JOB/EMPLOYMENT (SHORT TERM)/İŞ (KISA DÖNEM)

This document is one of the forms you need to submit with your application. If the conditions referred to in (A) haven't been fulfilled, the application isn't admissible. If any of the required (S) supporting documents listed below are missing, your application will be examined. However in the examination of an application for a uniform visa, it shall be ascertained whether you fulfil the entry conditions. It is NOT advised to buy or make any payment in advance of obtaining a visa.

SURNAME, NAME/ SOYAD, AD*:
DATE OF BIRTH/ DOĞUM TARİHİ*:
EMAIL*:
Note: Be kindly aware that email which you stipulate above will be used for the offcial communication with the Visa Section of the Embassy of the Czech Republic in Ankara.

A Admissibility/ Kabul edilebilirlik
- ☐ Travel document/ Pasaport/Seyahat Belgesi-Passport
- ☐ Visa Application Form/ Vize başvuru formu
- ☐ One recent photograph/ Bir adet Güncel Fotoğraf
- ☐ Biometric Data (no more then 3 months old)/ Biyometrik Veri-Biometric
- ☐ Visa Fee/ Vize Ücreti

S   Supporting documents
- ☐ Flight Reservation or vehicle Reservation/ Uçuş Rezervasyonu ya da araç rezervasyonu
- ☐ **Original** Labour Office Permission with the stamp/Çalışma ofisi izni
- ☐ Traveller Bank Statement (at least 6 months)/Banka hesap dökümü(Son 6 aylık)**
- ☐ Accommodation/Kalış yeri
- ☐ Official Invitation/Resmi Davetiye
- ☐ Employment Contract/İş sözleşmesi
- ☐ Complete extract of the civil registry/Tam Tekmil Vukuatlı Nüfus Kayıt Örneği
- ☐ SGK social security) statement of employment (Sigortalı İşe Giriş Bildirgesi) and SGK registration and service document (SGK tescil ve hizmet dökümü) with a readable QR code/Sgk işe giriş bildirgesi, kare kodlu sgk tescil ve hizmet dökümü
- ☐ Travel Medical Insurance/Seyahat Sağlık Sigortası
- ☐ Pay Slip 6 - months/Maaş bordrosu (Son 6 aylık)
- ☐ Traveller Bank Statement (at least 6 months)Seyahat edenin banka hesap dökümü (En az 6 aylık)
- ☐ Passport Photocopies/Pasaport fotokopisi
- ☐ Vehicle Info/Taşıt Belgesi
- ☐ Driving Licence/Sürücü Ehliyeti

Please note: *Providing a complete file with all documents as specified above will increase the chance of receiving a response without delay. Your visa application shall be considered based on supporting documents provided by you. There is no possibility to lodge additional documents. Please be informed that this is not an exhaustive list, the provision of all documents listed above in no way guarantees that a visa will be granted. The Embassy of the Czech Republic in Ankara has the right to ask for any other additional documents. There is no option to request submitted documents to be returned – kindly provide copies of all original documents, which you would like to get back. If there is reasonable doubt regarding the identity of the applicant fingerprints shall be collected. Furthermore, if at the time when the application is lodged, it cannot be immediately confirmed that the fingerprints were collected, the applicant may request that they be collected. Kindly consider that the only languages in case of an interview are English or Czech/Slovak (note: in case that you would like to a service of a professional translator so the translator must present a copy of his/her identification including his credentials).*

* Must be filled and verified!/Doldurulmuş ve doğrulanmış olmalı
** Originals must be signed and stamped by the bank in every page, and in case of a foreign bank (other than Turkish) they must be notarized and translated into English/Czech. Average monthly balance should be visible at the document, or at least, opening and final balance of every month.
Instructions for an official: In order to consider an application as lodged it is mandatory that this document is signed by an official and an applicant including conditions that submitted documents are marked as ☑ and non-submitted documents are marked as ☒.

Signature of VFS Staff/   **Applicant´s Signature/**
VFS Yetkili imzası: **Başvuran imzası:**