

## WORK VISA

### Mandatory Documents to apply for Türkiye Visa in KSA

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1	Original and colorful copy of Iqama which is valid at least 3 months (Saudi Arabian residence permit) and exit/re-entry visa for Saudi Arabia, covering the entire requested visa validity. Presenting Original Saudi Residence physical card which should be matched with Absher/ Tawakkalna Apps. <b>(Mandatory)</b>	
2	Original passport which registered to Saudi Residence with minimum 6 Months validity from the planned travel date and one photocopy of all relevant passport pages. (data page, pages with previous visa etc.) <b>(Mandatory) Note: extension passport not acceptable</b>	
3	Previously obtained other visas	
4	2 Biometric photographs (5x5 sized, white background and not older than 6 months) <b>(Mandatory)</b>	
5	Up to date Employment Letter of applicant or sponsor (occupation, payroll, hiring date. Issued not more than One month from application date. If longer, it should contain expiry date) letter should be attested from the Chamber of Commerce and mentioned purpose of travel. Provide updated Social Insurance print for employment history. If government employee: ministry of foreign affairs attestation required <b>(Mandatory) Note: occupation must match (Iqama Details)</b>	
6	Up to application date original personal bank account statement for the last 3 months (Original stamped by the bank/QR Code) <b>(Mandatory)</b> , ATM card copy <b>(Mandatory) Note: Bank balance should cover the accommodation in Türkiye 50 \$ per day, minimum total balance should be for 30 days per applicant.</b>	
7	Insurance policy for a valid Travel and Health insurance for Türkiye with minimum coverage of USD 60,000 for medical expenses / COVID 19 Coverage <b>(Mandatory)</b> The only authorized security and health insurance policy accepted by the Ministry of Foreign Affairs is a dedicated and special covering points included. insurance that will be given to you at the time of application at our offices. <b>(Mandatory)</b> It's covering your travel dates. Apart from health services, you can check our Complimentary Health Services via the link. <a href="https://gatewayinternational.com.tr/en/saudi-arabia/services/complimentary-health-services">https://gatewayinternational.com.tr/en/saudi-arabia/services/complimentary-health-services</a>	
8	Workpermit contract with the company in Türkiye (if the applicant, owner or partner or shareholders 1- Commercial registration certificate 2- Trade registry gazette 3- certificate shows his/ salary and position stamped and signed. <b>(Mandatory)</b>	
9	If normal employee 1- Employee contract 2- Trade licence 3- Trade registry 4- Signature circulars <b>(Mandatory)</b>	
10	Unconfirmed Round trip flight reservation <b>(Mandatory)</b>	
11	Unconfirmed Hotel reservation or proof of accommodation in Türkiye <b>(Mandatory)</b>	
12	National Address in Saudi Arabia <b>(Mandatory) Important note: Applications are submitted at our offices according to the region to which your city belongs (Riyadh-Dammam-Jeddah). For more information, please visit our website or contact our call center.</b>	
13	Saudi relatives must be present during application submission. <b>(Mandatory)</b>	
14	Applicants from Sudan must provide NOC certificate from Sudan embassy not older than 3 months. <b>(Mandatory)</b>	
15	If previously resided in Türkiye, residency document	
16	If previously resided besides Türkiye, residency document	
17	Documents of properties in KSA belonging to the person (title deed, license etc.), if any	
18	Documents of properties in Türkiye belonging to the person(title deed,license etc), if any	
19	Bank account statements in Türkiye, if any	
20	Visa fee and Gateway Service Fee	

All submitted documents must be current and complete. The incompleteness of the documents submitted for the visa application in Türkiye may cause the application to be rejected. Embassy of Türkiye in KSA has the right to request additional documents when it deems necessary. Presenting of the above documents does not guarantee that the visa will be granted. **There is no refund possibility in any circumstances.** All forms and documents must be prepared and presented separately for each person (including family members or any group).

#### Applicant;

Name/Surname :  
Date :  
Signature :

#### Visa Staff;

Name/Surname :  
Date :  
Signature :