

# The Visa Application Process

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Please see instructions below for scheduling a visa appointment with the SUNY Office in Turkey. If you have any questions, please contact Katie Lansford at [katie.lansford@suny.edu](mailto:katie.lansford@suny.edu) or via telephone (+90 312 466 0476). You can also visit our website for more information: <http://www.suny.edu.tr/id20-mevcut-ogrenciler/vize-basvurusu.php>

**Step 1:** Complete the Nonimmigrant Visa Electronic Application (DS-160), and print out the DS-160 confirmation page including the barcode number. **The application must be completed at <https://ceac.state.gov/genniv> as soon as you receive a scanned copy of your I-20 form.**

- **DS-160 INSTRUCTIONS:**

- You may use a scanned copy of your I-20 form to complete the DS-160. However, you must bring the original I-20 document to your visa interview.
- Be sure to record your Application ID Number or save your work frequently before pressing the “continue” button at the end of each page to avoid losing the document & having to start again. Once you have completed the full application, you may save to your desktop and review the information. Once you have verified that all information is correct, hit ‘SUBMIT’ and print the confirmation page on white paper (make sure barcode prints out clearly).
- Any errors on the DS-160 will require correction or the need to submit a new form. Applicants who incorrectly choose the gender on their form will also be required to either edit the DS-160 or submit a new one.
- Complete the form in English; **DO NOT USE TURKISH CHARACTERS.**
- You must upload a photo while filling out the DS-160. The photo must meet the specifications listed on the web site: [http://travel.state.gov/visa/visaphotoreq/visaphotoreq\\_5334.html](http://travel.state.gov/visa/visaphotoreq/visaphotoreq_5334.html)
- Be sure to **BRING** the photo to your visa interview (in addition to uploading the photo with your application).
- Telephone numbers, including cell phones, should be entered as follows, beginning with the country code:  
For Turkey: 90-312-295-6234. For the U.S.: 1-212-555-5555.
- Answer every question. If a question does not apply to you, please choose the “Does Not Apply” option.
- Be sure to review all answers, ensuring that **ALL** information is accurate. **Failure to do so could result in being denied a visa.**
- Applicants who do not generate an actual barcode, in addition to the barcode number, and who do not click on the final “submit” button have not correctly completed the DS-160.

**Step 2:** Select PTT Location for Passport Pick-up.

All passports with visas will be returned to the applicant via courier. The courier service is provided through TURKISH POST (PTT), at no additional cost to the applicant.

Please list on the appropriate column of the visa application spreadsheet the city, district and branch where you would like your passport returned (il, ilce and mah.). The TURKISH POST (PTT) location will be listed on the confirmation email received after the appointment is

scheduled. **Once the documents are ready for pickup, the applicants must bring official identification to the selected courier location to retrieve the documents.**

**Step 3:** Submit visa application documents to the SUNY Office in Turkey.

To allow the SUNY office in Turkey to schedule your appointment, each applicant must submit in person to the SUNY office in Turkey or via email to [katie.lansford@suny.edu](mailto:katie.lansford@suny.edu) :

1. **Scanned copy of the DS-160 confirmation page** (see our [website](#) for a sample)
2. **Scanned copy of your I-20 form** (see [website](#) for sample)
3. **Scanned copy of your passport** (picture page, including number)
4. **Completed Visa Application Request Form** (available on our [website](#))

**Note:** if you wish to submit your documents in person, please call the office to schedule an appointment. You may bring the original documents.

**Step 4:** Pay the \$160 visa application fee **within 5 business days of receiving your MRV number** by cash at any AK BANK branch or by credit card over the phone.

Once you have submitted your documents to the SUNY office in Turkey, an account will be created for you which will generate an MRV number. **The MRV number is valid for 5 business days.** You will receive this number via email from the SUNY Office, along with the following instructions for visa application fee payment. **Remember, you MUST pay the application fee within 5 business days of receiving your MRV number:**

- To pay by cash: visit any AK BANK branch. **You must bring the MRV number and your Turkish kimlik with you.** If you do not have your MRV number and proper ID, you will NOT be able to pay the fee. For a sample of the form you will receive upon payment, please visit our website ([www.suny.edu.tr](http://www.suny.edu.tr)). **You will have to wait 24 hours to schedule an appointment if you choose to pay at AK Bank.**
- To pay by credit card (MasterCard and Visa) over the phone (RECOMMENDED): **please have your MRV number, passport and DS-160 confirmation number available**, then follow these steps:
  1. Dial +90 850 252 6355
  2. Select language.
  3. Select NIV.
  4. Select "Pay your visa application fee."
  5. Follow the prompts to complete the credit card transaction. **Listen carefully and write down the receipt number. IF YOU DO NOT HAVE A RECEIPT NUMBER YOU WILL HAVE TO PAY THE FEE AGAIN.**

**Note:** Applicants who choose to submit their credit card number over the phone will not be required to give their credit card number to a person, but will be required to

type the number into their phone. There is no wait period for scheduling an appointment if you pay by credit card.

**Step 5:** Submit your Visa Application Fee Receipt Number to the SUNY Office by replying to the email you received containing the MRV number. Your visa appointment will be requested by the following business day.

You will receive a confirmation email at the address provided on your Visa Application Request Form, including the appointment details and instructions, as soon as your visa appointment is confirmed.

*Please note: appointments will not be scheduled on Saturday, Sunday or on Turkish and US Holidays. Please plan accordingly. For a complete list of holidays, please visit <http://turkey.usembassy.gov/holidays.html>*

**If you prefer to schedule your own visa appointment:** to schedule online, visit [http://usvisa-info.com/tr-TR/selfservice/ss\\_country\\_welcome](http://usvisa-info.com/tr-TR/selfservice/ss_country_welcome). Or to schedule by telephone, call: +90 850 2526355. You can call the service during the following days / hours: Monday - Friday, 7 a.m. to 7 p.m. local time.

**Additional information concerning U.S. visas can be found at [http://travel.state.gov/visa/visa\\_1750.html](http://travel.state.gov/visa/visa_1750.html).**