

## **INSTRUCTIONS FOR FILING I-130 PETITIONS FOR IMMIGRANT VISAS IN TURKEY**

In certain cases, U.S. citizens can file immigrant visa petitions at the U.S. Embassy in Ankara. The U.S. Embassy only accepts I-130 petitions from U.S. citizens who both (1) reside in Turkey and have been doing so for six months or more and (2) who are filing a petition for their spouse and/or children who are under the age of 21 and unmarried. [Note: In order to apply for a stepchild the marriage between U.S. citizen and foreign spouse must take place before the child's 18<sup>th</sup> birthday.]

If you have already submitted a petition in the United States for your spouse to immigrate to the United States, you should not submit another petition in Turkey.

**To file a petition in Ankara, a U.S. citizen must be residing in Turkey at least for the last six months.** The US Citizen petitioners should be prepared to present proof of their permanent residency in Turkey when submitting their application (i.e. Turkish residency permit "ikamet tezkeresi" obtained from the Turkish Foreign Police department, employment letter, military orders for US military personnel, passport copies showing entries and exits to Turkey, phone bills, electric, utility bills, etc.) US Citizens who do not reside in Turkey should file the I-130 immigrant visa petition through the Department of Homeland Security, USCIS office nearest to their residence in US. Petitions received from US citizens who do not reside in Turkey, will be returned to the sender without any action.

The US citizen (the petitioner) who resides in Turkey and his or her spouse (the beneficiary) must send their application to the Embassy via UPS within Turkey. Because both the citizen and his or her spouse must be permanent residents in Turkey for us to process a visa, **we cannot accept petitions sent from other countries.** After the application is reviewed and an appointment is scheduled, **the petitioner and the beneficiary must both attend an interview at the Embassy.** We recommend that neither the petitioner nor the beneficiary make specific travel plans to leave Turkey, because your appointment may not be scheduled before the day of your flight.

The following pages provide detailed instructions on the forms and documents required for an immigrant visa. The process is as follows:

- STEP 1: Send a petition and application for an immigrant visa to the Embassy via UPS.** You may not drop off your documents at the Embassy. **You will receive a response from the Embassy within 20 working days after the UPS envelope is received.** If your petition is incomplete, it will be returned to you with instructions on what documents are missing. If your petition is complete, we will send you an e-mail message or letter scheduling an appointment for an interview.
- STEP 2: Attend an interview at the Embassy.** Both the U.S. citizen petitioner and foreign spouse must attend an interview at the Embassy in Ankara. At the interview, you will be asked to provide a few additional documents as well as proof of your relationship. If the consular officer conducting the interview is satisfied with your documents and relationship, you will receive a receipt for an immigrant visa. A visa will be sent via UPS to your address in Turkey within five to ten working days. **NOTE:** Some Turkish applicants and all Iranian applicants require extensive administrative processing prior to issuance of the visa. This process generally takes 6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

As mentioned above, you must send all documents and correspondence via UPS **from Turkey**. Your appointment letter or petition (if it is incomplete) will be returned to you by UPS. You will be responsible for the cost of the return correspondence sent within Turkey by UPS. The phone number for UPS in Ankara is (312) 444 0033. Please include your return address on the UPS label, and send your application to: American Embassy - Immigrant Visa Unit, 110 Ataturk Blvd., Kavaklıdere, Ankara, 06100 Turkey.

If you have any questions, please visit our website at <http://turkey.usembassy.gov>. You may email us through our website using the form at the site <http://turkey.usembassy.gov/iv-form2.html>. You may also call us at (90) (312) 455-5555 between 10:30 and 12:00 Mondays through Thursdays.

## **DOCUMENTS REQUIRED TO GET AN APPOINTMENT FOR AN IMMIGRANT VISA INTERVIEW**

To begin the process the petitioner and beneficiary need to send all the following documents to the U.S. Embassy in Ankara via UPS from Turkey. All original documents that cannot be replaced (such as birth certificates and marriage certificates) will be returned to you during your interview.

All U.S. government forms (I-130, G-325A, and I-864) can be downloaded from our website at <http://turkey.usembassy.gov>.

**NOTE:** Official documents received from Turkish authorities do NOT need to be translated into English. However, documents required from other countries must be accompanied by an original certified English translation. Photocopies of translations are not acceptable. The translation must include a statement signed by the translator that verifies the translation is accurate. The translation must also be accompanied by proof the translator is certified to translate but does **not** need to be notarized.

