



Visa document checklist

Turkey – Business/Tourist Visa

Document	Description	Please tick	Office Use
Appointment to appear in person	South African passport holders require visas prior to arrival. No appointment is required; VPU will submit the visa application to the Issuing Authority and collect the passport once the visa process has been finalized. South Africans planning on travelling to Turkey for less than 30 days now need to obtain a Turkey e-visa, Visits longer than 30 days – visa will be issued by the Turkish Embassy in Pretoria. Foreign passport holders must be in possession of a valid OECD visa in order for them to qualify for an e-visa; alternatively, the visa will be issued by the Turkish Embassy in Pretoria.		
Passport	Valid passport with a minimum of 6 months validity (<i>after the return date of planned trip</i>). Passport must have a minimum of 3 blank pages		
	Photocopy of passport (clear copy of biometric page)		
Application form	FULLY completed application form (<i>completed in black ink in block letters and signed by the applicant</i>) ALL questions MUST be answered in full.		
Photographs	1 x COLOUR passport photograph taken against a white background. (<i>Must not be older than 30 days</i>) Size: 45mm x 35mm (<i>no smiling, no headgear etc</i>)		
Flight Itinerary	Original and a photocopy of return flights clearly showing all flight sectors (<i>including to/from RSA</i>) and a detailed full itinerary showing all flight details.		
Accommodation	Proof of confirmed hotel accommodation for each night you are out of RSA. If staying with friends or family a faxed letters of invitation– an original.		
Employment letter	A company letter stating the applicants position, leave dates granted, and stating he will be returning to resume the position held in the company. Business Applications , Letter from SA Company must state nature of business and duration.		
Invitation letter	Business Applications , An invitation letter and “Document of Commitment” signed by the inviter in Turkey which should be issued by the Turkish Public Notaries.		
Bank Statements	Original Bank letter stating you have sufficient funds and that you have not requested closure of your bank account (the letter must state the following: credit card number, expiry date and funds available for traveling) or 3 months original recent bank statements or copy of Foreign Exchange Receipt. Should your spouse/parent/partner be responsible for financial means, please supply a letter from spouse/parent/partner confirming responsibility and provide proof (<i>latest 3 months bank statements stamped by bank as well as a copy of their ID</i>)		
Police Clearance	A police clearance certificate is required for foreign passport holders.		
Processing Times	Submissions and collections are: Mon, Wed and Fri Only 3 Working days. (Urgent fee can be paid to speed up application)		
Travelling with Minors (U/18)	The following additional documents will be required for any minor travelling with a Parent: Unabridged Birth Certificate, Certified copies of parents ID's + Consent letter from each parent not accompanying minor.		

Please note:

The above checklist is based on a South African passport holder; ALL foreign passport holders must have a valid RSA permit (*valid for a minimum of 6 months after return date of planned trip*) in their current passports in order to apply for this visa in South Africa. Foreign passports may take longer to be processed by the Issuing Authority.

I hereby acknowledge that:

I have provided all required mandatory documents for a decision to be made on my visa application by the Issuing Authority. I am aware that the issuing authority may request additional documents at their discretion. I hereby accept Visas & Passports Unlimited standard terms and conditions as my visa facilitation service company.

Name: _____

Signature _____