

WORK VISA APPLICATION PROCESS

Application Procedure:

1. Assemble the required documents listed below.
2. Start an online application on www.visa.gov.tr and upload the documents when prompted.
3. Print out and sign the application form.
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. One fully completed and signed application form (Please bring the visa application form generated by the system)
2. National passport or official travel document and Copies of the first page.
 - with an expiration date at least 60 days beyond the last day of your intended stay.
 - with a blank page to affix the visa
3. One recent passport – size (2”x2”) photograph (biometric, white background)
4. Proof of legal status in US (Residency Card, visa, authorization form from USCIS etc.)
5. Employment Contract
 - Must be signed by both parties
 - The job title and responsibilities must be clearly stated
6. Flight reservation (These reservations do not need to be purchased yet)
7. Accommodation Information
 - If staying at a commercial facility, a reservation confirmation is required
 - If staying at a non-commercial residence, one of the following must be provided:
 - o signed letter including the address, full name, contact details, and Turkish ID number of the host
 - o A letter of undertaking from the host
 - o A rental agreement for the property
 - o If accommodation is arranged by the employer, a letter from the employer

including the address details

8. Bank statements of the last 3 months.

- If the applicant covers their own expenses, the account must show at least 50 USD per day for the planned stay
- If someone else covers the expenses, their bank statement and a letter of financial guarantee must be provided
- The employment contract may also be accepted as financial proof

9. Proof of International Health insurance

- with a minimum coverage limit of \$35,000 for the entire validity of your visa for urgent medical expenses and/or repatriation due to accident or sudden illness.
- Must cover the entire duration of stay
- International travel health insurance is acceptable

10. Good Conduct Record / Criminal Background Check

- Must be obtained from the FBI
- Records from local police departments or other agencies are not accepted

11. Non-refundable visa fee:

- Single Entry: \$60.00(\$185.00 USA citizens).
- Multiple Entry: \$180.00 (\$265.00 USA citizens).

12. Optional:

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 Houston is not responsible for any delivery issues)

After the Interview:

- You will receive a work visa application reference number by e-mail from Turkish Consulate within the 7 business days.
- A visa reference number valid for 10 days will be given to the applicant.
- The applicant should forward the reference number to the prospective employer immediately.
- The prospective employer submits the application online at Ministry of Labor's respective website in less than ten (10) days (if the prospective employer misses the 10-day duration, visa reference expires and a new application will be required)

- Ministry of Labor assesses the application and responds in 4 to 7 weeks.
- Ministry of Labor sends an approval message to the applicant (or to the employer) and urges the applicant to visa from the Consulate.
- You will receive another e-mail from the Turkish Consulate once the visa issuance is complete.

Important Notes:

- Visa applicants should be resident in our jurisdiction area (Arkansas, Alabama, Louisiana, Mississippi, New Meksiko, Oklahoma, Tennessee ve Teksas)
- Applicants are required to bring hard copies of the documents on the day of the interview.
- In the event that neither Turkish nor English is spoken, every applicant is required to arrange for a translator to accompany them to their interview. Failure to do so will result in rescheduling the appointment with the stipulation that a translator must be present.
- 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.
- It is strongly advised for applicants to apply **at least one month(during summer season at least 3 month)** prior to their intended trip.
- In individual cases, the applicant may be required to provide additional documents which may delay the visa issuance.
- Turkish Consulate General in Houston **cannot expedite a visa application.**
- Please do not finalize your travel arrangements until you are notified about the outcome of your visa application.
- For further questions you may contact with us from consulate.houston@mfa.gov.tr