

INSTRUCTIONS FOR DIVERSITY VISA APPLICANTS

BEFORE THE INTERVIEW

Before coming to the Embassy for your interview, applicants should select a passport delivery address in Turkey. If and when a visa is issued, the passports and visa packets are sent to a Turkish Postal Service (PTT) branch in Turkey for you to pick up in person. In order to make this selection, please follow the steps below:

1. Upon receipt of your appointment email from KCC, register online at usvisa-info.com or by calling 0 850 390 2884 from Turkey or (703) 520-2490 from the United States.
2. Choose “Diversity Visa” for your visa category.
3. Choose your visa pick up location (NOTE: Please make sure that you are selecting a PTT branch close to your address in Turkey.).
4. Print your registration receipt and bring it with you on your interview date with all the other required documents listed below.

IMPORTANT REMINDERS FOR DIVERSITY VISA APPLICANTS:

- ❖ At the time of the interview, all applicants will need to show that they meet the requirements to qualify for the DV program. For detailed information on qualification criteria, you can refer to DV program application instructions at <http://travel.state.gov/content/visas/english/immigrate/diversity-visa/instructions.html>.

Common errors that cause disqualification include:

- Failure to meet the required education or work experience criteria may cause disqualification from the program at the time of interview.
- Incorrect or incomplete electronic DV application submissions during the registration period may also cause disqualification of the winners at the time of interview. For example, failure to list a spouse/child, wrong foreign state of chargeability

The DV fee that all applicants need to pay at the time of interview is not refundable in case of a disqualification. Please decide carefully before coming to the interview and paying the application fee. The consular officer must interview all applicants who are present at the appointment.

- ❖ Under no circumstances can a visa be issued after September 30. Because of the limited number of visas under this program, visas may cease to be available even before this date. We strongly encourage you not to finalize arrangements for travel to the United States, dispose of properties, or resign from your job until a visa has been issued and delivered to you.
- ❖ There are limited numbers of visas that can be issued under Diversity Visa (DV) program. We can only guarantee visa numbers will be available for DV applicants during the month of their original interview. If you do not attend your interview, a visa number may not be available for you in subsequent month(s). Therefore, we strongly suggest that you keep your original appointment date.
- ❖ Being a selectee in the Diversity Visa lottery does not guarantee the issuance of a visa. 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 is received, all the documents are reviewed, and officer has personally interviewed the applicants.

- ❖ DV applicants are subject to all grounds of ineligibility for immigrant visas specified in the Immigration and Nationality Act (INA). There are no special provisions for the waiver of any ground of visa ineligibility aside from those ordinarily provided in the INA, nor is there special processing for waiver requests.

Eligibility Requirements for Diversity Visa Applicants

As a reminder, the principal applicant of each Diversity Visa Case must meet the following two criteria in order to qualify for visa issuance.

Requirement #1: Individuals born in countries whose natives qualify may be eligible to enter. Most DV applicants will qualify based on a “Foreign State of Chargeability” that is the same as their country of birth. You may qualify with a different Foreign State of Chargeability if you meet one of the criteria below:

- Was your spouse born in a country whose natives are eligible? If yes, you can claim your spouse’s country of birth—provided that both you and your spouse are named on the selected entry, are issued diversity visas, and enter the United States simultaneously.
- Were you born in a country whose natives are ineligible, but in which neither of your parents was born or legally resident at the time of your birth? If yes, you may claim the country of birth of one of your parents if it is a country whose natives are eligible for the DV program.

If you chose a “Foreign State of Chargeability” to which you are not eligible, your application will be disqualified (for example, you were born in Iran and chose Turkey). It is not possible to correct your Foreign State of Chargeability after registering for the DV lottery.

Requirement #2: In addition, to meet the education/work experience requirement of the DV program, you must have either:

- a high school education or its equivalent, defined as successful completion of a 12-year course of elementary and secondary education
 - For Turkish applicants, a general high school degree (*genel liseler*) or vocational high school degree (*meslek lisesi*) is considered qualifying education. Technical school degrees (*mesleki eğitim merkezleri tarafından verilen ustalık / çıraklık belgeleri*) are not considered qualifying education.
 - For Iranian applicants, a theory-based high school degree (*نظری*) is considered qualifying education. Iranian applicants who attended theory-based high school should have also completed the pre-university year (*پیش دانشگاه*) starting with graduation year 2012 (Iranian year 1391). Correspondence courses (*دارزا رود*) are not considered qualifying education. Other types of Iranian high school degrees will be evaluated on a case-by-case basis.

OR

- two years of work experience within the past five years in an occupation requiring at least two years of training or experience to perform. The U.S. Department of Labor’s O* Net Online database (<http://www.onetonline.org/>) will be used to determine qualifying work experience.