### **Documents that the US CITIZEN PETITIONER needs to provide:**

- 1. PETITION:** Form I-130 (Petition for Alien Relative) and Form G-325A (Biographic Information) must be fully completed. A form G-325A is not required for applicants under the age of 18.
- 2. FEE:** The fee for filing an I-130 petition is \$355. Please provide a \$355 “**CASHIER’S CHECK**” (**BANKA ÇEKİ/BLOKE ÇEK**) from **FORTIS BANK** together with your I-130 petition. Please make sure your check is payable to “Embassy of the United States of America”.
- 3. PASSPORT, NATURALIZATION CERTIFICATE OR BIRTH CERTIFICATE:**  
A full photocopy of US passport, naturalization certificate, or U.S. citizen petitioner's birth certificate must be provided. **Please do not send your original passport, naturalization certificate or birth certificate** to our office before the interview. You must bring your original document to the interview.
- 4. PROOF OF PERMANENT RESIDENCY IN TURKEY:** Turkish residency permit “ikamet tezkeresi” obtained from the Turkish Foreign Police department, employment letter, military orders for US military personnel, passport copies showing entries and exits to and from Turkey, phone bills, utility bills, etc.
- 5. MARRIAGE CERTIFICATE:** A full photocopy of your Turkish marriage certificate is required. If the marriage took place in a country other than Turkey or US, a certified English translation of the foreign marriage certificate is also required.

6. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide a copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or US, a certified English translation of the foreign divorce decree is also required. For divorces that took place in the U.S. or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
7. **PHOTO:** One recent photograph of the petitioner.
8. **AFFIDAVIT OF SUPPORT WITH TAX DOCUMENTS:** You must fill out Form I-864 (Affidavit of Support) for your spouse and attach your W-2 and 1040 tax forms for the last taxable year. Please see the attached pages for detailed instructions on how to fill out the Affidavit of Support or click on <http://www.uscis.gov/i-864> for detailed information. If you did not file taxes during the last taxable year, you must submit a statement explaining why you did not pay taxes. If you do not qualify to sponsor your spouse, you must provide a Form I-864 and supplemental documents from a **co-sponsor**. In addition to the I-864 form and supplemental documents, the co-sponsor should also submit a copy of his/her US passport or green card. Even if you have a cosponsor, the petitioner needs to submit an Affidavit of Support and tax documents as well.

**Documents that the FOREIGN SPOUSE BENEFICIARY must provide:**

1. **APPLICATION FORMS:** Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration) and G-325A (Biographic Information) must be fully completed. Please do not leave any questions blank on the application forms. Questions that do not apply to the applicant's particular situation should be answered "N/A" or "Non Applicable".
2. **FULL PHOTOCOPY OF PASSPORT:** The beneficiary's passport must be valid for travel to the United States and must have at least eight months validity beyond the issuance date of the visa. Children may be included in a parent's passport, but, if they are over the age of 16, they must have their photograph attached to the passport. Any child age 16 or older whose photograph is not included in their parent's passport must obtain a separate passport. **Please do not send your original passport.** You must present your passport at the interview.
3. **BIRTH CERTIFICATES:** The birth certificate document required from Turkish applicants is called "Nufus Kayit Ornegi". It is obtained from any vital statistics office in Turkey. Please send our office the original of this document with the wet seal of the vital statistics office and it must be originally signed. Applicants born in a country other than their country of citizenship must present a birth-certificate from the country in which they were born. Iranian applicants are required to submit a copy of their "Shenasname" and Iraqi applicants are required to submit a copy of their "Hawiat Al Ahwal Al Madniya" with their original English translations. Iranian applicants are required to submit their National ID cards, "Cart e Meli" in addition to their birth certificates. Iraqi applicants are also required to submit their National ID cards, "Shahadat Al Jinsiya Al Iraqiya".

Please do not send the originals of the Iranian and Iraqi birth certificates and ID cards to our office. Copies with original translations will be sufficient before the interview. Original documents will be required at the time of final interview.

4. **MARRIAGE CERTIFICATE:** A full photocopy of your Turkish marriage certificate is required. If the marriage took place in a country other than Turkey or US, a certified English translation of the foreign marriage certificate is also required.

