

CHECKLIST FOR VISA APPLICATION FILE

(WORK PURPOSE)

Mandatory Documents

Submitted

Please note that below list of documents will be used depending on the occupation and personal circumstances of individual. All the below mentioned documents are not for each individual visa application.

Visa Application Form (VAF) duly filled and printed at Anatolia Travel Services by office staff in accordance with the information given by the applicant with recent two colored biometric photos attached to it (White Background - 5x5cm size) Front pose without eye glasses (only applicable for Punjab.), sun glasses, veil, cap, Turban (80% face 20% body) Photoshop and light shadow pictures are not acceptable. Printed VAF should be checked and signed by the applicant.

Unimpaired Passport / Travel Document valid for 180 days from the travel date, and copies of the Bio Data and used pages of old passports only on A4 size and minimum two blank pages should be available in the passport. Foreigner passport holders must have at least one-month valid visa and duration of stay in Pakistan from the date of submission at Anatolia Visa Application Center. For Afghan nationals, Pakistani visa should be valid for minimum 90 days at the time of submission at Anatolia Visa Application Center and their passport must be valid for 180 days from the date of travel.

Each Applicant (18 years & elder) has to fill interview form personally (will be given at Anatolia Visa Application Center during submission). Also, they need to fill Travel History form which is also available on our website (For applications made from Punjab, Sindh and Baluchistan.)

Official documents showing income status (Salary checks, FBR (last year Tax Returns) NTN (Personal / Business or both if applicable) Active Tax Payer Certificate, etc.)

Family Registration Certificate (with spouse and children if the applicant is married) or Marriage Registration Certificate (For newly married couples within 90 days from the wedding date) from NADRA office. If the applicant is single, FRC is required with siblings.

Employment Contract is required which should contain employment duration and title clearly.

Request letter along with the title of the Employee should be mentioned by the employer company from Türkiye along with ID and contact details of authorized person of the Employer Company.

Updated original Police Character Certificate is required which should be attested by the MOFA (Ministry of Foreign Affairs) Pakistan.

Original cover letter (Mandatory for the applicant's age of 18 and elder and should be one page) written by the applicant explaining details of the planned visit including the purpose of the visit, the places to be visited, estimated expenses including accommodation and air tickets, how the applicant is planning to cover its expenses, who the applicant is traveling with, whether he/she has been in Türkiye before, etc.

Financial documents showing funds easily accessible by the applicant that show sufficient funds available for the planned trip. For employee's, original Bank account statement for their salary account is required. For businessmen personal and company Bank statements are required. For Corporate Companies, sponsoring their group tours must provide company Bank statements (Bank statements of minimum last 3 months only on A4 size and duly signed & stamped from the bank and not older than 10 days from the date of submission at Anatolia.)

Bank Account Maintenance Certificate is required.

Embassy/Consulates General of the Republic of Türkiye recommend that the applications for visa would be submitted within a range of 14 days to 3 months prior to the date of travel. Please note that this does not necessarily mean that the visa application will be processed within 14 days.

One-way flight reservation is required. It is not advisable to purchase flight ticket prior to getting visa and passport back from the Visa Application Center.

Proof of secured accommodation in Türkiye during the trip (Hotel reservation, Notarized invitation letter along with valid identity copy from the host mentioning residence details or lease/deed papers, etc.) It is not advisable to making booking for hotel/accommodation prior to getting visa and passport back from the Visa Application Center.

Travel Health Insurance Certificate amounting to coverage of 60,000 US Dollars which covers the period of stay in Türkiye also, including repatriation costs is compulsory. According to rules that is applicable from January, 2023, Travel Health Insurances should be for fixed durations, namely, 3 months, 6 months or 12 months. Only Travel Health Insurances which are made in Anatolia Visa Application Centers across Pakistan will be accepted. No other insurances will be accepted.

If the applicant is a government officer, Ex-Pakistan Leave Paper or NOC is required. Retirement proof or pensioner proof if applicable.

If the applicant declared that he/she is traveling with an accompanying person who already had a valid Türkiye sticker visa / E-Visa/ Residency Permit, a copy of the aforementioned document and proof of air ticket reservation of the accompanying person are required.

