

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 (Ref: <https://www.csgeb.gov.tr/uigm/calisma-%C4%B1zni/belgeler/>) .
2. The employee shall submit application for “Work Visa” in the authorized Visa Agency of the Turkish diplomatic missions abroad. (For Syria: Visa For The Globe)
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 **30 days** of issuance to complete online procedures of the employment in Ministry of Labor and Social Security of Türkiye. If 30 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 application, visa will be issued by the Embassy and the passport will be forwarded back to the Visa Agency.
8. Kindly be informed that if the employer fails to use 16-digit reference code within 30 days or does not complete the other required 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.