- 5. DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide a copy of the divorce decree or the death certificate to prove the dissolution of each prior marriage. You will be requested to submit the original of this document at the time of your interview. If the divorce took place in a country other than Turkey or US, a certified English translation of the foreign divorce decree is also required. For divorces that took place in the U.S. or Turkey, the court-certified original divorce decrees must either have the raised seal or rubber stamps of the court and original signatures. Attorney certified copies without raised seals, rubber stamps or plain photocopies of court certified divorce decrees will not be accepted. Marriage or birth certificates on which the divorce is registered and translations of divorce documents without the originals are not accepted in lieu of a court-certified divorce decree.
- 6. POLICE CERTIFICATE REQUIRED FOR APPLICANTS 16 YEARS AND OLDER:** Applicants are required to submit a police certificate from the country of the applicant's nationality and current residence. Police certificates are also required from all other countries where the applicant has resided for at least one year after the age 16. Regardless of the length of residence, a police certificate must also be obtained from the police authorities of any place where the applicant has been arrested for any reason. Police certificates from Iran are not required. Please see the following pages for more information.
- 7. MILITARY CARD:** For Iranian applicants only. If you have served the Iranian military, please provide a copy and English translation of your military card. If you are exempt from the service please provide a copy and English translation of your military service exemption card. Originals of these documents will be required at the time of final interview.
- 8. COURT AND PRISON RECORDS:** Persons convicted of a crime must obtain a copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty. Originals of these documents will be required at the time of final interview.
- 9. OTHER COURT DOCUMENTS:** Copies of court records regarding name changes, age amendments, adoption and similar subjects must also be submitted. Originals of these documents should be submitted at the time of interview.
- 10. PHOTO:** Four front view immigrant visa photos of the beneficiary. Please see below for detailed information about immigrant visa photo requirements for beneficiaries. The name of the applicant should be written at the back of the photo.
- 11. TRANSLATION:** All documents not in English or Turkish must be accompanied by a certified English translation.
- 12. CONTACT INFORMATION:** Please fill out the contact form provided in this packet.

## DOCUMENTS REQUIRED AT THE INTERVIEW

- 1. FEE:** The fee for an immigrant visa is \$355.00 and \$45.00 surcharge per person. You will be required to pay the application fee of \$355.00 and \$45.00 surcharge at the time of your interview. The payment may be made in cash by US dollars or by credit card to the consular cashier. Visa, Mastercard, American Express, Novus/Discover, Diners and Mastercard or Visa logoed debit cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.
- 2. MEDICAL REPORT:** Before their final immigrant visa interview, all beneficiaries (not the U.S. citizen petitioner) are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy. The beneficiary is responsible for making his/her own arrangement for the medical examination with any of the physicians listed on the attached medical information sheet. The beneficiary is also responsible for the cost of the examination. A medical examination is also required for each accompanying child. **Do not send the results of your medical examination to this office before your interview.** You will be required to submit your medical report to this office at the time of your interview. Do not bring your x-ray film to the Embassy.
- 3. PROOF OF RELATIONSHIP:** Petitioners and their beneficiaries will be asked to submit proof of a valid relationship (i.e. proof that you did not get married solely to immigrate to the United States). Please bring letters, photographs, phone bills or other evidence of your relationship to the interview.
- 4. PROOF OF DOMICILE:** In order to petition for your spouse to come to the United States, the petitioner must have an un-relinquished residence in the United States. Please see the attached page for information on how you can prove this.
- 5. ORIGINALS:** Please submit your originals such as passport, marriage certificate, divorce decrees, court documents or Iranian military exemption documents to our office during your interview. Originals of obtainable documents such as the Turkish birth certificate (Nüfus Kayıt Örneği) or police certificates should be sent to our office before the interview.

**NOTE: No assurance can be given in advance that a visa will be issued.** A consular officer can make a decision only after the formal application and all documents are reviewed, and that officer has personally interviewed the applicants. Beneficiaries should not make any travel arrangements for departure, dispose of personal property or make other life changes until the visa has been issued. This office will make every effort to expedite the process. However, should complications arise, applicants may be required to return to this office or furnish additional information.

**If an administrative processing is required,** the beneficiary may be required to return to the Embassy after the process has been completed. The Embassy will request and receive the administrative process results for the applicant from the United States. We recommend that applicants return home while they wait for the completion of the process. Once the administrative processing is completed the applicant's case number (which will be given to you at the interview) will be posted on our website. It will be your responsibility to check our website to see if your process is completed. Applicants who are not Turkish citizens will need to return to the U.S. Embassy in Ankara once their number appears on the site. After you present yourself at the Embassy, if your application is complete, your visa will be sent to you at your address in Turkey within ten working days. While waiting for the administrative process to be complete, your medical examination may expire. In that case, you will need to renew the medical examination.

