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# VISA INFORMATION PACK

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# 1. WHAT IS VISA?

- Visa is an official document that allows its holder to enter a foreign country legally. Generally, the visa is stamped or glued into the bearer's passport.
- When it comes to visa policies, there are no hard and fast rules for countries to follow. However, some common aspects, such as diplomatic relations with the other country, the country's illegal immigration history, if any, cost, and tourism factors, have an impact on determining these policies.



## 2. WHY DO YOU NEED A VISA?

- Visas are required if you want to travel to a country that does not share a visa policy with your home country.
- Many countries have visa policies and agreements in place that allow their citizens to freely travel between them without the need for a visa.
- For example, Canadians and Americans do not require visas to visit each other's countries; only valid travel documents are required.
- However, because the two countries do not have a visa agreement, Turkish citizens do need visas to travel to America, for example.



# 3. WHERE TO GET A VISA?

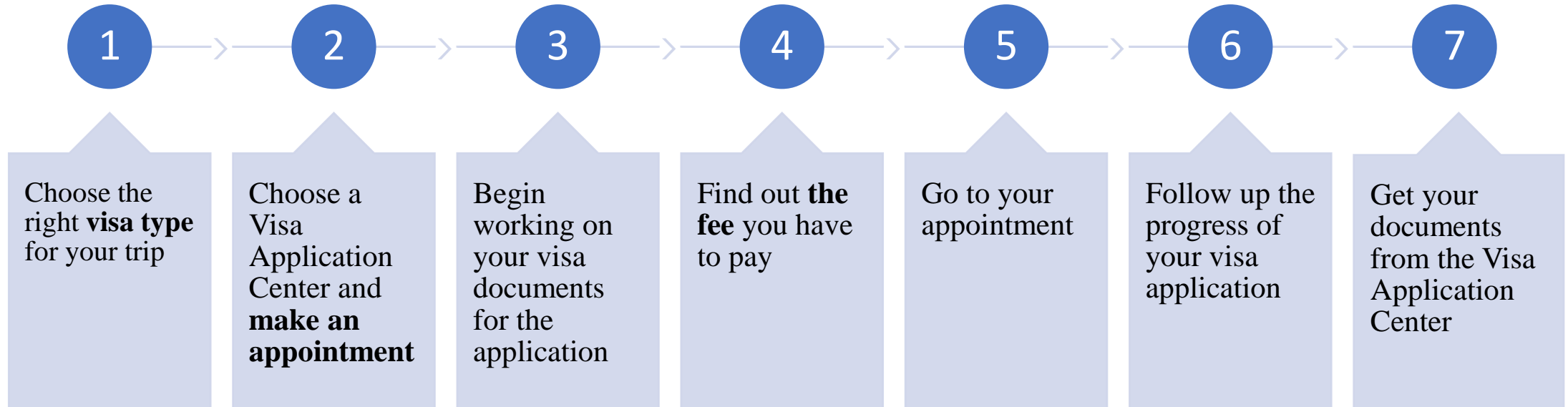


1. Consular Section of the Embassy
  2. Consulate General
  3. Consulate
  4. Some countries are also able to issue visas through their Honorary Consulates or Honorary Consulates.
- You can, however, apply for a visa through officially authorized visa agencies to expedite your transactions and save time.
  - It should be noted that some countries (for example, Mexico) only accept self-made consular applications. As a result, it is critical to conduct preliminary research for each country.

## 4. HOW TO GET A VISA?

- To obtain a visa, simply apply to the destination country's consulates or intermediary agencies.
- Most agencies and consulates provide **online application services**.
- Remember to check the **visa application requirements** for your destination.
- Before visiting these agencies, you must complete the necessary paperwork.
- Certain forms or letters may need to be filled out at these agencies or consulates. At this point, officials provide applicants with the necessary information.
- The **visa fee** can be different depending on the agencies. For up-to-date information, please check the agencies' website you are applying through.

# 5. STEP BY STEP



# 6. IMMIGRANT VS. NONIMMIGRANT VISA

- There are two types of travel visas: immigrant and nonimmigrant. **Nonimmigrant visas** allow the bearer to enter the host country temporarily, whereas **immigrant visas** allow the bearer to reside permanently in the host country.





# 7. TYPES OF TRAVEL VISA

- There are several types of visas, each of which grants the bearer different rights in the host country.
- The four basic types of travel visas can be listed as follows:

Visa Type	Purpose
Type #1:	Tourist Visa
Type #2:	Immigration and Naturalization Visas (including by marriage)
Type #3:	Student Visas (for studying abroad)
Type #4:	Business or Work Visas (for working, which includes both non-immigrant and immigrant types)

# 8. WHAT IS A SCHENGEN VISA?

- The Schengen visa is a short-term free roaming agreement that was established in 1995 between Belgium, France, Germany, Luxembourg, the Netherlands, Portugal, and Spain. Following 1995, many other European countries joined the agreement in various years, resulting in the creation of the Schengen area. Today, the Schengen area consists of **26 countries with no border controls between them**, and having a Schengen visa issued by one of these countries entitles you to a visa-free stay in the Schengen area for up to **90 days in a 180-day period**, as well as transits through international airports.



