

You can find detailed mail-in application guidelines below. This type of application is for foreigners who can apply for a D visa from Turkey without a residence permit. Every applicant should read these guidelines very carefully to avoid any delays or unnecessary complications/rejections. Applicants can submit their visa applications by their preferred courier in Istanbul, Belgium in Turkey. Applicants should ensure that they have prepared all required documents (original and 2 photocopies) and have filled and signed the visa application form. Applicants must always verify whether their application is complete or not. A separate set of document should be prepared and introduced for each applicant. Applicants must put their visa application files in an envelope. The envelope in question should then be placed in a clear polyester bag to ensure safe delivery. Applicants should note that all damaged envelopes will be rejected and therefore not processed.

Payment:

Applicants are required to deposit the required visa fee and VFS Global service fee (check the visa fee sections on our website for current fees) into our bank account. Please note that due to the daily exchange rate in Euros, your payments may be under or over the correct amount. In such a case, you will be contacted via the e-mail address you specified in the application form and you will be asked to complete the missing amount or we will refund you if you have paid more. Amounts paid by applicants must cover both the visa fee and the VFS service fee and all bank charges. VFS will not process visa applications where the amounts paid are less than the 2 mandatory fees listed above.

Details for bank transfer:

Bank Account Name: Gateway Management Lojistik A.Ş.

Bank name: GARANTI BBVA

BIC/SWIFT Code: TGBATRIS

IBAN Number: TR97 0006 2001 6710 0006 2981 42 (TRY)

IBAN Number: TR06 0006 2001 6710 0009 0894 03 (EUR)

You must include your name, surname and GW1000 note in the explanation part of the payment.

Please note that the visa fee and the VFS Global service fee are a different pay type than paying the administrative fee that you may need to pay depending on the type of visa you are applying for

The payment of the administrative fee is paid to the Ministry in Belgium. You can find out if the applicant is included in the administrative fee at dofi.fgov.be. If you are included, you must pay the fee at least a few days before applying. A signed and stamped original receipt must be submitted in the application. If the fee is paid outside of Belgium, you must select the payment transfer option "OUR" so that the processing fee is not deducted from the administrative fee. We strongly recommend that you

check whether you have to pay the administrative fee before submitting your documents. Incomplete proof of administrative fee payment may result in delays in processing your application.

Courier:

For a 2-Way courier, the same for the courier service fee to be issued by the applicants and for the passport to be sent back to the applicant's address after processing the cargo company must be used. All courier fee payments must be made separately between the applicant and the respective courier company, which may differ in each location. VFS Global has no role in the international individual courier transfer process. After your application is finalized, you can have your passport and original documents taken by mail from our office or have it taken by a person to whom you have given a letter of authorization. You should request companies such as DHL / UPS to collect your documents from our office and send the bill of lading with barcode to us via our e-mail info.belgiumtr@vfshelpline.com.

Address:

You can find the full address of the Belgium Visa Application Center in Istanbul, Turkey, where the (paper) visa application file will be sent: VFS Global Belgium Visa Application Center (Istanbul/Beyoglu) Haciahmet Mh. Kurtulus Deresi Cd. No:29 (Elysium Soul) Beyoglu Istanbul-Turkey Applicants should make sure that the following information is included on the back of the envelope:

- Full address of applications in envelope
- Applicant's full name
- Applicant's/sender's valid email address
- Sender/applicant contact phone numbers

On the envelope, you should write that you are sending the shipment for "VFS Global Belgium Visa Service". Envelopes with no country specified will not be accepted.

If you have any other questions that are not included in these guidelines, please send an email: info.belgiumtr@vfshelpline.com