The validity of your immigrant visa will be limited with the validity of your medical report. An immigrant visa is valid for a maximum of six months from the date of issuance. Applicants must travel and apply for admission to the United States before their immigrant visas expire.

## **AFFIDAVIT OF SUPPORT – FORM I-864**

### **Overview**

The I-864 *Affidavit of Support* is a legally-binding contract between a sponsor and the applicant that is required for immigrant visas. In this contract the sponsor agrees to provide financial support for the applicant until he/she becomes an American citizen or can be credited with 40 quarters of work (usually ten years).

**The sponsor must show that he/she has income equal to or greater than 125 percent of the federal poverty guidelines for his/her household size.** The attached chart lists the required income for different household sizes.

If a sponsor's income is not greater than 125% of the federal poverty guideline, then another person must offer to sponsor the beneficiary. This co-sponsor must fill out a separate I-864, unless the co-sponsor is a member of the sponsor's household (i.e., the co-sponsor claims the original sponsor as a dependent on his or her tax forms).

While photocopies of supporting documents are accepted, only original I-864 forms with sponsors' signatures are acceptable.

US citizens filing I-130 petitions on behalf of their biological children under the age of 18 should complete the form I-864W instead of an I-864 form. Such petitioners are not required to submit supporting documents such as tax returns in addition to their I-864W form. Please note that this rule does not apply for US citizens filing petitions on behalf of their minor step-children. Such petitioners should complete the I-864 form and submit it along with the supporting documents.

### **Requirements for the Sponsor**

A sponsor must be at least 18 years old and either an American citizen or a lawful permanent resident (LPR). The sponsor must also have a domicile (residence) in the United States.

### **Supporting Documents**

A sponsor must attach to the affidavit his or her 1040 tax returns and W-2 forms for the most recent taxable year. If the sponsor claims additional assets on the I-864, he or she must attach proof of those assets as well. NOTE: A sponsor's primary residence and/or car cannot count toward "proof of assets" since a sponsor would not be expected to sell his or her home to sponsor an immigrant.

Consular officers can only accept individual tax returns, not business tax returns, since the individual is sponsoring the applicant, not a business. If the sponsor does not have copies of his/her tax returns, he/she can submit a summary of the returns from the Internal Revenue Service (IRS).

If a sponsor files taxes jointly with his or her spouse, then the spouse must fill out form I-864A (Contract Between Sponsor and Household Member), which is attached to form I-864.

Sponsors must attach tax returns for the most recent tax year to their affidavit of support. If a sponsor did not file taxes in the most recent tax year, they must attach a statement explaining why they did not file taxes.

## **Frequently Asked Questions:**

### **What is household size?**

Household size is determined by the number of people claimed on a sponsor's tax returns, the number of people otherwise dependent on him or her, other people a sponsor has filed an Affidavit of Support for, plus the beneficiaries of the petition. For example, if a sponsor who files taxes jointly with his wife and claims two children as dependents is sponsoring one person to immigrate to the United States, his household size is five (himself, his wife, 2 children, and beneficiary). If an unmarried sponsor claims her mother as a dependent on her tax returns, has filed an Affidavit for one other individual, and is sponsoring a family of three to immigrate, her household size is six (herself, mother, other beneficiary, and the family of three).

### **What if I did not file income tax returns in the previous year?**

Immigration law requires the sponsor to submit income tax returns for the last income tax year immediately before the I-864 is signed if the sponsor was required to file. The Internal Revenue Service (IRS) requires Americans and lawful permanent residents who are working abroad to file income tax returns even if most or all of their overseas income is excluded from U.S. taxes.

If a sponsor was not required by law to file an income tax return, he/she should prepare a notarized statement. In this statement the sponsor should affirm that he/she was not required to file a tax return and give the related Internal Revenue Service (IRS) regulation. The IRS 1040 Instruction Book has information on who is not required to file income tax returns.

### **More information on the I-864:**

Visit The National Visa Center Internet web site at [http://www.travel.state.gov/visa/immigrants/info/info\\_1328.html](http://www.travel.state.gov/visa/immigrants/info/info_1328.html) for detailed information about the I-864 Affidavit of Support.