# Schengen Countries Include:

Austria, Belgium, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Slovakia, Slovenia, Spain, Sweden, and Switzerland.

If you want to freely visit any of these countries, you must obtain a Schengen visa.



# 9. WHAT IS A TRAVEL/ TOURIST VISA?



- Travel visas allow the bearer to enter a foreign country solely for tourist and leisure purposes and stay for a set period of time. These visas **do not allow** the holder to work or conduct business in the host country.
- These types of visas are **short-term** and usually valid for three months.
- There are some restrictions, such as the total stay **within 180 days not exceeding 90 days**.

# 10. WHAT IS A STUDENT VISA?

- A student visa is a nonimmigrant visa that allows its holder to enroll in a postsecondary educational institution in the host country. Foreign exchange students must typically obtain a visa for temporary residence.
- Student visa is usually valid for the duration of your study program. As a result, your student visa can last between one to four years, or even more, depending on your course.
- With a student visa, you cannot work in another country unless your host country allows you to.
- Some countries may **waive visa fees** for students participating in Erasmus+ programs. As a result, it is advised to research the procedures of the destination country.



# 11. WHAT IS A WORK VISA?

Work visas are required for individuals seeking employment or conducting business in the host country. Work visas are classified according to the nature of the job and the length of stay. Working holiday visas, for example, allow individuals to work temporarily while traveling through the country.

These types of visas are usually issued for long-term purposes from one up to four years, but this changes depending on your work contract.



# 12. WHAT IS A TRANSIT VISA?



This type of visa is usually valid for **24 to 96 hours**, but it can also be valid for **ten days to two weeks**, depending on which country you transit through. Transit visas must be obtained prior to travel; they are not issued at the airport.

Transit visas are sometimes required for travelers passing through a country that is not their final destination. Transit visas are typically required if you have a layover of more than a few hours in a country.

# 13. WHAT IS AN eVISA?

- An electronic visa, also known as an eVisa, is a digital visa that is stored in a database rather than being stamped or glued into the bearer's passport.
- The individual's passport number is linked to the eVisa. eVisa applications are typically submitted via the Internet, and the applicant will receive a paper document to present while traveling.



# 14. WHAT IS A VISA SPONSOR?

The term "visa sponsor" refers to people who pay all of the expenses for those who do not have an income certificate to cover their expenses while traveling abroad. Many countries, particularly those in the Schengen area, require information on visa applicants or students who are not working or paying for their travel expenses. People who cover the costs are thus referred to as sponsors.

The rules govern the requirements for becoming a visa sponsor. Your sponsor must be one of your **first-grade legal parental guardians**. Sponsors can be **first-degree relatives, such as mothers, fathers, wives, and children**. In the absence of a first-degree relative, you can present your legal guardian as a sponsor along with the required documents. Those whose father is no longer working can use his pension as collateral. Those who claim, *"Only my mother is alive, and she is a housewife,"* can show her **second and third-degree relatives as sponsors**, but this can cause problems in some countries.

Who Is Eligible to Be a Visa Sponsor?

If the sponsor documents are requested along with the visa application form, the sponsor must prepare the following documents completely and accurately\*:

- An original-signed letter written by the sponsor
- Sponsor's business documents
- Documents stating financial situation (vehicle license, home deed, bill of account, etc.)
- Sponsor's signatory circulars
- A sample of the sponsor's current certificate of identity register copy

\*Procedures may differ from one country to the next. Kindly check the procedures of the country you wish to visit.

# Schengen Sponsorship Letter Sample

..... (COUNTRY NAME) TO THE CONSULATE GENERAL,

I submit to cover all the travel expenses of my son/daughter between these dates (optional, according to the person to be sponsored)

..... (name-surname) xx.y.zzz - aa.bb-cccc.

NAME SURNAME

Signature

\*This is only an example to assist you. Please, if you require a sponsor letter, check additional samples while keeping in mind the procedures of the country you are applying to and your own status.

