

### 13. TOUR OPERATOR VISA APPLICATION PROCESS

A citizen of a foreign country, who wishes to work as a tour operator in Turkey, must enter Turkey on a tour operator visa. You can apply for a tour operator visa at the nearest Turkish mission to your residence.

#### 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/s.**

#### 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. Membership certificate of TURSAB, tourism operation license and operating license of the company issued by the Chamber of Commerce.
5. Contract, indicating association between the company and the travel agency which operates in Turkey (notarized translation accepted)
6. License of operation of the related company, certificate of authorized signature, certificate of signing authority
7. Certificate of tour operator
8. Approved copy of the tour operator's license
9. Certificate of travel agency which indicates their A-Group status
10. Certificate of tour operator representative, indicating the applicant was trained in the field of tourism (Student ID of tour operator representative for ongoing education)
11. Original and the copy of your green card or your valid US visa. (*for NON-US applicants only*)
  - Valid I-20 or the letter from school is required for the student visa holders.
  - B1/B2 visa holders can only apply for at their country of residence.
12. 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,
13. 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 visa: 185.00 USD** for US citizens.
  - **Multiple entry visa: 265.00 USD** for US citizens.

- You may e-mail us to find out the visa fee for non-US citizens.

**Optional:**

14. A pre-paid envelope (mail carrier of your choice) if you would like your visa-issued passport to be returned by mail. (*Turkish Consulate General in NY is not responsible for any delivery issues*)

**Important notes:**

- Your tour operator visa will have 90-day stay only. You must apply for a residence permit on <https://e-ikamet.goc.gov.tr> which will allow you to stay beyond that period.
- In individual cases, you may be required to provide additional documents.
- Please do not finalize your travel arrangements until you are notified about the outcome of your visa application.
- It is strongly advised for applicants to apply at least one month prior to their intended trip.