## 2009 HHS Poverty Income Guidelines

Size of Family Unit	48 Contiguous States and D.C.		Alaska		Hawaii	
	100%	125%	100%	125%	100%	125%
1	\$10,830	\$13,537	\$13,530	\$16,912	\$12,460	\$15,575
2	14,570	18,212	18,210	22,762	16,760	20,950
3	18,310	22,887	22,890	28,612	21,060	26,325
4	22,050	27,562	27,570	34,462	25,360	31,700
5	25,790	32,237	32,250	40,312	29,660	37,075
6	29,530	36,912	36,930	46,162	33,960	42,450
7	33,270	41,587	41,610	52,012	38,260	47,825
8	37,010	46,262	46,290	57,862	42,560	53,200
<b>For each additional person, add</b>	<b>3,740</b>	<b>4,675</b>	<b>4,680</b>	<b>5,850</b>	<b>4,300</b>	<b>5,375</b>



**NOTE:** For each additional family member, add \$3,740 (100%) or \$4,675 (125%) for the 48 contiguous States. See chart above for Alaska and Hawaii guidelines.



Please refer to these figures:

- for active members of the U.S. Armed Forces sponsoring spouses and children (involving Form I-864 or I-864EZ, Affidavit of Support Form)
- When processing visas involving Form I-134, Affidavit of Support



## POLICE CERTIFICATE

Police certificates are required for each visa applicant aged 16 years or older. Generally, you must apply for these certificates directly from police authorities in the district in which you reside. You must submit a police certificate from the country in which you currently live (if you have lived there for more than six months). If you lived in a different country for more than 12 months after the age of 16, you must also submit a police certificate from that country. If you were arrested or convicted of a crime in a country, regardless of your age at the time the crime took place, or how long you resided in that country, you must submit a police certificate from that country. The police certificate must cover the entire period of the applicant's residence in that area, and state what the appropriate police authorities records show concerning each applicant, including all arrests, the reason for the arrest(s), and the disposition of each case in which there is a record.

Present and former residents of the United States should NOT obtain police certificates covering their residence in the U.S.

**Police certificates are required from Turkey.** Turkish nationals should contact the closest “Cumhuriyet Savcılığı” (Public Prosecutors Office) to obtain Turkish police certificates. Police Certificates from Turkey are known as “Adli Sicil Kaydı”. **IMPORTANT: When requesting the police certificate (adli sicil kaydı), applicants must specifically request that both the current and archived records be shown on the document.**

Police certificates are not required from Iran or any country on the following list:

<b>AFGHANISTAN</b>	<b>IRAN</b>	<b>SOMALIA</b>
<b>BANGLADESH</b>	<b>IRAQ</b>	<b>SUDAN</b>
<b>BULGARIA</b>	<b>LIBYA</b>	<b>TAJIKISTAN</b>
<b>CAMBODIA</b>	<b>MEXICO</b>	<b>TOGO</b>
<b>CHAD</b>	<b>MONGOLIA</b>	<b>TONGA</b>
<b>EQUATORIAL GUINEA</b>	<b>NIKARAGUA</b>	<b>UNITED STATES OF AMERICA</b>
<b>HAITI</b>	<b>SIERRA LEONE</b>	

Police certificates from these countries are available only to persons physically present in the country who apply in person:

<b>ALBANIA</b>	<b>GUATEMALA</b>	<b>NAMIBIA</b>
<b>BARBADOS</b>	<b>INDIA</b>	<b>PARAGUAY</b>
<b>ECUADOR</b>	<b>JORDAN</b>	<b>RWANDA</b>
<b>ERITREA</b>	<b>KUWAIT</b>	<b>UNITED ARAB EMIRATES</b>
<b>ETHIOPIA</b>	<b>MOZAMBIQUE</b>	<b>YEMEN</b>

Police certificates from the following countries are available only through the United States Embassy or Consulate. Contact the American consular office if you currently are, or have been a resident of one of these countries:

<b>COSTA RICA</b>	<b>KOREA</b>	<b>SRI LANKA</b>
<b>FIJI</b>	<b>NETHERLANDS</b>	<b>TURKMENISTAN</b>

## INSTRUCTIONS FOR MEDICAL EXAMINATION

All intending immigrants are required to undergo a medical examination by one of the medical doctors or clinics on the following list. The physicians will provide the necessary medical examination forms. Please visit only one of the authorized physicians on the list. You must have your passport and two passport size photograph along with your case number with you in order to complete the medical exam. Make sure that your medical examination is completed **BEFORE YOUR APPOINTMENT DATE** and bring the results of the examination on your appointment date. We suggest that you make arrangements for your medical examination at least **THREE** or **FOUR** days prior to your appointment date. You do not need to bring your X-Ray to your visa interview. If you suffer from a chronic illness, have been treated for any disease or are under psychiatric care, doctors recommend you to present your medical file during examination.

