

## REQUISITE DOCUMENTS FOR BUSINESS VISIT / SPORT VISITORS / ENTERTAINERS/ ENTOURAGE

For further information please see [www.ukvisas.gov.uk](http://www.ukvisas.gov.uk)

**Bold Items are essential.** We advise applicants that the failure to submit such documentation **may result in refusal of the application**, as the **onus is on the applicant to demonstrate** that they meet the requirements of the relevant rules. The ECO's decision will be made on the basis of the evidence supplied. It is paramount that ECO's understand the reasons for your application as well as your personal circumstances. It is thus suggested that all correspondence/letters are translated into English, to help in the assessment process. The English translations of the documentation do not have to be notarised.

**Checklist:**

	Original	Copy	None
1. Application form <b>VAF1C for Business Visit/VAF1J for Sports Visitor/VAF1K for Entertainers</b> , fully completed in <b>ENGLISH</b> /black ink and signed by the applicant			
2. A valid passport with available visa pages			
3. If available your old passports			
4. <b>Two recent passport-sized photographs</b> –not scanned copies- (photographs must have white background and must be glued to the application form)			
5. A copy of pages 1 to 4 of your current passport			
6. The Correct Visa and fee in Turkish Lira only			
<b>7. Evidence of Funds:</b>			
a. Pay slips, or evidence of your income <b>[originals + a copy]</b>			
b. If you are self employed please provide your company documentation: Chamber of Commerce registration, most recent tax certificate, signature circular, trade gazette <b>[photocopy]</b> RELEVANT PARAGRAPHS HAS TO BE TRANSLATED IN TO ENGLISH			
c. <b>Bank letter or Bank Statement [originals + a copy</b> – covering at least the last <b>2 months</b> of transactions – such letterheaded statements can be requested for this purpose specifically from your branch] <b>BANK LETTER HAS TO BE IN ENGLISH</b>			
d. Evidence of your family's financial status e.g. their payslips, bankbooks. <b>[originals + a copy]</b>			
e. Evidence of property owned <b>[certified copy, recommended]</b>			
8. If you are a student, please provide your student registration document <b>[originals + a copy]</b>			
9. A letter from your employer stating your position, your length of service, whether you are registered for SSK, the reason for your visit and a confirmation of who is meeting the costs of your visit. <b>(Originals + a copy) HAS TO BE IN ENGLISH</b>			
10. If you are intending to visit a UK business, provide an invitation on the UK Company's letterhead <b>(Originals + a copy) MUST BE IN ENGLISH</b>			
11. If you are staying with a UK sponsor or host, evidence of sufficient accommodation in the UK <b>[originals + a copy]</b> such as a utility bill or bank statement to show your sponsor's address as well as the name of the person the document is addressed to			
12. Male applicants should provide evidence of the status of their Military Service. <b>[photocopy]</b>			
13. Visiting Professor - Accompanying students on study abroad programmes			
14. Religious Workers undertaking preaching or pastoral work during a business visit			

**PLEASE NOTE**

- (a) *Visa Fees are non refundable*
- (b) *Applications from non-residents may not be accepted.*
- (c) *In order to assess your application you may be required to attend an interview.*
- (d) *In cases of a previous refusal for entry to the UK, an interview may be required and the application may need to be referred to the UK or other UK missions.*
- (e) *Please also note that you may also be asked to provide further documentary evidence in addition to the above guidelines.*

Checked by(initials)	
Date	

I have been advised to provide the above - mentioned documents. I understand that failure to provide some of these documents may result in the refusal of my application. Furthermore by signing this declaration I declare that I am willing for UK Border Agency to undertake any necessary verification checks on submitted documents with the relevant authorities.

Signature:..... Date:.....