



## REQUIRED DOCUMENTS FOR WORK VISA APPLICATIONS

### **EMPLOYEE/APPLICANT SHOULD SUBMIT:**

- Unimpaired Passport / Travel Document valid for 365 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
- Interview Form (will be filled in Anatolia Travel Services)
- Work Visa Application Form (will be filled in Anatolia Travel Services)
- Letter of Intention (*Original Cover letter with complete details written by applicant*)
- Travel Health Insurance Certificate-coverage of 60000 USD and period of stay in Türkiye and the repatriation costs as well. "Türkiye Incoming Travel Health Insurance" will be mandatory on the basis of 03 months, 06 months and 1 year only. "Travel Health Insurance" available at Anatolia Visa Application Centers across Pakistan will only be accepted and any external/other insurance will not be accepted. Visa Application Submission date would be the "Travel Health Insurance" Start date
- Family Registration Certificate With spouse and Children if applicant is married and if applicant is single FRC required with siblings.
- Letter from current workplace (if applicable)
- Original Bank Account Maintenance Certificate
- Original Bank Statement in Pakistan for the period of Last 3 months and not older than 10 days
- Original & Valid Police Character Certificate attested by the MOFA
- Flight Reservation
- NTN by FBR
- Net Assessment / Return of Income
- Tax Returns of Last 3 years
- Copy of previous passports (*If old passport of the applicant is lost, Police report and its attested English translation is required*)

### **The following documents must be obtained from the employer company in Türkiye and must be submitted in the application:**

#### These documents can be presented in Turkish:

- Official letter with letterhead and signature (*Summary information about the company, about the employment need, sponsorship details for the employee (position/wage allocated for the employment. Information regarding the expenses of which is covered by the company etc. If the recruitment is conducted through Private recruitment agencies, information should be given regarding the agency also. In case of multiple applications, attached form must be filled and send to the Consulate's official e-mail address.*)
- Employment Contract/ İşçi ile yapılan Belirli Süreli İş Sözleşmesi (must include signatures from both parties. Lack of signature will result in rejection of the application)
- Company Tax Registration Certificate / Firma Vergi Levhası
- Status certificate / Faaliyet Belgesi
- Trade Registry / Ticaret Sicil Kaydı
- Trade Registry Certificate Confirmation/ Ticaret Sicil Tasdiknamesi
- Specimen Signature from Notary / Noterden alınan İmza Beyannamesi
- Company Bank Account Statement / Firma banka hesap dökümü
- Official letter from Private Recruitment Agency (PRA) (if applicable)

**\*Please be noted that in case lack of any document mentioned above without proper explanation, or any documents submitted without required signatures/stamp, the application will be refused directly.**