



# Checklist for visa application | Tourism

Applications should be submitted in person (also babies and children) and the following documents must be submitted:

- For every document, you must provide the original and one copy.
- The documents submitted will not be returned. Only the travel document will be returned.

## 1. Application

- 1.1 A completed and signed Schengen [visa application form](#).

Yes  
No  
Remarks

## 2. Travel Documents

- 2.1 A passport or other travel document.

Yes  
No  
Remarks

- 2.2 A copy of all used pages of the passport.

Yes  
No  
Remarks

Please note:

- Your passport or travel document must be valid for at least 3 months from the date on which you leave the Schengen area.
- Your passport or travel document must have at least 2 empty visa pages.
- Your passport or travel document cannot have been issued more than 10 years ago.

## 3. Evidence of legal residence

- 3.1 Evidence of legal residence in the country you are applying from, e.g. a passport, visa or residence permit and a copy or a work permit (if applicable). Residence permit should be valid for at least 3 months after departure from Schengen.

Yes  
No  
Remarks



#### 4. Photo

- 4.1 A passport photo that meets Dutch passport requirements. This photo cannot have been taken more than 6 months ago and must bear a clear resemblance. See: [photo guidelines](#).

Yes  
No  
Remarks

#### 5. Proof of travel

Note: make travel reservations which you can cancel, in case your visa request will be refused.

- 5.1 Flight or travel reservations or other proof of intended transport.

Yes  
No  
Remarks

- 5.2 Evidence of hotel bookings or travel plan.

Yes  
No  
Remarks

- 5.3 Proof of means of subsistence: e.g.

- Bank account statement on the account turnover during the last three months, and
- Proof of regular income e.g. salary slips of the last three months (or similar).

Yes  
No  
Remarks

- 5.3 The following documents shall be presented by either of the categories:

If the applicant is employed:

- Letter of employer and/or approval for leave.
- SGK (social security) registration document and SGK "hizmet dökümü".

Yes  
No  
Remarks

If the applicant is a farmer:

- Farmer certificate issued by chamber of agriculture.

Yes  
No  
Remarks

If the applicant is employed by or owner of a private company:

- Company registration in chamber of commerce and copy of the bulletin of the trade register.
- Statement of tax payment.



Yes  
No  
Remarks

If the applicant is retired:

- Proof of pension (either bank account statement or pensioner booklet).

Yes  
No  
Remarks

If the applicant is a student:

- Student certificate (Öğrenci Belgesi).

Yes  
No  
Remarks

If the applicant is a minor or under age 18 and travelling alone or with one parent or legal guardian only:

- Public notary approved statement from his/her parents (this condition shall not apply if the travelling parent is a single parent or holds the parental authority alone).

Yes  
No  
Remarks

## **6. Proof of health insurance**

6.1 The insurance policy has been taken out in your name.

Yes  
No  
Remarks

6.2 Your insurance is valid throughout the Schengen area and for the duration of your stay.

Yes  
No  
Remarks

6.3 At least € 30.000 of medical costs are reimbursed, including hospital care, emergency treatment and repatriation (including in the event of death).

If your insurer will not provide an official document of this nature, you should take out travel insurance with appropriate medical coverage for this trip with one that does.

Yes  
No  
Remarks



## **7. Visa**

7.1 A visa, residence permit or passport which gives entry to your final destination after your visit to the Schengen area.

Yes

No

Remarks

## **8. Payment**

8.1 Payment of the visa fee.

Yes

No

Remarks

### **Please be aware of the following:**

- You will not have your passport in your possession during the process of the visa application.
- An application without the complete set of documents according to the above mentioned checklist may result in a rejection of your visa application.
- In case of refusal, visa fees are not refundable.

List of documents to be presented by visa applicants from Turkey according to the Commission Implementing Decision of 13-10-2011 by the European Commission, in conformity with the list of supporting documents.