



Consolato Generale d'Italia
Istanbul



Ambasciata d'Italia
Ankara



Consolato d'Italia
Smirne

BUSINESS VISA

Documents required for the visa application

- Schengen visa application form, completed, dated and signed in section 37 and on the final page.
- 1 recent passport-sized photograph with a light background, measuring 35 x 40 mm ([ICAO](#)).
- Passport valid for at least 3 months beyond the expiry date of the visa applied for. Photocopy of the passport and any previous passports (pages containing personal details and all pages with stamps or visas).
- A photocopy of the Turkish identity card or residence permit.
- Travel health insurance with cover of at least €30,000, valid for the entire duration of the visa applied for and for all European Union countries, covering any medical and emergency expenses, hospitalisation, and repatriation due to illness or death.
- An invitation from an Italian company on official headed paper, completed using the business invitation form available to download from our website and signed and stamped by the company's legal representative; A copy of the inviter's EU identity card or residence permit; A Chamber of Commerce certificate for the company, dated within the last six months; Any invoices demonstrating commercial relations.
- Accommodation bookings.
- Bookings for return flights; in the case of overland travel by private vehicle and travel within European countries, a letter from the applicant is required explaining the itinerary and the planned means of transport (internal rail or coach travel within European countries).
- Documentation regarding the company's financial position and the employment status of its employees: a copy of the tax return, a company bank statement, stamped and signed by the bank, showing transactions for the last three months (business owners must also provide evidence of their personal account).
- Sufficient funds commensurate with the duration of the requested stay, as required by the current [Directive of the Ministry of the Interior 1/3/00](#).
- Visa application processing fees to be paid in cash in Turkish lira at iData offices.



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Additional documents required

For employees

- A visa request on the employer's letterhead in English or Italian. It must be signed and stamped by an authorised signatory and state the employee's job title, date of employment, salary, destination, reasons for and duration of the trip. It must also confirm that the employer will cover the employee's expenses.
- Certificate of employment and summary of employment history (Form 4A with barcode), payslips for the last three months stamped and signed by the employer, bank statement covering at least the last three months showing salary payments.
- Certificate of business activity or of craft/agricultural activity, or registration in the professional register, or registration with the Chamber of Commerce.
- Copy of the tax payment schedule.
- A copy of the extract from the Official Gazette that documents the company's current structure.
- For applicants who are not employed in Turkey, an employment contract authenticated by a notary, legalised or apostilled in accordance with the applicable regulations of the country in which it was signed, and translated into Italian, Turkish or English.

Self-employed persons (entrepreneurs, craftspeople, farmers, professionals)

- A visa request on company letterhead in English or Italian, signed and stamped by an authorised signatory. It must state the destination, purpose and duration of the trip and confirm that the costs will be covered.
- Certificate of business activity or proof of registration as a craftsman/farmer, or registration with the professional register or the Chamber of Commerce.
- Copy of the tax payment schedule.
- Copy of the extract from the Official Gazette documenting the company's current structure.