**IMPORTANT NOTE:** Applicants ages two (2) years to fourteen (14) years of age (from 2nd birthday until reach 15th birthday) must undergo the medical examination at least four (4) work days prior to their scheduled appointment at the Consulate. Failure to do so may result in processing delays or rescheduling of initial appointment.

## MEDICAL EXAMINATION AND VACCINATION FEES

Charges for the physical examination and other required tests are to be paid by the visa applicant. Fees are approximately as follows: blood test \$25.00; chest x-ray \$45.00; physician examination \$70.00. Vaccination fee varies from \$5.00 to \$200.00 depending on age and vaccines required.

### Medical Doctors & Hospitals

#### Addresses

#### Phone Numbers Working Hours

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<b>Dr. Mehmet Ungan</b>	Atatürk Bulvarı 237/29	+90-312-468-9541	Weekdays 09:00-19:00
<b>Dr. Handan Ungan</b>	Kavaklıdere, Ankara	+90-532-245-1388	Saturdays 10:00-17:00

for an appointment, please click on: [www.doctorun.com](http://www.doctorun.com)  
[mungan@duzen.com.tr](mailto:mungan@duzen.com.tr)

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<b>American Hospital</b>	Güzelbahçe Sokak	+ 90-212-311-2501	For appointment
Check-up department,	Nişantaşı, İstanbul	+90-212-311-2502	please call between
2ndfloor		+90-212-311-2000	Weekdays 08:00-18:00
<a href="http://www.americanhospitalistanbul.com">www.americanhospitalistanbul.com</a>			Saturdays 08:00-13:00

The validity of your visa will be limited with the validity of your medical report. Medical reports classified as "Class B (TB)" are valid for 3 months from the date the doctor signed the report. All other medical reports classified as "No apparent decease or defect" are valid for 6 months after the doctor's signature date. If your case is subject to further administrative processing, or if the processing of your file is delayed due to missing documents, the medical report may expire before your visa is issued. In that case, you would be required to renew the examination and submit an updated medical report to our office before you receive your visa.

## VACCINATION REQUIREMENTS

United States Immigration Law requires immigrant visa applicants to obtain certain vaccinations (listed below) prior to the issuance of an immigrant visa. Instructions and procedural guides direct panel physicians who conduct immigrant visa medical examinations to verify that applicants have met the vaccination requirement, or that it is medically inappropriate for the visa applicant to receive one or more of the listed vaccinations:

***Mumps, Measles, Rubella, Polio, Tetanus and Diphtheria Toxoids, Pertussis, Influenza Type B (HIB), Hepatitis A, Hepatitis B, Varicella, Pneumococcal, Influenza, Rotavirus, Meningococcal.***

In order to assist the panel physician, and to avoid delays in the processing of an immigrant visa, all immigrant visa applicants should have their vaccination records available for the panel physician's review at the time of the immigrant medical examination. Visa applicants should consult with their regular health care provider to obtain a copy of their immunization record, if one is available. If you do not have a vaccination record, the panel physician will work with you to determine which vaccinations you may need to meet the requirement. Certain waivers of the vaccination requirement are available upon the recommendation of the panel physician. Only a physician can determine which of the listed vaccinations are medically appropriate for you, given your age, medical history and current medical condition.

## PHOTOS

Regardless of age, all U.S. Immigrant Visa applicants must present two un-retouched color photographs, approximately 2 X 2 inches (5 X 5 cm) in size, taken on a white background. Please read the following instructions carefully. We cannot use photographs which do not meet these requirements:

1. The applicant must submit two full-face photo, taken within the past six months. A full-face photo is one in which the applicant is facing the camera directly.
2. The face should cover about 50 percent of the area of the photo.
3. Photos must be taken against a white background.
4. Photographs should measure 2 inches square (approximately 5 centimeters square) with the head centered in the frame. The head (measured from top of the hair to the bottom of the chin) should measure between 1inch to 1 3/8 inches (25mm to 35 mm) with the eye level between 1 1/8 inch to 1 3/8 inches (28mm to 35mm) from the bottom of the photo.
5. The photograph must clearly identify the applicant.
6. The applicant should be dressed in normal street attire without a hat. Uniforms and/or head coverings, which obscure the applicant's features, hair, or hairline, may not be worn. If the applicant must wear head cover, the ears and the forehead must be seen clearly.
7. Photos should be printed without borders.
8. Photos taken in front of busy, patterned, or dark backgrounds will not be accepted.
9. Instant type photographs or digital quality photographs are not acceptable. Photographs should be taken with a standard single lens reflex type camera using film which requires standard processing.

