



## TLScontakt Fact Sheet

TLScontakt 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 TLS service charge
- to return the passports to the applicants at the end of the procedure

Please note that a visa application can be submitted 3 months before / at the latest 15 days before the planned trip.

### Process to submit a visa application to TLScontakt:

#### Step 1

Register on the TLScontakt website. There are two TLScontakt centers in Turkey:

<b>Istanbul</b> Address Profilo Mall, Gülbahar Mh., 34394 Şişli/İstanbul	<a href="https://ch.tlscontact.com/tr/IST/splash.php">https://ch.tlscontact.com/tr/IST/splash.php</a>
<b>Ankara</b> Address Sheraton Hotel Ankara & Convention Center, Noktalı Sokak Kavaklıdere, 06700 Ankara	<a href="https://ch.tlscontact.com/tr/ANK/splash.php">https://ch.tlscontact.com/tr/ANK/splash.php</a>
TLScontakt call center:	<b>+90 (212) 370 31 00</b>

All you need is an email address to create a TLScontakt account.  
Please have your passport and travel dates ready for the requested information.

#### Step 2

After registration you will receive

- a list of documents according to your travel purpose
- a TLScontakt Reference number

#### Step 3

Choose an appointment (to submit the application at the desired center).

#### Step 4

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

#### Step 5

You pay the visa fee and the TLS service fee.

#### Step 6

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