DV2016 Instructions and Frequently Asked Questions:

[English](#)

[Turkish](#)

[Farsi](#)

REQUIRED DOCUMENTS AT THE INTERVIEW

1. **PASSPORT:** Each visa applicant needs to bring a passport valid for six months beyond the intended date of entry into the United States. Previous passport with a valid U.S. nonimmigrant visa should also be provided, if applicable.

2. **PASSPORT PICKUP LOCATION REGISTRATION RECEIPT:** The registration can be done either online via usvisa-info.com or by calling 0 850 390 2884 from Turkey or (703) 520-2490 from the United States.

3. **MEDICAL REPORT:** Before their final immigrant visa interview, all beneficiaries are required to undergo a medical examination performed by one of the medical doctors authorized by this Embassy. The beneficiary is responsible for making his/her own arrangement for the medical examination with one 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. 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. For detailed information on medical examination procedures, please visit our website at http://turkey.usembassy.gov/medical_requirements.html

4. **FEE:** The Diversity Immigrant Visa processing fee is \$330.00 per person. The payment may be made in cash or by credit card to the consular cashier. Visa, MasterCard, American Express, Novus/Discover and Diners cards are acceptable. Personal checks and credit card numbers provided verbally or in writing are not accepted.

5. **DIPLOMA/WORK EXPERIENCE:** Original and copy of the last diploma of the principle applicant is required. If the principle applicant is not a high school graduate, he/she must provide the proof of his/her employment during the last five years. Diploma/work experience documents of family members are not required.

6. **BIRTH CERTIFICATES**
 - Birth certificates for **Turkey** are called “Nufus Kayit Ornegi”. Please provide an original. No English translation is required
 - Birth certificated for **Iran** are called “Shenasname”. Please provide the original, certified English translation with a copy. Please do not provide Karte Melli
 - Birth certificates for **Iraq** are “Hawiat Al Ahwal Al Madniya”. Please bring their originals with English translations and copies. Iraqi applicants are also required to submit their National ID cards, “Shahadat Al Jinsiya Al Iraqiya” with an English translation along with a copy.

7. **MARRIAGE CERTIFICATE:** The original and two copies of your marriage certificate is required. If the marriage took place in a country other than Turkey or the U.S., a certified English translation of the foreign marriage certificate is also required.

8. **DIVORCE DECREE OR DEATH CERTIFICATE:** If you were married previously, provide the original and one copy of the divorce decree or death certificate to prove the dissolution of each prior marriage. If the divorce took place in a country other than Turkey or the U.S., 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.

- 9. MILITARY CARD:** Iranian applicants need to provide original, copy and certified English translation of military card. If you are exempt from the service please provide a copy and certified English translation of your military service exemption card. Military card for Turkish applicants are not required.
- 10. COURT AND PRISON RECORDS:** Persons convicted of a crime must bring the originals and a copy of each court record and any prison record, even if the beneficiary has been pardoned or granted amnesty. If you have a conviction, please provide the copy and English translation of all the law articles referred to in your court record.
- 11. OTHER COURT DOCUMENTS:** Originals and copies of court records regarding name changes, age amendments, adoption and similar subjects must also be submitted at the time of interview.
- 12. 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 for **Turkey** must include the archive records check (Arsiv kayitli Adli Sicil Kaydi), but do not need translation. Police certificates for **Iran** are not required. For detailed information on how to obtain a police certificate from a country, please visit U.S. Department of State website at <http://travel.state.gov/content/visas/en/fees/reciprocity-by-country.html>
- 13. FINANCIAL DOCUMENTS:** Diversity visa 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. Please see following pages for detailed information on financial requirements.
- 14. 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 instructions on our website at http://turkey.usembassy.gov/photo_requirements.html for information.

AFTER THE INTERVIEW

After your personal application, if your file is complete, your visa will be issued within 5 to 10 business days and your passport and visa packet will be given to PTT for delivery to your passport pickup location.

Some Turkish applicants and most Iranian applicants require additional administrative processing prior to issuance of the visa. This process may take 4-6 months or longer. No visa for these applicants can be issued until the administrative process is complete.

If administrative processing is required, 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 will be posted on our website. It will be your responsibility to check our website to see if your process is completed. After the administrative processing is complete, applicants can send their passports, and other missing documents, if any, to our office by PTT. After the final review, if your application is complete, your passport and visa packet will be sent to the PTT branch of your choice in Turkey within five to ten working days after we receive your passport.

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 diversity visa will be limited with the validity of your medical report. Diversity 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.

EVIDENCE WHICH MAY BE PRESENTED TO MEET THE PUBLIC CHARGE PROVISIONS OF THE LAW

GENERAL

The Immigration and Nationality Act requires an applicant for a visa to establish to the satisfaction of the consular officer at the time of application for a visa, and also to the satisfaction of the United States immigration official at the time of application for admission to the United States, that he or she is not likely at any time to become a public charge.

An applicant for an immigrant visa may generally satisfy this requirement of the law by the presentation of documentary evidence establishing that:

1. The applicant has, or will have, in the United States personal funds sufficient to provide support for the applicant and dependent family members, or sufficient to provide support until suitable employment is located;
2. The applicant has arranged employment in the United States that will provide an adequate income for the applicant and dependent family members;
3. Relatives or friends in the United States will assure the applicant's support; or
4. A combination of the above circumstances exists.

APPLICANT'S OWN FUNDS

An applicant who expects to be able to meet the public charge provisions of the law through personal financial resources may submit to the consular officer evidence of funds or income from one or more of the following sources:

1. Statement from a senior officer of a bank showing present balance of applicant's account, date account was opened, the number and amount of deposits and withdrawals during the past 12 months, and the average balance during the year (if there have been recent unusually large deposits, an explanation should be given);
2. Proof of ownership of property or real estate, in the form of a title, deed or the equivalent, and a letter from a lawyer, banker or responsible real estate agent showing its present value (any mortgages or loans against the property must be stated);
3. Letter or letters verifying ownership of stocks and bonds, with present market value or expected earning indicated;
4. Proof of income from business investments or other sources.

If the financial resources are derived from a source outside the United States, a statement as to how the funds or income are to be transferred to the U.S. must be provided.

EMPLOYMENT

An applicant relying on an offer of prearranged employment to meet the public charge provisions of the law should have the prospective employer submit a notarized letter of employment on the letterhead stationery of the employing business. The letter should:

1. Contain a definite offer of employment;
2. Give a description of the job offered to the alien and an explanation of skills, which qualify alien for the position;
3. State the rate of compensation to be paid and, if pertinent, additional information detailing other benefits to be included in lieu of cash payment;
4. Specify the location, type, and duration (whether seasonal, temporary, or indefinite) of the employment offered; and
5. Specify whether the employment will be immediately available upon the applicant's arrival in the United States.

AFFIDAVIT OF SUPPORT

Persons in the United States who desire to furnish sponsorship for an applicant in the form of an affidavit of support should use Form I-134, Affidavit of Support, available from the USCIS offices or the following web site:

<http://www.uscis.gov/files/form/I-134.pdf>. Sponsors may also elect to furnish a statement in the form of an affidavit sworn to before a notary public or other official competent to administer an oath, setting forth his or her willingness and financial ability to contribute to the applicant's support and reasons, in detail, for sponsoring the applicant.

The sponsor's affidavit should include:

1. Information regarding his or her annual income;
2. Where material, information regarding his or her other resources;
3. Obligations for the support of members of his or her own family and other persons, if any;
4. Other obligations and expenses;
5. Plans and arrangements made for the applicant's reception and support;
6. An expression of willingness to deposit a bond, if necessary, with the USCIS to guarantee that the applicant will not become a public charge in the US; and
7. An acknowledgement that the sponsor is aware of his or her responsibilities under the Social Security Act, as amended, and the Food Stamp Act, as amended; that the affidavit and supporting documentation may be made available to a public assistance agency. (The provisions of the above laws are contained in form DS-1858, Sponsor's Financial Responsibility Under the Social Security Act, and printed in Part III of the instructions for Form (I-134)

The sponsor should include in the affidavit a statement concerning his or her status in the United States. If the sponsor is an American citizen, the affidavit should indicate the date of naturalization, the name and location of the court, and the number of the sponsor's certificate of naturalization. If the sponsor is an alien who has been lawfully admitted into the United States for permanent residence, he or she should state in the affidavit the date and place of admission for permanent residence and the alien registration number which appears on his or her Alien Registration Receipt Card.

To substantiate the information regarding income and resources the sponsor should attach two or more of the following items to the affidavit:

1. Copies of his or her latest federal income tax return;
2. Copies of his or her latest W-2 forms
3. A statement from his or her employer showing salary and the length and permanency of employment;
4. A statement from an officer of a bank regarding his or her account, the date the account was opened, and the present balance;
5. Any other evidence adequate to establish financial ability to carry out his or her undertaking toward the applicant for what might be an indefinite period of time.

If the sponsor is well established in business, he or she may submit a rating from a recognized business rating organization in lieu of the foregoing. If the sponsor is married, the affidavit of support should be signed jointly by both the husband and wife. Affidavits of support should be of recent date when presented to the consular officer. They are unacceptable if more than one year has elapsed from the date of execution. A sponsor may prefer to forward his or her affidavit of support directly to the consular office where the application will be made, in which event the contents will not be divulged to the applicant.

Note: An applicant who expects to meet the public charge provisions of the law through the presentation of an affidavit of support is encouraged to forward this information sheet to his or her sponsor so as to assist the sponsor in preparing an affidavit.