



**EGJ**  
**TRAVEL SERVICES**

## TURKEY VISA ASSISTANCE (15-20 working days)

| NO OF APPLICANTS  | RATE PER PERSON   |
|---|---|
| <b>2 applicants and above</b>   | <b>PHP 2,500</b>  |
| <b>Single applicant</b>   | <b>PHP 3,000</b>  |
| INCLUSIONS  | EXCLUSIONS  |
| <ul style="list-style-type: none"> <li>✓ Visa Consultancy</li> <li>✓ Cover Letter For Embassy</li> <li>✓ Flight and Hotel Reservations</li> <li>✓ Travel Itinerary</li> </ul> | <ul style="list-style-type: none"> <li><b>x Visa Application Form and Appointment (walk-in only)</b></li> <li><b>x VISA FEE</b></li> <li><b>Normal Processing - \$190</b></li> <li><b>VIO/Rush Processing - \$255</b></li> <li><b>must be paid in dollars</b></li> <li><b>NOTE: to be paid upon appearance</b></li> </ul> |

### STEPS IN TURKEY VISA PROCESSING (WITH APPEARANCE)

1. Email Accomplished Questionnaire and Scanned Copy of Passport for Free Assessment (we will advise the chances of approval)
2. Pay the visa assistance fee, email the proof of payment
3. Prepare the documents needed for the submission, make sure everything is printed and complete because the embassy will not accept incomplete applications. It's best to show us the requirements so we can double check everything.
4. Pay the Visa Handling and Visa Fee when you walk-in at the Visa Application Center.

NOTE: You can also avail the passport delivery service if you are outside Metro Manila. No need to avail the text service since communication is through email.

| CHECKLIST (put ✓) | Primary Requirements   |
|-------------------|--|
|                   | Philippine Passport with at least 6 months validity (make sure Page 3 is signed)   |
|                   | Photocopy of passports stamps to non-visa country and previous and valid visas to the ff:<br>USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA |
|                   | 2 pcs of Passport Sized Colored Photo (5cm x 5cm)<br>Must be taken from a photo studio and should have white background                                      |

|                              |  |
|------------------------------|--|
|                              | Accomplished Questionnaire (Please refer on the page 3 & onwards)  |
|                              | Original PSA Birth Certificate and Photocopy   |
|                              | Original PSA Marriage Certificate and Photocopy (if applicable)  |
| <b>CHECKLIST (put ✓)</b>     | <b>Financial Requirements</b>  |
|                              | Original Copy of Bank Certificate (Ideal amount for the current balance is Php 250,000 and Ideal amount for the Average Daily Balance is P150,000)   |
|                              | Copy of Latest 3 months Bank Statement (from online banking is okay)   |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements if Employed</b>   |
|                              | Original Signed and Sealed Certificate of Employment (No E-Signature)<br>(indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)  |
|                              | Photocopy of Company ID  |
|                              | Photocopy of Latest ITR (Income Tax Return)<br>Form 2316 for individual / Form 1701 or Form 1702 to for companies<br><b>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</b>                         |
|                              | Photocopy of PRC Card or IBP Card  |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements if Business Owner / Self Employed / Corporation</b>   |
|                              | Photocopy of DTI or SEC Permit (includes Names & signatories of the corporation)   |
|                              | Photocopy of Mayor's Permit  |
|                              | Photocopy of BIR company registration  |
|                              | Photocopy of Latest ITR (Income Tax Return)<br>Form 2316 for individual / Form 1701 or Form 1702 to for companies<br><b>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</b>                         |
|                              | Photocopy of Business Financial Statement  |
|                              | Photocopy of PRC Card or IBP Card  |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements for Students</b>  |
|                              | Original Copy of School Certificate or Photocopy of Enrollment Certificate   |
|                              | Photocopy of School ID   |
|                              | Original Copy of School Calendar Year  |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements for Senior Citizen</b>  |
|                              | Photocopy of Senior ID   |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements for Visiting Family/Friend</b>  |
|                              | Original or Printed Copy of Invitation Letter from the Family / Friend   |
|                              | Photocopy of Passport Copy of the Family / Friend  |
|                              | Original or Printed Copy of Guarantee Letter from the Family / Friend who will provide you with your accommodation   |
| <b>If applicable (put ✓)</b> | <b>Additional Requirements for Sponsored Applicants</b>  |
|                              | Original and Photocopy of Proof of Relationship to the Applicant   |
|                              | Photocopy of Passport  |
|                              | Original Copy of Bank Certificate (Ideal amount for the current balance is Php 250,000 and Ideal amount for the Average Daily Balance is P150,000)<br>Including type of account, opening date, average daily balance and current balance |
|                              | Copy of Latest 6 months Bank Statement (from online banking is okay)   |
|                              | Original Copy of Notarized Affidavit of Support and Guarantee Letter   |
| <b>If applicable (put ✓)</b> | <b>If Sponsor is Employed</b>  |
|                              | Original Copy of Signed Certificate of Employment<br>(indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)  |
|                              | Photocopy of Company ID  |
|                              | Photocopy of Latest ITR (Income Tax Return)<br>Form 2316 for individual / Form 1701 or Form 1702 to for companies<br><b>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</b>                         |
|                              | Photocopy of PRC Card or IBP Card  |
| <b>If applicable (put ✓)</b> | <b>If Sponsor is Business Owner/ Self-Employed / Corporation</b>   |
|                              | Photocopy of DTI or SEC Permit (includes Names & signatories of the corporation)   |
|                              | Photocopy of Mayor's Permit  |
|                              | Photocopy of BIR company registration  |
|                              | Photocopy of Latest ITR (Income Tax Return)  |

