



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:

Istanbul Address Astoria AVM, Büyükdere Cad. No. 127, Kat -2 Şişli/İstanbul	https://visas-ch.tlscontact.com/visa/tr/trIST2ch/home
Ankara Address Sheraton Hotel Ankara & Convention Center, Noktalı Sokak Kavaklıdere, 06700 Ankara	https://visas-ch.tlscontact.com/visa/tr/trANK2ch/home
TLScontakt call center:	0800 621 12 12

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.