

### 3. WORK VISA APPLICATION PROCESS

#### Application Method:

1. Assemble the required documents listed below.
2. Start an online application on [www.visa.gov.tr](http://www.visa.gov.tr) and upload the documents when prompted.
3. Print out the application form. (*Requirement #2*)
4. After submitting the application successfully, schedule an appointment for the interview.

Applicants are required to bring hard copies of the documents on the day of the interview as well.

- **Screenshots will not be accepted. Documents are requested in their original size.**
- **The documents such as travel insurance, flight and hotel reservations must contain the name and surname of the applicant.**

#### Required documents:

1. National passport or official travel document and copy of the front page with photo.
  - a) with an expiration date at least 60 days beyond the last day of your intended stay.
  - b) with a blank page to affix the visa.
2. The application form
3. One recent passport photo - size (2" x 2")
4. Certificate of Good Conduct obtained from your local police department.
5. Proof of travel health/accident insurance, valid through duration of stay, including:
  - a) minimum coverage of 30,000 Euros or equivalent USD
  - b) transfer of the patient to nearest healthcare facility or residency address after discharge and transfer of body in case of death,
    - Your contract may suffice if it refers to your health insurance coverage.
6. Non-refundable visa fee
  - Visa fees can only be paid in cash or as money order payable to Turkish Consulate General in NY. Debit, credit and personal checks are not accepted.  
**Single entry work visa fee: 185.00 USD** for US citizens  
**Multiple entry work visa fee: 265.00 USD** for US citizens
  - You may e-mail us to find out the visa fee for non-US citizens.
7. The contract signed by both parties.
8. The acceptance letter from the company for which you wish to work.
9. Original and a hard copy of your valid residence permit. (*NON-US applicants only*)
  - US tourist visa (B1/B2) holders can only apply for a work visa at their country of residence.
  - If you hold a different type of US visa, you may e-mail us to check your eligibility.

#### After the interview:

- 1- You will receive an e-mail from the Turkish Consulate within the next business day including a reference number.
- 2- You are required to forward that e-mail to your employer as soon as possible as they are required to submit another application to the Ministry of Labor with that reference number.
- 3- Processing of these applications takes approximately 4 weeks.
- 4- You will receive another e-mail from the Turkish Consulate once the processing is complete.
- 5- If you would like your visa-issued passport to be returned by mail, a pre-paid envelope must be mailed. (*Turkish Consulate General in NY is not responsible for any delivery issues*)

**Important notes:**

- 6- Your work visa will have 90-day stay only. You must contact your employer about the work permit card which will allow you to stay beyond that period. You may visit <https://e-ikamet.goc.gov.tr> for detailed information about residence permits.
- 7- In individual cases, you may be required to provide additional documents.
- 8- Please do not finalize your travel arrangements until you are notified about the outcome of your visa application.