

List of supporting documents to be submitted by applicants for business

I. General requirements for all applicants

1. Passport + copy

A valid passport:

- should have been issued within the previous 10 years;
- should be valid at least 3 months after the intended date of departure from the Schengen territory or, in the case of several visits, after the last intended date of departure;
- should contain at least 2 empty pages when applying for the visa.

Provide one copy of the passport (the empty pages don't need to be copied).

2. Copy of ID

One copy of your identity card or of your residence permit (for foreigners). Complete extract of the civil registry (Tam Tekmil Vukuatlı Nüfus Kayıt Örneği).

3. Application form

One (1) application form fully filled in, signed (two times: at the point nr 37 AND on the last page!) and dated by the applicant. Please follow link to application [online](#).

4. Photo

Two (2) recent (no more than 6-months old) passport size photographs (35x45) in color, preferably biometric type with white background, should be affixed to the application form.

5. Language Preference Form

The applicant has the opportunity to choose one of the Belgian three national languages in which the application will be treated.

Please find it here: [FR](#) – [NL](#) – [DE](#)

If you choose to complete the application in English, please choose "no preference".

6. Proof of accommodation

Evidence of hotel booking or other proof of accommodation for the whole duration of the intended stay.

7. Travel arrangements

Attention: for flight reservation, only a round-trip flight reservation is required. The ticket should be bought only after the visa has been issued!

Other proof of intended means of transport, or proof of travel itinerary.

8. Proof of a valid travel insurance policy

The insurance must be valid throughout all of the Schengen countries and must cover the whole duration of the stay or transit. The minimum cover is EUR 30,000.

The insurance must cover the cost of repatriation on medical grounds, urgent medical treatment and/or urgent hospital treatment or costs incurred in the event of your death while in the Schengen area.

9. Original supporting letter from your Employer

- a letter from the employer (in English, or in Turkish with English translation) on official company paper with stamp, signature, date and clearly mentioning:

- address, telephone and fax numbers of the employing company;
- the name and position in the employing company of the countersigning officer;
- the name of the applicant, position, salary and years of service;
- the purpose of the visit;
- confirmation of position after return;
- the person or the entity who will bear your travel and living costs.

- Company documents:

- Copy of signature circulars
- Registration in chamber of commerce
- Copy of trade register
- Tax board

- Applicant's documents:

- Social security registration (SGK giriş bildirgesi)
- A4 history (A4 hizmet dökümü)
- Last 3 month's pay slips

10. Proof of solvency

Information on the entity to cover the costs of the stay.

- Proof of the solvency of your (employer's) company: company bank account statement showing movements over the last three months if the company pays the costs of travel and living; or
- Proof of your personal solvency, in case personally covering the costs of travel and living.

Bank statements from the last 3 months, no deposits.

Bank statements should not be "credit card statements" but bank statements of a current account where we can see your regular revenues (salary, pension, etc.).

Proof of regular income, such as salary slips of the last three months, and pensioner booklet, if relevant

11. Invitation letter from the reference/inviter

On official company paper with stamp and signature, mentioning clearly:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- purpose + duration of the visit;
- the person or the entity who will bear your travel and living costs;
- whether the sponsor gives financial guaranty for your return to Turkey;

A scanned copy sent by email will be considered as an original.

12. For attendance to a fair, colloquium, conference, event... (where applicable):

- the entry card or documents about participation.

13. Work Permit (if applicable)

A work permit may be needed in some cases. Please ask the inviting company in Belgium to verify if you need a work permit.

II. Documents to be presented by specific categories of applicants:

a) For employees:

a letter from the employer (in English, or in Turkish with English translation) on official company paper with stamp, signature, date and clearly mentioning:

- the full address and contacts of the company;
- the name and position of the countersigning officer;
- the name of the applicant, position, salary and years of service;
- indication of the consulate that the document is addressed to •the employee's name and passport number
- approval for leave or absence.
- Copy of signature circulars
- Copy of trade register
- Social security registration (SGK giriş bildirgesi)
- A4 history (A4 hizmet dökümü)

b) Farmers:

farmer certificate issued by a chamber of agriculture.

c) Company owners:

- the company registration in the chamber of commerce and a copy of the bulletin of the trade register.
- statement of taxes payment.
- company activity certificate (Faaliyet Belgesi).

g) Truck drivers:

- Guarantee letter from the employer.

- Company drivers list (Soför Listesi) including data about their valid Schengen visas (issuing country and date of expiry).
- SGK (social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code.
- Proof of company's registration: excerpt of the Chamber of Commerce's company register.
- Valid C2 certificate (Yetki Belgesi) with attachments (Taşıt Belgesi) or an agreement with a company that holds a C2 certificate.
- Valid driving licence and certificate of professional competence of the driver with a readable QR code issued by the Ministry of Transport (Sürücü ehliyeti ve Ulaştırma Bakanlığı tarafından verilen mesleki yeterlilik belgesi (SRC 3)).
- Last three transport documents: (CMR and T1 or T2) not older than 6 months showing the business relation with the company in the country of destination (Hedef Schengen Ülkeleri ile olan iş ilişkisini gösteren son 3 nakliye işine ait CMR Belgesi ve Transit Refakat Beyannamesi (T1 veya T2)).
- Invitation letter to the employer of the driver or business partnership certificate by a company in the country of destination.

h) Non-Turkish nationals:

- Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States.

NOTE

Applicants, who cannot enclose all documents from the list, should consider adding alternatives or making an explanation about the reason for not handing them in. Our Consulate may in justified individual cases, request additional documents during the examination of an application which are not mentioned in the above harmonized list. The applicant is hereby informed that submitting the above-mentioned documents does not guarantee automatic issuance of a visa.

Non-complete files will be treated as such and sent to the Ministry of the Interior / Immigration Office in Brussels. Incomplete files may lead to a refusal of the visa.