



VFS Global Fact Sheet

VFS Global Turkey is commissioned by the Swiss representations in Ankara and Istanbul:

- to inform about the visa procedure for Switzerland
- to arrange appointments
- to accept visa applications
- collect visa fees plus VFS Global service charge
- to return the passports to the applicants at the end of the procedure

Please note that a visa application can be submitted 6 months before / at the latest 15 days before the planned trip.

Process to submit a visa application to VFS Global:

Step 1

Visit the VFS Global website. There are two VFS Global centers in Turkey:

Istanbul Address Esentepe, Büyükdere Cd. Astoria (AVM) İş Merkezi, 34394 Şişli/İstanbul	https://visa.vfsglobal.com/tur/en/che/
Ankara Address Mustafa Kemal Mah. Dumlupınar Bul, 274/4 A Blok No:11-12, 06530, Çankaya/Ankara	https://visa.vfsglobal.com/tur/en/che/
VFS Global call center:	+90 537 726 43 27

All you need is an email address to create a VFS Global account.

Please have your passport, travel dates and credit/ debit card ready for the requested information.

An online service fee must be paid to complete the appointment process.

Step 2

Please register your email ID using the 'Book an Appointment' page to proceed with the appointment process

Step 3

Choose an appointment (to submit the application at the desired center). Once the appointment is confirmed, you will receive an email with the appointment details.

Step 4

At the confirmed appointment you go to VFS Global and submit your documents.

Step 5

You pay the visa fee and the VFS Global fee.

Step 6

You will receive an email from VFS Global when your passport returns to VFS Global and is ready to be picked up.