



## Required Documents for Schengen Visa C: Summer School (maximum 90 day's)

The Schengen visa application has to be submitted at TLScontact:

<https://ch.tlscontact.com/tr/IST/splash.php>

<b>Please submit all documents in following order and do not staple them</b>	<input type="checkbox"/>
<b>Visa application:</b> <ul style="list-style-type: none"> <li>Duly completed (German, French, Italian or English) with a blue or black pen</li> <li>Personally signed in the foreseen box</li> <li>If your fingerprints are already stored in the Schengen System an authorized person in possession of a dated and signed letter can submit your visa application</li> </ul>	<input type="checkbox"/>
<b>Valid Passport:</b> <ul style="list-style-type: none"> <li>Issued within the last 10 years</li> <li>Minimum 2 empty pages</li> <li>Valid at least 3 month after leaving the Schengen Area</li> <li>Copies of passport (pages 2-3) and previous visas with entry/exit stamps</li> </ul> <b>Non-Turkish nationals:</b> <ul style="list-style-type: none"> <li>Proof of residence in Turkey, valid three months beyond the intended date of departure from the territory of the Member States</li> </ul>	<input type="checkbox"/>
<b>2 recent, identical, biometric passport pictures (not older than 6 month)</b>	<input type="checkbox"/>
<b>Statement of Family register (entire Family) «tam tekmil vukuatlı nüfus kayıt örneği»</b>	<input type="checkbox"/>
<b>Accident and Health Insurance (Original and copy):</b> <ul style="list-style-type: none"> <li>Signed and stamped</li> <li>Minimum coverage of EUR 30.000.- / USD 50.000.- / CHF 50.000.-</li> <li>Valid for all Schengen countries and the total duration of the intended stay</li> <li>The insurance must cover the costs of any repatriation for medical reasons, emergency medical care and/or emergency hospitalization</li> </ul>	<input type="checkbox"/>
<b>Flight reservation (Roundtrip)</b>	<input type="checkbox"/>
<b>Dated and signed invitation letter from the host in Switzerland/TL in German, French or Italian</b> <ul style="list-style-type: none"> <li>Personal data and address from host with phone number and e-mail address</li> <li>Relation to the host, if family related proof of statement of family register</li> <li>Reason and duration for the visit</li> <li>Copy of Passport- or ID of the host, if not Swiss, copy of the citizen resident permit</li> <li>In case the stay is not at the host place, invitation and hotel reservation is requested</li> </ul>	<input type="checkbox"/>
<b>Certificate of matriculation of the summer school or the language school in Switzerland</b>	
<b>Evidence of financial resources:</b> <ul style="list-style-type: none"> <li>Current personal and company bank statement of last 3 months, proving the source of regular income, with stamp and signature of the Bank</li> <li>Salary proof of last 3 months</li> </ul>	<input type="checkbox"/>

<p><b>Employer and employee:</b></p> <p><b>Original: Employment Certificate with Company Letterhead (dated and signed by the person authorised to sign):</b></p> <ul style="list-style-type: none"> <li>• Personal details, passport number, date of start of employment and function of the employee</li> <li>• Purpose and duration of stay, length the leave and whether it is paid or unpaid leave</li> </ul> <p><b>Additional:</b></p> <ul style="list-style-type: none"> <li>• Copy of company register extract from the Chamber of Commerce (Faaliyet Belgesi), not older than 6 months</li> <li>• Copy of signature circular of person with signature authorization</li> <li>• Copy of statement of trade paper</li> <li>• Copy of current tax table</li> <li>• SGK-Entrance (SGK işe giriş bildirgesi) of the employee as well as</li> <li>• SGK-History (SGK tescil ve hizmet dökümü), both documents must be readable and with QR Code</li> </ul>	<input type="checkbox"/>
<b>Lawyer:</b> Admission Bar association (Baro kaydı)	<input type="checkbox"/>
<b>Farmer / Agriculturist:</b> Proof of certificate issued by Chamber of Agriculture	<input type="checkbox"/>
<b>Retirees:</b> Proof of retirement with bank statement which confirms the retirement salary	<input type="checkbox"/>
<p><b>School Students:</b></p> <ul style="list-style-type: none"> <li>• Confirmation of School stamped and signed</li> </ul> <p><b>University Students:</b></p> <ul style="list-style-type: none"> <li>• Student certificate from the high Education Council Turkey (YÖK) with readable QR Code</li> </ul>	<input type="checkbox"/>
<p><b>Minors, travelling alone:</b></p> <ul style="list-style-type: none"> <li>• Current notarial declaration of consent of the of legal representative (muvafakatname) original and copy, the original will be given back</li> <li>• Legal representative: Divorce decree with child custody or death certificate</li> </ul> <p><b>Minors, travelling with 1 parent or accompanying person:</b></p> <ul style="list-style-type: none"> <li>• Current notarial declaration of consent of the of legal representative (muvafakatname) original and copy, the original will be given back</li> <li>• Legal representative: Divorce decree with child custody or death certificate</li> <li>• Accompanying person, valid passport and valid Schengen visa</li> </ul>	<input type="checkbox"/>
<p><b>Visa fee:</b></p> <p><b>Payment: Only in Turkish currency and cash:</b></p> <ul style="list-style-type: none"> <li>• Adult: 80.- €</li> <li>• Child, 6 -12 years: 40.- €</li> <li>• Child, 0 - 6 years: 0.- €</li> <li>• Visa fee's for spouses of Swiss or EU/Schengen citizen are free of charge</li> </ul>	<input type="checkbox"/>

The Swiss Consulate General reserves the right to request further documents and / or to invite the applicant for a personal interview.