

Checklist for Business Visit visa

No	Documents Required	Yes	No
1.	Visa application form (fulfilled and signed personally by the applicant). If the applicant is a minor, signature(s) of the legal guardian(s) is required.		
2.	Biometric photo, 35x45 , color, background must be white, the picture is not th photographed more than 6 months. Women should not have a scarf on his head - facial contours, neck and ears must be visible.		
3.	Original dekont for a visa fee submitted on behalf of the Consulate in Garanti bank (names and/or passport number of the applicant must be written) .		
4.	Reference letter including the applicant's job, personal characteristics, destination purpose, departure and return dates.		
5.	COMMERCIAL INVITATION approved by the Foreigners Department of Bulgaria (original and photocopy). Notarized work contract or invitation letter from inviting company in Bulgaria.		
6.	Evidence of business contacts with Bulgarian companies: For senior management and employees of the company – supporting letter with company’s logo and contact details, letter should confirm business contacts, correspondence or similar. Invoice or customs declarations.		
7.	For attendance to Fair / Exhibition the entry card or documents proving the participation.		
8.	Documents showing how costs will be incurred for the trip, for example: - Evidence of sufficient funds available during the stay - bank account issued in last 15 days(at least 50 euro per day besides the cost of hotel and flight reservation) minimum amount 500 euro (or equal in any other currency), and showing all transactions for the last 3 months. - If employed, income for the last 3 months .		
9.	Extract of Turkish family book showing place of residence(if not – adres registration will be required), family link, civil status, parents, spouse, children and siblings. For non turkish citizens – valid resident permit will be required.		
10.	The following documents regarding the applicant’s personal situation shall be presented by either of the categories: If Applicant is employed : - letter from employer and / or approval for leave (Certificate of employer: signed by Turkish employer and bearing the seal of the workplace, indicating the address and contact telephone number, position and salary rate). - SGK (social security) registration document and SGK "hizmet dokümü". If Applicant is a Farmer : - farmer certificate issued by Chamber of agriculture. If Applicant is employed by or owner of a private company : - Copy of the company registration in chamber of commerce and copy of the bulletin of the trade register. - Tax registration certificate of the Company. If Applicant is retired : - Proof of pension (either bank account or pensioner booklet)		
11.	Airline reservations or documents showing the transport plan.		
12.	Passport or other travel document and copies of all the pages with stamps and visas and the last page with personal information. The passport should be valid at least a further six (6) months after the date of expiry of the visa. The passport must be issued within the last 10 years and shall contain at least two blank pages.		
13.	Travel Health insurance for traveling abroad amounting to 30,000 EUR, which covers the actual date of travel and return date in Bulgaria.		

ATTENTION:

The Consulate General of Bulgaria has the right to ask for any other additional documents it considers necessary, may call the applicant for an interview, and has a contractual right of refusal. In all cases the visa fee is non-refundable.

Applicant's name, surname and signature

VFS Staff name, surname and signature

Notes: