Checklist for visas to participate in Research / Education / Cultural / Sport event

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.	**Visa fee**: The visa fee is paid in cash and Euros at the application centre. (90€) - 0-12 years old for a visa fee is free.		
4.	**Personal Petition:** Contains the situations you want to explain or convey regarding your visa application.		
5.	**If the applicant is under 18 years of age:** Notarized consent from the parent or parents who not applying for a visa		
6.	**For cultural events:** Invitation from organiser of the event/NGO/the contract concluded by the cultural service provider or/invitation to creative work. **For sporting events: I**nvitation from the sports club/sports federation or/accreditation confirming the participation in the sport event.Certificate from the sending sports club or sport federation. **For study purpose: I**nvitation letter confirming the admission to the course from educational establishment in Bulgaria. **For EU education / training / research programmes**: Letter of invitation from the university or research centre and confirmation of participation from Turkish educational establishment. • **If place of stay is not provided by the hosting company, applicant must provide a hotel reservatio**n.		
7.	**If the applicant is an employee:** Permission letter written on letterhead and signed by the employer,Employment declaration, SGK service statement,last 3 months salary slips **If the applicant is a company owner:**Tax Certificate,Signature circular,Chamber of Commerce registration/Activity certificate,Copy of the Trade Registry Gazette **If the applicant is retired:**Document proving retirement salary (bank account statement or e-government retirement certificate) **If the applicant is a student: Student Certificate** **If the applicant does not have an income**; A sponsor's petition stating that all expenses will be covered and documents proving that they can cover their expenses during the trip (Bank account statement, business documents.)		
8.	Documents showing how costs will be incurred for the trip, for example: - Evidence of sufficient funds available during the stay - **bank account**(at least 100 euro per day besides the cost of hotel and flight reservation) - Bank account transactions last 3 months		
8.	Extract of **Turkish family book** showing place of residence(if not – adress registration will be required), family link, civil status, parents, spouse, children and siblings.		
9.	**Travel Health Insurance:** Must cover the required visa period and be valid in the Schengen area with a minimum coverage of 30,000 Euros.		
10.	**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 3 months 15 days 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.		
11.	**Residence permit for non-Turkish citizens:** The residence document issued by the Republic of Turkey for foreign applicants must be valid for at least 3 months after the date of return from 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.

REMINDERS:
o You must print out the appointment slip when you come to our offices. If the passport number does not match the passport number on the appointment slip, your application may be rejected.
Applications must be submitted at least 15 days before the travel date.

Applicant's name, surname andsignatureVFS Staff name, surname and signature

Notes: