

## INSTRUCTIONS FOR K-3/K-4 VISAS

This office is pleased to inform you that we have recently received the petition I-129F filed on your behalf by your U.S. citizen spouse.

To assist in providing the most efficient customer service and to expedite your K-3/K-4 visa processing, the Consular Section of the U.S. Embassy in Ankara uses a pre-appointment document screening system.

To process a K-3/K-4 visa file and complete the visa interview on the same day, beneficiaries are required to courier their documents via United Parcel Service (**UPS**) to the American Embassy in Ankara. The local UPS phone number is (312) 444 0033. The address of the American Embassy is 110 Ataturk Blvd. Kavaklidere, Ankara 06100 Turkey.

You must send all documents and correspondence via UPS from Turkey or U.S. As UPS services are not available in Iran, applicants in Iran may send their documents to our office by any reliable courier service. Your appointment letter or documentation (if it is incomplete) will be returned to you by UPS in 20 working days if your documents are sent from Turkey. You will be responsible for the cost of the return correspondence sent within Turkey by UPS. If you send items from United States or Iran, we will send your documents back via regular mail, which takes several weeks.

There are no other alternatives for submitting K-3/K-4 visa documentation. You should follow the instructions below and submit the required forms via UPS.

**STEP 1 For Beneficiary:** Complete forms and obtain required documents listed.

**STEP 2 For Petitioner:** Complete the original Form [I-134](#), Affidavit of Support and its supplemental documents: W-2 and 1040 tax forms (for the last taxable year), bank and other financial statements and forward it to your relative. **(if you are not qualified to sponsor your relative financially, you must find a co-sponsor who can present a Notarized Form [I-134](#) and supplemental documents in addition to your Affidavit of Support. Also you must prepare a statement explaining why you did not pay any taxes to the U.S. Government during the last taxable year).**

**STEP 3 For Beneficiary and Petitioner:** Contact your local UPS office and courier the required documents from the beneficiary and the petitioner to the Consular Section in the same envelope.

## REQUIRED DOCUMENTS

1. **FULL PHOTOCOPY OF PASSPORT:** Full photocopy of passport must be provided. 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 over the age of 16, they must have their photograph attached to the passport. **Please do not send your original passport.** You must carry your passport with you at the interview date.

2. **FORMS:** Please complete the following forms enclosed with this letter to submit to this office before your interview. Form [DS-230](#) Part I (Biographic Data), Form [DS-156](#) (Application for a Nonimmigrant visa) (two copies), [DS-157](#) (Supplemental Nonimmigrant Visa Application) (two copies) to be filled out by all Iranian applicants in duplicate regardless of gender and age and Turkish male applicants between the ages 16 and 45, Form [I-134](#) (Affidavit of Support) together with evidence which may be presented to meet the public charge provisions of the law must be fully completed. Questions that do not apply to the applicant's particular situation should be answered "N/A" or "Non Applicable".
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 applicant 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 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. **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.
7. **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.
8. **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. 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. Police Certificates from Turkey are known as “**ARSIV KAYITLI ADLI SICIL KAYDI**” (it is mandatory that they come with the archive records).

9. **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.
10. **EVIDENCE OF FINANCIAL SUPPORT:** K3/K4 principal and derivative applicants are subject to [INA 212\(a\)\(4\)](#) and must demonstrate to the consular officer's satisfaction that they will not become a public charge. The enclosed information sheet, Optional Form 167, lists evidence, which may be presented to meet this requirement of law. The affidavit of support to be submitted must be Form [I-134](#) and must be accompanied by the most recent year's tax return form. Co-sponsors should also include a copy of their US passports or green cards to their [I-134](#) form.
11. **EVIDENCE OF RELATIONSHIP:** You may be asked to submit proof of a valid relationship with your petitioner. It is, therefore, useful to bring letters, photographs, or other evidence of your relationship with you.
12. **TRANSLATIONS:** All documents not in English or Turkish must be accompanied by a certified English translation.
13. **PHOTOS:** Regardless of age, all U.S. K 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 K visa photo requirements are included for your convenience. Photos that meet these requirements can be taken at any photo studio.

