**WORK:**

1. Valid passport and its copy / Valid at least 60 days longer than the expiry date of the requested visa / Containing at least 1 page with both sides empty.

2. FOR NON-CHINESE CITIZENS: Copies of your valid residence and work permit in China.

3. Visa Application form filled in English (and pinyin) and personally signed by the applicant.

4. If you have been to Turkey before, previous passports or old residence permits in Turkey / Optional but advisable to submit.

5. Two of recent 5x6 cm size biometric photos, with clear background, one being attached to the application form.

6. Chinese ID card and its copy

7. Original copy of the letter from your Turkish employer / Written in Turkish on official company paper with stamp, signature, date, and addressed to the Consulate General. Should include your name and passport number, the duration of your prospective employment, and your position in Turkey. The name and title of the person signing the invitation letter must be visible. Invitation letters sent by fax or email are not taken into account.

8. Employment contract (original or copy of employment contract signed between employer and employee, no need for certification).

9. If you passport is issued at a city/province outside our area of responsibility, any document of your choice showing that you are resident in Shanghai city or Anhui, Jiangsu and Zhejiang provinces (any document containing your name and address like electricity bill, credit card statement, etc.)

Following your work visa application, the company in Turkey should submit the required documentation electronically to the Ministry of Labor and Social Security within 10 days of the visa application. Written documents required in the Turkish Regulation No: 4817 regarding the work permits of foreigners should also be submitted to the Turkish Ministry of Labor and Social Security by the employer within 6 days of the electronic forms are lodged. (First, the electronic application will be made by the employer, followed by a hard copy submission.) Further information about the procedure and required documents could be downloaded from the web site (www.csgb.gov.tr) of the Ministry.

Once the work permit is issued by the Ministry of Labor and Social Security, the applicant needs to receive his work visa from the Consulate General before going to Turkey.