Addresses and phone numbers of photo studios familiar with immigrant photo requirements are included for your convenience. Photos that meet these requirements can be taken at any photo studio.

### SAMPLE IV PHOTOGRAPH



**Ankara:**

<b>FOTO İZCİ COLOR</b> Arjantin Cad. 40/C G.O.P., Ankara Tel: (312) 426-1536	<b>ÖZGÜN FOTO</b> Güvenlik Cad. 33/11 - C A.Ayrancı, Ankara Tel: (312) 466 4364
<b>GÜVEN COLOR</b> Güvenlik Caddesi, 69/A, A. Ayrancı, Ankara Tel: (312) 427-5252	<b>FOTO AKAY</b> Akay Caddesi, Konur Sokak 75/E, Bakanlıklar, Ankara Tel: (312) 418-7173
<b>ROYAL COLOR</b> Güvenlik Caddesi 85 OR Güvenlik Caddesi 105 A. Ayrancı, Ankara A. Ayrancı, Ankara Tel: (312) 426-2751 Tel: (312) 467-1645	

**İzmir:**

<b>STUDYO ALKİM</b> Şair Esref Bulvarı 47/A, Alsancak, İzmir Tel: (232) 421-8283	<b>FOTO GÜVEN</b> Yalı Caddesi 230/1 Karşıyaka, İzmir Tel: (232) 323-6667
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**İstanbul:**

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## **Domicile**

The law requires that sponsors be domiciled (live) in any of the States of the United States, the District of Columbia, or any territory or possession of the United States.

Please note that Federal law prohibits a joint sponsor from sponsoring an immigrant when the petitioner does not have a domicile in the United States. The petitioner must first meet all the requirements for being a sponsor (age, domicile and citizenship) before a joint sponsor will be considered.

Domicile is a complex issue and must be determined on a case by case basis. To qualify as a sponsor, a petitioner who is residing abroad must have a principal residence in the U.S. and intend to maintain that residence for the foreseeable future. Lawful permanent resident (LPR) sponsors must show they are maintaining their LPR status.

Many U.S. citizens and lawful permanent residents reside outside the United States on a temporary basis, usually for work or family considerations. "Temporary" may cover an extended period of residence abroad. The sponsor living abroad must establish the following in order to be considered domiciled in the United States:

- He/she left the United States for a limited and not indefinite period of time,
- He/she intended to maintain a domicile in the United States, and
- He/she has evidence of continued ties to the United States.

An American citizen or LPR spouse or dependent who has maintained a residence in the U.S. and/or whose spouse/parent works in one of the categories listed below would also qualify as a sponsor.

Employment abroad that can be counted as U.S. domicile:

- Employment by the U.S. government;
- Employment by an American institution of research recognized by the Attorney General;
- Employment by an American firm or corporation engaged in whole or in part in the development of foreign trade and commerce with the United States, or a subsidiary of such a firm;
- Employment with a public international organization in which the United States participates by treaty or statute;
- Employment by a religious denomination/group having a genuine organization within the United States and is stationed abroad with that religious denomination;
- Employment as a missionary by a religious denomination/group or by an interdenominational mission organization within the United States and is stationed abroad with that religious denomination.

There may be other circumstances in which a sponsor can show that his or her presence abroad is of a temporary nature, and the sponsor has a domicile in the United States. The sponsor must satisfy the consular officer that he/she has not given up his/her domicile in the United States and established his/her domicile abroad.

## **How can a petitioner establish a domicile?**

When a sponsor has clearly not maintained a domicile in the United States, he/she will need to re-establish a U.S. domicile in order for immigration benefits on behalf of a family member. The sponsor may take a number of steps to demonstrate that the United States is his/her principal place of residence. Examples may include:

- Find a job in the United States;
- Locate a place to live in the United States;
- Register children in U.S. schools;
- Make arrangements to give up (relinquish) residence abroad;
- Other evidence of a U.S. residence.

Other evidence may include: a signed lease, utility bills, or evidence of medical treatment in the United States. Again, domicile is determined on a case-by-case basis, and different documents may be required for different individuals.

