sports club or sport federation.
5. Study or participation in EU education, training or research programmes
- original invitation letter from the university or research centre in the Member State;
 - letter from the Turkish National Agency (Centre for EU Education and Youth Programmes) or TÜBİTAK confirming that the applicant is supported by a European Union Programme;
 - letter from employer and/or approval for leave if the applicant is employed as a teacher or professor.
6. Medical treatment
- certificate from a medical doctor and/or a medical institution from the applicant's country of residence;
 - an official document of the receiving medical institution confirming that it can perform the specific medical treatment and the patient will be accepted accordingly as well as information on the cost of the treatment;
 - proof of sufficient financial means to pay for the medical treatment and related expenses;
 - proof of full or partial prepayment, if relevant;
 - any other correspondence between the sending medical doctor and the receiving hospitals, if available.'