## SAMPLE K VISA 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 105/A OR Güvenlik Caddesi 34/A A. Ayrancı, Ankara A. Ayrancı, Ankara Tel: (312) 467-1645 Tel: (312) 426-2751	

### 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:

<b>TURGAY AKDEMİR FOTOĞRAF STÜDYOSU</b> İstinye Mah. Kaplıcalar Cad. No: 7 İstinye-Sarıyer, İSTANBUL Tel: (212) 323 3733 – 323 37 34 <a href="mailto:turgayakdemir@amerikanhikayesi.com">turgayakdemir@amerikanhikayesi.com</a> <a href="http://www.amerikanhikayesi.com">www.amerikanhikayesi.com</a>	<b>FOTO STÜDYO NOBEL</b> İstiklal cad. Postacılar Sok. No:1 Tünel, Beyoğlu Tel: (212) 249 2337
<b>ALTINTÜRK FOTOĞRAF STÜDYOSU</b> İstiklal Cad. No: 388/5 Tünel, Beyoğlu, İstanbul, Tel: (212) 293 8252	<b>HİTİT DANIŞMA</b> İstinye Mahallesi, Kaplıcalar Mevkii No:9, İstinye, İstanbul Tel: (212) 323 4214
<b>TURGAY AKDEMİR FOTOĞRAF STÜDYOSU</b> İstinye Mahallesi, Kaplıcalar Mevkii No: 5/1 İstinye, İstanbul, Tel: (212) 323 3733	

### Adana:

<b>FOTO SEVİL</b> Kurtuluş Mh. 10 Sk. Dr. Cemil Öztekin Apt. Altı No. 12/A, Adana Tel: (322) 453 4411	<b>FOTO SKOP</b> Vali Yolu Cad. Vizon Apt. No. 3/C Adana Tel: (322) 454 1803
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## PROCESSING OF K-3/K-4 VISAS

Upon receipt, each application will be reviewed. If the documentation is complete, the U.S. Embassy will schedule an appointment and notify the petitioner and the beneficiary by UPS with an appointment letter. If the documentation is incomplete, the entire packet will be returned without action to the sender via **UPS** within 20 working days. A checklist indicating the additional information will accompany the returned documents. As mentioned above, the applicants will be responsible for the cost of the return correspondence sent within Turkey by UPS and if the documentation was received by UPS from United States the return correspondence will be sent back via regular mail, which takes several weeks. Applicants who do receive an appointment letter should arrive promptly for their scheduled interview.

### INTERVIEW

At the time of your final K-3/K-4 visa interview, you must submit your medical report, the receipt for the \$240.00 K-3/K-4 visa fee which should be paid to a TURK ECONOMY BANK (TEB) Bank branch and two K-1/K-2 visa photographs.

1. **RECEIPT:** The fee for K-3/K-4 visa is \$240.00 per person. The fee must be deposited at any branch of TEB before the interview. The closest TEB Bank to the Consular Section is located at Paris Caddesi, No: 34/B Kavaklıdere, Ankara. Please do not send the \$240.00 TEB receipt this office before your interview. You will be required to submit this receipt to this office at the time of your interview.

Applicants who come for their interviews without a TEB receipt for \$240.00 will not be accepted. This may cause a delay in the processing of immigrant visas.

2. **MEDICAL EXAMINATION:** Before their final immigrant visa interview, all applicants are required to undergo a medical examination performed by one of several medical doctors authorized by this Embassy to administer the examination. Beneficiaries are responsible for making their own arrangements 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 x-ray film to the Embassy.

3. **ORIGINALS:** Please submit your originals such as passport, 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.

## **AFTER THE INTERVIEW**

After your personal application, if your file is complete, your visa will be issued within 10 business days and sent to your address in Turkey by UPS.

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.

**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 K visa will be limited with the validity of your medical report. K3-K4 visas are 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.

## **MOST IMPORTANT**

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.

**IMPORTANT:** 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.

## **CONTACT INFORMATION:**

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

## 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 tests \$25.00; chest x-ray \$45.00; physician \$70.00. Each vaccination fee varies from \$5.00 to \$200.00 depending on age and vaccines required.

#### Medical Doctors &

Hospitals	Addresses	Phone Numbers	Working Hours
*****			
<b>Dr. Mehmet Ungan</b>	Atatürk Bulvarı 237/45	+90-312- 427-6626	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)

*****			
<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.

## 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 kaydi), 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>LIBYA</b>	<b>SUDAN</b>
<b>BULGARIA</b>	<b>MEXICO</b>	<b>TAJIKISTAN</b>
<b>CAMBODIA</b>	<b>MONGOLIA</b>	<b>TOGO</b>
<b>CHAD</b>	<b>NIKARAGUA</b>	<b>TONGA</b>
<b>EQUATORIAL GUINEA</b>	<b>SIERRA LEONE</b>	<b>UNITED STATES OF AMERICA</b>
<b>HAITI</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>

US EMBASSY, ANKARA, TURKEY  
 CONSULAR SECTION  
 IMMIGRANT VISA UNIT

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

**EMPLOYMENT HISTORY (please include your entire employment history)**

Name of the Employer	Address of Employer	Job Title	Dates of Service

**EDUCATION BACKGROUND (please include your entire educational background)**

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

**FOREIGN TRAVEL or RESIDENCE**

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.*

**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 : \_\_\_\_\_