**The Visa Application Process**

Please see instructions below for completing a visa application and scheduling a visa interview appointment online. If you have any questions regarding the scheduling process or if you receive a visa denial, please contact Büşra Cebeci at [busra.cebeci@suny.edu](mailto:busra.cebeci@suny.edu) or via telephone +90 212 319 18 38-39   You can also visit the SUNY in Turkey 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 should be completed at** <https://ceac.state.gov/genniv> **as soon as you receive a 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 losign 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: <https://identix.state.gov/qotw/Upload.aspx?offLwnJFx%2fOumH2xn6Soo8lNVlRk16hizA1xIEl3dutddsxd%2bGOwpxTnbdWO6xcv>
  + 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: Schedule your visa appointment

# What you will need in order to schedule your visa interview:

# Passport – valid for at least 6 months following your anticipated date of arrival in the US

# DS-160 confirmation page, including the confirmation number beginning with ‘AA’

# Original or copy of your I-20 form, including the SEVIS ID number (beginning with ‘N’)

# Scheduling your visa interview appointment online is easy. Simply click on this link to get started: <https://ais.usvisa-info.com/tr-tr/niv> . Select ‘Turkey’ and the language you prefer (Turkish, English or Farsi). Follow these instructions to help guide you through the site:

# Create a login by entering the information requested – *pay attention to the information you are entering, as you will need to enter your information the same way any time you wish to access your account.*

# Select ‘schedule appointment/Pay Visa Fee’

# Select Trip Purpose: for an F-1 dual diploma student visa application, select the following from the menu: Citizen/Resident of Turkey – Non-immigrant visas – All others – Student (F/M) – Public or Private College or University (F1, F2)

# Select Consulate where you will interview (Ankara or Istanbul)

# After viewing the visa information, select CONTINUE

# Primary Applicant Data Entry: fill in required blank forms (gender, primary phone number, DS-160 confirmation number), select CONTINUE

# Select your PTT branch – select the PTT branch location where you would like to receive your documents following your visa interview. 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.

# Review Applicant & Family Summary page to make sure information is correct; select CONTINUE

# Enter SEVIS ID number (located on your I-20 form)

# Select fee payment option. If you prefer to pay over the phone, select ‘cash’ and then enter the receipt number you were given following payment. You cannot schedule your interview without entering a valid receipt number.

# Select your visa appointment date and time – *be sure to schedule your appointment around any upcoming final exams or dates when you plan to be out of town.*

# *Once your appointment has been scheduled you will receive a confirmation email at the address you provided. Please review the documents on our website which contain instructions for preparing for your visa interview:* [*http://www.suny.edu.tr/id20-mevcut-ogrenciler/vize-basvurusu.php*](http://www.suny.edu.tr/id20-mevcut-ogrenciler/vize-basvurusu.php)

*Please note: visa appointments will not be scheduled after business hours, 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*](http://turkey.usembassy.gov/holidays.html)

**If you prefer to schedule your visa appointment by phone:** call: +90 850 3902884. You can call the service during the following days / hours: Monday - Friday, 7 a.m. to 7 p.m. local time.