In case the applicant has a sponsor, an affidavit letter from the sponsor on a stamp paper (should be issued in the name of the sponsored person, only applicable for Punjab region applicants.) for the covering of the expenses along with the proof of income (like a business letter, NTN, bank statement, salary, duration of the employment, etc.) and demonstrating relationship with the applicant along with valid CNIC copy. If the sponsor is living abroad, the sponsorship letter should be attested by either diplomatic Missions of Pakistan or relevant organizations where parents are working or Notary from any legal firm. (Name, Passport number must be correct and should be typed, manual writing / editing is not acceptable.)

If the old passport of the applicant is lost, Police report and it's Notarized translation to English is required.

If the applicant is owner of a business, supporting documents proving ownership (e.g. Business letter head / Business NTN / Partnership Deed / SECP Certification / Form 29 / Memorandum of Article / Memorandum of Association / Copy of valid chamber certificate or card) as well as official documents showing company's financial standing. Copy of valid license required if applicable for e.g., DTS, DRA, Food Authority etc. when applicable.

If the applicant is a professional, Professional Qualification Certificate (Valid PMDC / Engineering Council / Bar Associate Letters, etc.) / Skill Certificate is required.

In case the applicant is an employee, an original statement undersigned by the employer (with name / surname and contact number) mentioning employee title, duration of the employment, mode of salary (Bank deposits or cash, etc.) details on an original company letterhead paper is required along with last 3 months' salary slips.

If the applicant is a student, an original bonafide letter confirming enrollment by an educational institution is required. (Details should be correct)

If the applicant is under 18 years old and intends to travel without one or both parents, the original consent letter of absent parent(s) is/are required on a stamp paper and should be attested by the Notary. If one of the parents is deceased, a Death Certificate from Union Council is required. For separated / Divorced / widow or widower parents, the consent letter of the guardian of a child and notarized guardianship papers along with permission to take them abroad is required from the court. In case, parents are living abroad, the consent letter of the parents should be attested by the Diplomatic Missions of Pakistan / relevant organization where sponsor is working / Notary. (Name, Passport number must be correct and should be typed, manual writing / editing is not acceptable.)

Copy of Divorce Certificate or Death Certificate is required when applicable.

For the applicant who wishes to visit the diplomatic mission of the other countries in Türkiye, the application process will be completed only after the diplomatic missions / universities / institutions / organization of the relevant countries send direct confirmation on official e-mail to relevant diplomatic Missions (consulate.islamabad@mfa.gov.tr/ consulate.lahore@mfa.gov.tr/ consulate.karachi@mfa.gov.tr)

UNDERTAKING (PLEASE READ CAREFULLY BEFORE SIGNATURES)

I declare that all the documents I presented to Anatolia officers are correctly recorded with a tick on the "submission" column on the checklist paper.

I understand that my intended travel date does not necessarily indicate that my visa application will be finalized before my travel date.

I am informed that submitting necessary documents does not necessarily lead to visa issuance.

I have been informed that earliest date which I can apply for a visa is 3 months prior to the intended travel date.

I understand that all documents I presented should be in English (Notarized translation is accepted), readable, scan able, and in A4 format.

I hereby certify that all submitted documents are genuine and all information provided is correct.

I understand that submitting supporting documents may lead to a more accurate decision against my visa application in a relatively shorter period of time.

I am informed that in case of submission of fake / forged documents, the Embassy / Consulates of the Republic of Türkiye will send the application file along with the passport of the applicant to the Ministry of Foreign Affairs of the Islamic Republic of Pakistan with a view to initiating a legal process.

I understand that submission of fake/forged documents may end up with an entry ban to Türkiye.

I understand that any incorrect information may cause to refusal of my visa application and the Embassy / Consulates of the Republic of Türkiye reserve the right not to disclose verbal or written any reason for refusal to the applicant or Anatolia officers.

I hereby give my consent that all the documents I presented can be verified by the Embassy / Consulates of the Republic of Türkiye in Islamabad / Lahore / Karachi or/and Anatolia Travel Services offices across Pakistan.

Signature of the Applicant: _____
Date: / /2023