



# BUSINESS

1. APPLICATION FORM [THIS WILL BE GIVEN AT THE SUBMISSION CENTRE]
2. PHOTOCOPY OF INTERNATIONAL PASSPORT DATA PAGE [TWO (2) COPIES]]
3. INTERNATIONAL PASSPORT [MUST BE VALID FOR 6 MONTHS FROM THE DATE OF TRAVEL]
4. OLD OR EXPIRED PASSPORT(S) SHOULD BE INCLUDED IF ANY
5. RESIDENT PERMIT FOR NON-NIGERIANS
6. 2 PASSPORT PHOTOGRAPHS WITH WHITE BACKGROUND
7. FLIGHT AND HOTEL RESERVATION SHOULD BE AT LEAST 2 WEEKS FROM THE DATE OF SUBMISSION [ AND MUST BE THE SAME DATE] NOT MORE THAN A MONTH FROM THE DATE OF SUBMISSION
8. INVITATION LETTER FROM INVITING COMPANY [IN TURKISH LANGUAGE]
9. VALID MEANS OF IDENTIFICATION OF INVITING PERSON [RESIDENCE PERMIT/ INTN'L PASSPORT]
10. MOBILE PHONE NUMBER OF THE INVITEE [STARTING WITH +905...] IF WORKING WITH A COMPANY
11. INTRODUCTION LETTER FROM YOUR COMPANY OR SELF INTRODUCTION LETTER SIGNED IN INK
12. CERTIFICATE OF INCORPORATION (CAC), TAX CLEARANCE DOCUMENTATION, AND A COMPREHENSIVE LIST OF DIRECTORS OR OWNERSHIP DETAILS
13. SPONSORSHIP LETTER IF SPONSORED [DULY NOTARIZED BY THE NOTARY PUBLIC, VALID MEANS OF IDENTIFICATION OF SPONSOR PLUS 6 MONTHS UP-TO-DATE BANK STATEMENT]  
-IF THE SPONSORS ARE BEING INCLUDED, EXCEPT THE FATHER OR MOTHER, IT IS COMPULSORY TO PROVIDE THEIR BIRTH CERTIFICATE ALONG WITH THEIR CONTACT NUMBER.
14. 6-MONTH UP-TO-DATE PERSONAL BANK STATEMENT, ENSURING THAT THE STATEMENT INCLUDES A LIVE STAMP AND SIGNATURES. KINDLY NOTE THAT E-STAMPS WILL NOT BE ACCEPTED.
15. BIRTH CERTIFICATE/DECLARATION OF AGE
16. PUBLICATION OF CHANGE OF NAME [IF MARRIED AND NAME APPEARING ON INTERNATIONAL PASSPORT DIFFERS FROM BIRTH CERTIFICATE]
17. MARRIAGE CERTIFICATE [FOR COUPLES]
18. WORK OR BUSINESS I.D CARD
19. DOCUMENTS, IF ANY, SHOWING THAT COMMERCIAL ACTIVITIES HAVE BEEN CARRIED OUT IN OUR COUNTRY OR IN ANOTHER COUNTRY BEFORE.
20. IF THE INVITING COMPANY IS BASED IN TURKEY, APPLICANTS ARE REQUIRED TO PROVIDE THE COMPANY'S PUBLICATION DETAILS AND CERTIFICATE OF INCORPORATION (CAC).
21. IF ANY, PROVIDE CONTRACTS OR BUSINESS AGREEMENTS WITH COMPANIES IN TURKEY, RECORDS OR PREVIOUS BUSINESS TRIPS TO TURKEY, BUSINESS CORRESPONDENCE AND REFERENCES WITH TURKISH COMPANIES, EVIDENCE OF TRADE WITH TURKEY OR OTHER COUNTRIES (SUCH AS CUSTOMS DECLARATIONS OR IMPORT/EXPORT DOCUMENTS), MEMBERSHIP CERTIFICATES OF RELEVANT CHAMBERS OF COMMERCE OR INDUSTRY, AND ANY OTHER EVIDENCE OF TRADE WITH TURKEY OR OTHER COUNTRIES.

NOTE: THE CORPORATE SPONSORSHIP LETTER MUST BE SIGNED BY A DIRECTOR OF THE COMPANY, ACCOMPANIED BY A CAC CERTIFICATE AND LIST OF DIRECTORS, AS WELL AS A SIGNED VALID MEANS OF I.D OF THE DIRECTOR THAT SIGNED. ALL LETTERS MUST BE SIGNED (LIVE SIGNATURE)

SPONSORSHIP FROM A FOREIGN ENTITY OR INDIVIDUAL IS REQUIRED TO BE NOTARIZED IN THE SPONSOR'S COUNTRY OF RESIDENCE.