

Work, Tour Operator, and Company Owner Visa

WORK VISA

You don't need to book an appointment to apply for work visa. You can come to our office any time between 9 am to 2 pm, Monday to Friday (excluding bank holidays).

You must bring all the necessary documents with you when you attend your appointment. Otherwise, we can't take your application.

Required documents list for WORK Visa:

1. **Letter from the Turkish company:** Having your details of job title, Turkish job title in brackets (should not exceed 30 characters), tentative/proposed starting date, duration of work visa and others (if any). It should be in normal A4 size document. No small prints, please. **(Please ensure that all dates match both in Turkey and UK company letters. And the company must mention "would like to apply for work Visa entry for a year or 6 months")**.
2. **Employment Contract:** Besides your contract details, must also include Turkish job title (should not exceed 30 characters), (if your documents are all in English), proposed/tentative starting date, duration of work visa (There should be no discrepancy in information supplied between Letter from the Turkish company and Employment Contract). It should be in normal A4 size document. No small prints, please.
3. **Passport Original and Photocopy (If you are not British citizen, you must bring your UK residence permit card with you)**.
4. Applicants who are non-British must have a valid BRP with a validity of 6 months. Please make sure that if you have Ordinary Passport, bring your original Passport and BRP card along with photocopies of them and **print out your Settlement status Reference from gov.uk website which shows sufficient validity.**
5. **1x Biometric Photograph (UK Passport size)**
6. **Work Permit Form** needs to be fully filled and signed.
7. **Undertaking Form** needs to be fully filled and signed.

8. **Permanent Resident Card:** EU passport holders should bring their immigration status reference numbers printout (for us to check from Home Office's relevant website). For non-EU non-British passport holders must present a valid resident card – and its photocopy or visa for UK with sufficient validity to come collect the visa, which is approximately 2 months or over. See the relevant website at <https://bit.ly/immig01>
9. **Passport Validity Duration:** Applicant's passport must be valid for the duration of employment and additional 60 days minimum.
10. **Travel Insurance** – *Regarding to Ministry of Foreign Affairs of Republic of Turkey it must be done by our office.*

Visa Fee:

1 year work visa fee is GBP 582 (Including Travel Insurance) for British Citizens.

We only accept cash or bank transfer. You have to make the payment on your appointment day.

VISA PROCESS INFORMATION

Visa process takes up to 6 weeks. We are not going to keep your passport our office.

First Step:

When you apply for your visa, you will receive a reference to your email address from the Turkish Consulate to your email address directly (in 10 working days).

Before you receive this reference number from the Turkish Consulate London, you cannot travel to Turkey.

You are going to give this reference number to your company which is in Turkey. They are going to apply for work permit from ministry of labor (from Turkey).

Second Step:

Once you get your approval from the ministry (Ankara) your company is going to let you know and you are going to bring your passport to our office.

We are going to send your passport to the Turkish Consulate and they are going to issue your visa maximum in 10 days. Once your visa is ready, we are going to contact you again and you will have to come and collect your passport from our office.

TOUR OPERATOR VISA

Required documents list for TOUR OPERATOR Visa:

- 1. Passport Original and Photocopy (If you are not British citizen, you must bring your UK residence permit card with you)**
2. Applicants who are non-British must have a valid BRP with a validity of 6 months. Please make sure that if you have Ordinary Passport , bring your original Passport and BRP card along with a photocopies of them and **print out your Settlement status Reference from gov.uk website which shows sufficient validity.**
3. **1x Biometric Photograph**
4. **Work Permit Form** needs to be fully filled and signed
5. **Undertaking Form** needs to be fully filled and signed.
6. **Turkish company's registration document**
7. **Turkish company's job confirmation letter**
8. **Statement of Main Terms and Conditions of Employment**
9. **Certificate (Tour Operator)**
10. **Current UK company letter**
11. **Permanent Resident Card:** EU passport holders should bring their immigration status reference numbers printout (for us to check from Home Office's relevant website). For non-EU non-British passport holders must present a valid resident card – and its photocopy or visa for UK with sufficient validity to come collect the visa, which is approximately 2 months or over. See the relevant website at <https://bit.ly/immig01>
12. **Passport Validity Duration:** Applicant's passport must be valid for the duration of employment and additional 60 days minimum.
13. **Travel Insurance** – *Regarding to Ministry of Foreign Affairs of Republic of Turkey it must be done by our office.*

Visa Fee:

1 year work visa fee is GBP 588 (including 1 year **Travel Insurance**) for British Citizens.

We only accept cash or bank transfer. You have to make the payment on your appointment day.

Work visa process takes up to 6 weeks. We are not going to keep your passport our office.

If you need any further information, please do not hesitate to contact us via email: workpermit@voyavisa.com.

COMPANY OWNER VISA

You don't need to book an appointment to apply for work visa. You can come to our office any time between 9 am to 2 pm, Monday to Friday (excluding bank holidays).

You must bring all the necessary documents with you when you attend your appointment. Otherwise, we can't take your application.

Required documents list for COMPANY OWNER Visa:

1. **Accountant letter** (Turkish or English acceptable) that is written to Turkish Consulate in London: Having your details of job title, Turkish job title in brackets (should not exceed 30 characters), tentative/proposed starting date, duration of work visa and others (if any). It should be in normal A4 size document. No small prints, please.
2. **Your companies supporting letter** (VERGI LEVHASI, VEKALETNAME etc.)
3. **Passport Original and Photocopy (If you are not British citizen, you must bring your UK residence permit card with you)**
4. **1x Biometric Photograph (UK Passport size)**
5. **Work Permit Form** needs to be fully filled and signed
6. **Undertaking Form** needs to be fully filled and signed
7. **Permanent Resident Card:** EU passport holders should bring their immigration status reference numbers printout (for us to check from Home Office's relevant website). For non-EU non-British passport holders must present a valid resident card – and its photocopy or visa for UK with sufficient validity to come collect the visa, which is approximately 2 months or over. See the relevant website at <https://bit.ly/immig01>
8. **Passport Validity Duration:** Applicant's passport must be valid for the duration of employment and additional 60 days minimum.
9. **Travel Insurance:** *Regarding to Ministry of Foreign Affairs of Republic of Turkey it must be done by our office.*

Work visa process takes up to 6 weeks. We are not going to keep your passport our office.

Visa Fee:

1 year work visa fee is GBP 582 (Including Travel Insurance) for British Citizens.

We only accept cash or bank transfer. You must make a payment after your interview at our office.

If you need any further information, please do not hesitate to contact us via email: workpermit@voyavisa.com.