If the sponsor establishes U.S. domicile, it is not necessary for him/her to return to the United States before the sponsored family members. However, the sponsored immigrant may not enter the United States before the sponsor returns to the United States to live.

If the consular officer is not satisfied with the petitioner's proof of domicile, the petitioner may be required to return to the United States before his or her family can get a visa.

### CONTACT INFORMATION:

Website : <http://turkey.usembassy.gov/>

# CONTACT INFORMATION SHEET

Please complete this form and forward it along with your documents.

Beneficiary's Full Name : \_\_\_\_\_

Petitioner's Full Name : \_\_\_\_\_

Local Mailing Address : \_\_\_\_\_

: \_\_\_\_\_

U.S. Mailing Address : \_\_\_\_\_

: \_\_\_\_\_

E-mail (Beneficiary) : \_\_\_\_\_

E-mail (Petitioner) : \_\_\_\_\_

Telephone Numbers : \_\_\_\_\_

Mobile : \_\_\_\_\_

Work : \_\_\_\_\_

Home : \_\_\_\_\_



US EMBASSY, ANKARA, TURKEY  
 CONSULAR SECTION  
 IMMIGRANT VISA UNIT

<b>Name:</b>
<b>Case Number:</b>

<b>EMPLOYMENT HISTORY (please include your entire employment history)</b>			
Name of the Employer	Address of Employer	Job Title	Dates of Service

<b>EDUCATION BACKGROUND (please include your entire educational background)</b>			
Name of the School	Location of School	Course of Study	Dates of Attendance

<b>MILITARY SERVICE</b>			YES	NO
Years of Service	Rank/Position	Specialty/Branch		

<b>FOREIGN TRAVEL or RESIDENCE</b>				
Country traveled/resided	Town/City/State	Dates of Travel/Residence	Purpose	Type of visa

*Please complete this form for each traveling family member over the age of 16  
 Please use additional blank sheet if needed.*

# CHECKLIST

## UPS to the Embassy

### **From US Citizen Petitioner**

- Form I-130 (Petition for Alien Relative)
- \$355.00 Fortis Cashier's Check
- Form G-325A (Biographic Information Sheet)
- Copy of Passport, Naturalization Certificate, or Birth Certificate
- Marriage Certificate
  - Photocopy
  - Translation (if the document is not in English or Turkish)
- Divorce Decree or Death Certificate (for each prior marriage)
  - Photocopy
  - Translation (if the document is not in English or Turkish)
- I-864 (Affidavit of Support)
  - 1040 forms for the most recent tax year
  - W-2 forms for the most recent tax year
  - Proof of other assets (if necessary)
  - Statement explaining why you did not file taxes (if necessary)
- I-864 from cosponsor (if necessary)
  - 1040 forms from cosponsor for the most recent tax year (if necessary)
  - W-2 forms from cosponsor for the most recent tax year (if necessary)
- One photograph

### **From Foreign Spouse Beneficiary**

- Form DS-230 Part I & II (Application for Immigrant Visa and Alien Registration)
- Form G-325A (Biographic Information)
- Full photocopy of passport
- Birth Certificate (Nüfus Kayıt Örneği from Turkey, Shenasname from Iran)
  - Original Nüfus Kayıt Örneği for Turkish applicants
  - Photocopy of Shenasname for Iranian applicants
  - Translation (if the document is not in English or Turkish)
- National ID Card (From **Iranian** applicants **only**)
  - Photocopy
  - Translation (if the document is not in English or Turkish)
- Marriage Certificate
  - Photocopy (in applications for spouses, an extra copy is required for the beneficiary in addition to the copy provided for the petitioner)
  - Translation (if the document is not in English or Turkish)
- Divorce Decree or Death Certificate (for each prior marriage)
  - Photocopy
  - Translation (if the document is not in English or Turkish)
- Police Certificate (for applicants older than 16; not required from Iran)
- Copy of Court and Prison Records (if applicable)
- Four front view immigrant visa photographs (write beneficiary's name on the back)
- Contact Information Sheet

## CHECKLIST

### Bring to Interview

- Original passports
- Original Marriage Certificate
- Original Divorce Decrees or Death Certificates (for each prior marriage)
- Original Shenasname and National ID Card (From **Iranian** applicants **only**)
- Original court documents (if applicable)
- Fee (\$335 + \$45 surcharge for each beneficiary)
- Medical Report
- Proof of Relationship
- Proof of US Domicile (if necessary)