REQUIRED DOCUMENTS FOR SHORT TERM STUDY VISA

A Schengen visa application form: fully completed, dated and signed. Visa application form should be in bilingual and for minors signed by both their parents.

All photocopies of stamped pages including the first page of a valid passport [obtained in the last ten (10) years, has at least two(2) blank pages, valid for ninety days after the end of Visa duration]. In case of possessing an old passport the photocopies of the first page, Schengen, USA, Japan, Canada, UK visas and arrival-exit stamps.

Proof of adequate travel medical insurance covering the entire period of intended stay, valid for all Schengen States and covering any expenses which might arise in connection with repatriation for medical reasons, urgency medical attention, emergency hospital treatment or death during the stay. The minimum coverage must be 30,000 euro. And it must be the identity number in Turkey or passport number.

Photocopy of government issued identity card and resident permit.

Two recent identity picture in color against a white screen, in accordance with international standards (showing the entire face). Photos should not be more than 6 months old. For children under 3 months old.

Flight / Travel reservations and other proofs of transport:

If travel by plane: Flight reservation (indicating the names of the applicants)
Documents regarding the accommodation (indicating the names of the applicants)

Documents regarding the purpose of visit:

For education:

Invitation and/or guarantees in accordance with national legislation (Registration certificate issued by Italian education or research institute)
For participation in EU education, training, or research programs:
If applicant is accepted to a training program in Italy, host company should send an invitation letter along with the signed ID of the person inviting. Company’s “Camera Visurale” document should also be submitted.

For Erasmus Plus applicants, signed Erasmus Plus agreement is required (and one copy). If Erasmus agreement is not provided by the applicant then a letter from the educational institution is required.

Original invitation letter sent by the university or research center (and one copy).

Letter from the Turkish National Agency (Center for EU Education and Youth Programmes) or TUBITAK indicating that the applicant is supported under a European Union programme

If the applicant is a teacher or instructor:
Employer’s letter and consent approval

SGK statement, SGK (social security) registration document (this document should contain a Barcode and Quick Reader code)

If the applicant is a student:
Bank statement in applicant’s name showing 28 Euro per day while abroad. (Bank accounts should be in Euro)

Student certificate must taken from the internet site: www.turkiye.gov.tr and transcripy. If this is not possible, the original student certificate must taken from the school.

For minors (under 18 years old): Every minor should provide a notarized exit permit from the both parents or guardians, which will be valid in all Schengen states.
Documents for employees: Letter from applicant’s employer confirming that they are undertaking the trip, the
purpose of the visit, dates, and outlining who will be responsible for the costs of the trip. SGK statement, SGK (social security) registration document (this document should contain a Barcode and Quick Reader code), your three most recent original payslips, authenticated by your employer. Company’s documents are also required. Documents for employers: Copy of Signature circulars to verify the authority to sign the documents, copy of the company registration in chamber of commerce and copy of the bulletin of the trade register, tax registration certificate of the company, copy of article in official media regarding the formation of the company. (All documents should not be more than 6 months old).

Documents for the sponsors: The documents of the parents who are sponsoring the student during the Erasmus programme.  
Financial documents: Original bank accounts showing the movements of the last 6 months (originally signed, stamped, signatures circulars included), real estate deeds, licences etc. The sponsor need to present the equivalent amount of the student’s bank account balance in TL.

The student’s bank account in euro

For minors (under 18 years old): Every minor should provide a notarized exit permit from the both parents or guardians, which will be valid in all Schengen states. The original document will be given back to the applicant inside the passport. The copy will be presented together with the other documents.

**Visa Fee and VFS Service charge:** To be paid only in TL and in cash at the time of submission. Application fees are non-refundable in case of any refusal.

Please note that all documents should be in original and if you require it to be returned to you a photocopy must also be submitted.

The Embassy reserves the right to request additional documents.