# 15. WHAT ARE THE THINGS TO TAKE INTO ACCOUNT IN VISA APPLICATIONS?

- The general rule for applying for a visa is to do so **in person**.
- The passport must be in good condition. Even if you obtain a visa for a worn-out passport, you may be turned away at the border. It is advisable to renew your passport.
- Make sure your passport is **valid for at least one year** from the date of application. It is advisable to obtain confirmation from the representative of the country from which you will request a visa.
- There is no **interview procedure** for every country. If there is, it is critical that you provide accurate answers to the officer's questions during the interview.
- Submit your application along with all required documents. **Applying with forged documents is a crime under the law.**

- Visa is a constitutional right. As a result, please be aware that your application **may be rejected**.
- The official's positive impression of you during the interview increases the likelihood of your application being accepted.
- You must certify that you **have the financial means** to complete your trip.
- The purpose of the interview is to determine whether you meet the conditions set by the authorities of the country you will visit for foreign visitors.
- If you are unemployed, or do not have a regular and sufficient income to support yourself and your dependents, your chances of obtaining a visa are very low as you will be considered a potential immigrant. If you are in this situation, it is best not to apply for a visa. Avoiding requests that you know will be denied can save you both time and money.
- Some countries charge an **application or transaction fee** in addition to the visa fee, which can be considered high. These conditions differ from one country to the next. It is beneficial to obtain information from the appropriate representative.

# 16. WHO CANNOT OBTAIN A VISA?



- According to international law, deciding which foreigners can enter a country is one of the sovereign powers of that state. This is an unbreakable fundamental rule. States decide who can and cannot enter their countries based on their national interests. Every state has a list of foreigners who are not permitted to enter the country. Furthermore, a foreigner who is not on the banned list may be denied a visa on the grounds that he or she will be an economic burden, disrupt public order, or pose a risk to public health.

# 17. WHAT IS A VISA VIOLATION?

- Visa infringement occurs when you stay in the issuing country for longer than the period specified on the visa you received, or when you use the visa for a purpose other than the one for which it was issued. Working on a student visa or studying on a tourist visa, for example, is a visa violation.
- You will be banned from entering the country you are visiting. You may be banned from entering the country permanently or temporarily and/or fined.



# 18. OFFICIAL VISA AGENCIES

- iDATA
- BLS International Spain Visa Application Center
- VFS GLOBAL (Visa Facilitation Services Global)
- TLS CONTACT

The following services are provided by agencies:

- ✓ Receive the applicant's passport, visa application form, supporting documentation, and any applicable fees (collectively referred to as "Documents").
- ✓ Send your documentation to the relevant embassy or consulate.
- ✓ Manage the processes of retrieving the passport and returning it to the applicant by hand or cargo after all formalities have been completed.



# iDATA

The logo for iDATA, featuring the word "iDATA" in a bold, sans-serif font. The "i" is lowercase and grey, while "DATA" is uppercase and grey. A red horizontal bar is positioned above the "i". A registered trademark symbol (®) is located to the upper right of the "A".

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iDATA is the official visa application center for the Italian Consulate General in Istanbul and the German Embassies/Consulates in Turkey. By selecting your country, you will be able to access all information about the visa application procedures for Germany and Italy.

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<https://idata.com.tr/en>

# BLS International Spain Visa Application Center



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The BLS is the visa application agency for Spain. By selecting your country, you will be able to access all information about Spain Visa application procedures.

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<https://blsspainvisa.com/>

# VFS GLOBAL



- Visa applications for the following countries can be made through VFS Global:

Australia	France	Slovakia
Austria	Iceland	Slovenia
Belgium	Ireland	Suriname (Online eVisa)
Bulgaria	Latvia	Sweden
Canada	Lithuania	The Netherlands
Croatia	Luxembourg	Ukraine
Czech Republic	Malta	United Arab Emirates
Denmark	New Zealand	
Estonia	Norway	
Finland	Poland	

- <https://www.vfsglobal.com/en/individuals/index.html>

# TLS CONTACT



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TLSContact is an authorized visa application agency for the United Kingdom and Switzerland.

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<https://ch.tlscontact.com/tr/ist/index.php>

# You might want to look into it:

- Visa Wizard a guide to help foreign citizens understand which visa category might be appropriate for their travel to the United States. Countries' visa procedures differ. It can, however, advise you on the type of visa you can obtain.

<https://travel.state.gov/content/travel/en/us-visas/visa-information-resources/wizard.html>

- Consular Guide for Those Who Will Travel Abroad (T.R MINISTRY OF FOREIGN AFFAIRS)

<https://www.mfa.gov.tr/yurt-disina-seyahat-edeceklerine-konsolosluk-rehberi.tr.mfa>

- Schengen Visa Advisor (Kingdom of the Netherlands)

<https://consular.mfaservices.nl/schengen-visa/schengen-advisor/ZAMHMJ/Advisor/Advisor/IntendedStay>

# FOR YOUR INFORMATION,

This general information package has been put together to help you with your visa applications.

It is, however, the applicants' responsibility to keep up with current information and to carry out his/her process.

If you have any questions, please contact us at the email address listed below:

[vize@altinbas.edu.tr](mailto:vize@altinbas.edu.tr)

<https://global.altinbas.edu.tr/>

