

## GUIDANCE FOR WORK VISA APPLICATIONS

1. The Foreign employee shall sign a labor contract with the employer in Türkiye.  
The contract must be according to the regulations of the Ministry of Labor and Social Security of Türkiye.
2. The employee shall submit application for “Work Visa” in the authorized Visa Agency of the Turkish diplomatic missions abroad. (For Pakistan: Anatolia Travel Services)
3. The applicant should fill and submit all required documents requested by the Visa Agency and generate a Visa Application form.
4. The applicant should check the accuracy of the information provided in the Visa Application form before signing.  
Any incorrect data or mistake in the Visa Application form may cause delay or cancellation of the process.
5. Visa Agency will submit the application to the Turkish diplomatic mission and will obtain a 16-digit reference code to handover to the applicant.
6. **This 16-digit reference code must be used by the employer within 10 days of issuance** to complete online procedures of the employment in Ministry of Labor and Social Security of Türkiye. If 10 days expires, a new application must be conducted by the applicant to the Visa Agency.
7. Once the Ministry of Labor and Social Security of Türkiye approves the Work Visa, the Turkish diplomatic mission will inform Visa Agency to start visa issuance procedure.
8. Kindly be informed that if the employer fails to use 16-digit reference code within 10 days or does not complete the other required online procedures, the application will be null and void.
9. Additional Note:  
\*Employer must complete the registry procedures of the employee in the Social Security Institution in Türkiye.  
\*Employer must also pay the associated fee to the Ministry of Labor and Social Security of Türkiye within 30 days of the foreigner’s entry to the country.