

### 3. WORK VISA APPLICATION PROCESS

#### Application Procedure:

1. Assemble the required documents listed below.
2. Start an online application on [www.konsolosluk.gov.tr](http://www.konsolosluk.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 which will take place at the Consulate.
5. Be present at the Consulate on the day of the interview with the hard copies of all required documents listed below.

#### 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 at least one blank page for visa issuance.
2. The application form
3. One recent passport-size photo (2"x 2")
4. Certificate of Good Conduct obtained from Federal Bureau of Investigation (FBI)
5. Proof of travel health/accident insurance, valid for at least 1 year, 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,  
*If your health insurance is provided under your employment contract, no additional health insurance policy is required.*
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.
  - a. Single entry work visa fee: 185.00 USD for US citizens
  - b. Multiple entry work visa fee: 265.00 USD for US citizens
  - c. You may e-mail us to be informed of the visa fee for non-US citizens.
7. The employment contract signed by both parties.
8. The invitation letter from accepting company.
9. Original and a hard copy of your valid residence permit. (*NON-US applicants only*)

#### After the interview:

- 1- You will receive a work visa application reference number by e-mail from Turkish Consulate within the next business day.
- 2- You are required to forward this reference number to your employer at your earliest convenience.
- 3- The employer has to complete the application procedure on <https://ecalismaizni.csgb.gov.tr/>
- 4- Processing of these applications takes approximately 4 weeks.
- 5- You will receive another e-mail from the Turkish Consulate once the visa issuance is complete.
- 6- 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:**

1. Your work visa will allow a 90-day stay only. You must contact your employer about the work permit card which will allow you to stay beyond that period.
2. You may visit <https://e-ikamet.goc.gov.tr> for detailed information about residence permits.
3. In individual cases, you may be required to provide additional documents.
4. Please do not finalize your travel arrangements until you are notified about the outcome of your visa application.
5. US tourist visa (B1/B2) holders can only apply for a work visa at their country of residence.
6. If you hold a different type of US visa, you may e-mail us to check your eligibility.