

## TRAVELLER DETAILS

1. Passport requires physical
  - Passport should be valid for at least 6 months from the date of arrival in Turkey with at least 2 blank pages.
  - Handwritten passports and passports valid for more than 10 years are not accepted.
2. Photographs require physical
  - 2 Photographs, measuring 2.5 inch X 2.5 inch, clicked within the last 3 months, featuring 80% of the face, captured against a plain white background with a matte finish.
3. The visa form requires physical
  - Visa form dully filled and signed by the applicant(s) should be filled manually by blue or black ink in block letters with 1 biometric photo affixed to it.
  - Undertaking form duly filled and signed by the applicant(s).
4. Photo ID like Aadhar card, PAN card (must be visible) (For Mumbai Jurisdiction cases)

## TRAVEL DETAILS

1. Flight Tickets
  - Copy of confirmed arrival and departure tickets.
2. Hotel Reservation
  - Copy of confirmed hotel reservation, including the hotel address, contact number, applicant's name, and reservation dates for the entire duration of travel.

## FINANCIAL DETAILS

1. Bank-statement requires physical
  - Applicant has to present either their bank statement or the sponsor's statement if they are sponsored by a blood relative or spouse.
  - Sponsor's 6-month bank statement with bank's sign & seal showing sufficient balance (INR 1,00,000) and cash flow.
  - If Salaried employed, 3-month salary bank statement with bank's sign & seal.
  - If Freelancer: Contract documents & leave/cover letter as applicable, proof of regular income along with last 3 months' personal bank statement (original or copies attested by the bank): Bank balance must be a minimum 1 lakh INR for one person..

## OCCUPATIONAL DETAILS

1. Self-employed
  - Cover Letter, with the business letterhead (Original with the company seal).
  - Business registration certificate; such as GST certificate, Certificate of Incorporation, Partnership deed, MOA, Udhyam Aadhar etc.
  - Add valid proprietorship proof.
2. Employed
  - Payslips of last 3 months with letterhead, signature, seal/stamp.
  - ITR of last 3 years.
  - Any one of the below letters from the company with the letterhead along with the applicant's name, designation, and signature of the authorized signatory:
    - Leave Sanction letter (or) No Objection Certificate (original letter with company's sign & seal).
3. Student
  - Any one of the below letters from the Institute containing the applicant's name:
    - Bonafide certificate (or) Student identity card copy.
4. Retired
  - Retirement documents & income proof (original or copies attested) along with last 3 months' personal bank statement (original or copies attested by bank): Bank balance must be a minimum 1 lakh INR for one person.

## CONDITIONAL REQUIREMENTS

1. Marriage certificate/Marriage Affidavit
  - Applicable, if the spouse's name is not endorsed at the back of the passport of each other.
2. Rental agreement
  - Submit a notarized rental agreement, which can be either on a 100/- stamp paper or an online rental agreement.
  - This requirement applies when the passport is issued in a jurisdiction different from the one where the visa application is made. The jurisdictions are defined as follows:
    - New Delhi Jurisdiction: Arunachal Pradesh, Assam, Bihar, Haryana, Himachal Pradesh, Jammu and Kashmir, Jharkhand, Manipur, Meghalaya, Mizoram, Nagaland, Punjab, Rajasthan, Sikkim, Tripura, Uttar Pradesh, Uttarakhand, West Bengal, Chandigarh, Delhi, Nepal, Maldives, Bhutan.
    - Mumbai Jurisdiction: Andaman & Nicobar Islands, Maharashtra, Madhya Pradesh, Gujarat, Goa, Karnataka, Kerala, Tamil Nadu, Pondicherry, Daman Diu, Dadra & Nagar, Lakshadweep Islands.
    - Hyderabad Jurisdiction: Andhra Pradesh, Telangana, Orissa and Chhattisgarh.
3. Sponsor documents
  - Sponsorship letter from the sponsor stating the applicant's details and particulars for the trip.
  - Employment proof of the sponsor.
  - Bank statement of the sponsor.
  - Government ID proof (Passport, Driving license, PAN card) of the sponsor if the sponsor is from India.
  - If the sponsor is from Turkey, then a passport/driving license copy of the sponsor
4. Staying with friends and family
  - Colored copy of original invitation letter including name/passport number of invitees & inviting person's signature ID/passport.
  - Invitor passport and visa copy.
  - Inviting person's permanent address & Inviting person's contact number.
5. Minor (Under 18)
  - 100/- NOC stamp paper notarised from both the parents, even if parents are travelling together.

### KINDLY CONSIDER THE FOLLOWING INFORMATION AS IMPORTANT BEFORE APPLYING FOR VISA:

- Visa fees & Service Charge are non refundable against any refusal or cancellation.
- Visa grant or refusal is at the sole discretion of the embassy.
- Visa processing time is decided by the Foreign Missions.



**For more info contact:**  
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