|  |   |
|--|---|
|  | Form 2316 for individual / Form 1701 or Form 1702 to for companies<br><b>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</b> |
|  | Photocopy of Business Financial Statement   |
|  | Photocopy of PRC Card or IBP Card   |

**Important Notes:**

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide employment or business documents and financial requirements. Sponsor will need to secure an affidavit of support including the applicant's full name, passport number and travel dates.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to the planned travel date because there are times where the visa officer is requesting for additional documents.
5. For a denied application, you can reapply after 6 months. No Refunds for the Visa Assistance fee.
6. Nationals of the Philippines holding diplomatic and official/service passports are exempted from visa for their travels up to 30 days.
7. Ordinary passport holders are required to have a visa. Holders of such passports may obtain their 30-day single-entry e-visas via the website [www.evisa.gov.tr](http://www.evisa.gov.tr), provided that they have a valid Schengen member or USA, UK, Ireland visa or residence permit.

# TURKEY VISA QUESTIONNAIRE

(PLEASE ANSWER IN **CAPITAL LETTER AND BOLD FONT**. PUT N/A IF NOT APPLICABLE)

| <b>PERSONAL INFORMATION</b>  |             |  |                                |                           |
|--|-------------|--|--------------------------------|---------------------------|
| Last Name:   |             | First Name:  |                                |                           |
| Gender:  |             | Date Of Birth:   |                                |                           |
| Place and Country of Birth:  |             | Passport/Travel Document Number:   |                                |                           |
| Date of Issue of Passport/Travel Document Number:  |             | Date of Expiry of Passport/Travel Document Number:   |                                |                           |
| Place and Country where the Passport/Travel Document was Issued:   |             | Has this applicant undertaken a health examination for an Schengen visa in the last 12 months? (Yes or No) |                                |                           |
| Marital Status:  |             | Country/Region Of Origin (Nationality):  |                                |                           |
| Do You Hold Or Have You Held Any Nationality Other Than The One Indicated Above On Nationality? (Yes or No)                          |             | If Yes, Please Advise Other Country/Region Of Origin (Nationality):  |                                |                           |
| Do You Hold A Passport For The Other Country/Region Of Origin (Nationality) Indicated Above? (Yes or No)                             |             | If Yes, Please Provide Passport Number   |                                |                           |
| Are You A Permanent Resident Of A Country/Region Other Than Your Country/Region Of Origin (Nationality) Indicated Above? (Yes or No) |             | If Yes, Please Advise Other Permanent Resident Country/Region  |                                |                           |
| Has this applicant previously traveled to Turkey or previously applied for a visa? (Yes or No)                                       |             | Planned Travel dates to Turkey:  |                                |                           |
| Does the applicant intend to enter Turkey on more than one occasion? (Yes or No) If yes, provide dates.                              |             | Are you traveling as a group? (Yes or No) If yes, kindly provide the details of all companions below       |                                |                           |
| Family Name  | Given Names | Sex (M/F)  | Date of Birth (Month/Day/Year) | Relationship to applicant |
| 1.   |             |  |                                |                           |
| 2.   |             |  |                                |                           |
| 3.   |             |  |                                |                           |
| 4.   |             |  |                                |                           |
| 5.   |             |  |                                |                           |
| 6.   |             |  |                                |                           |
| 7.   |             |  |                                |                           |
| 8.   |             |  |                                |                           |
| 9.   |             |  |                                |                           |
| 10.  |             |  |                                |                           |
| Complete Home Address With Zip Code:   |             | Postal Address With Zip Code (if different from home):   |                                |                           |
| Personal Landline Number:  |             | Personal Mobile Number:  |                                |                           |

|                             |                     |
|-----------------------------|---------------------|
| Personal Work Phone Number: | Email Address:      |
| Father's Full name:         | Mother's Full name: |

| WORK / SCHOOL / BUSINESS   |  |
|--|--|
| Primary Occupation:  | Present Employer / School / Business:                        |
| Address (Line 1), City, State/Province, Postal Zone/ZIP Code, Phone Number and Country/Region:           |  |
| Start date with current employer / school / business (month/day/year):                                   | Email address of employer / school / business:               |
| Who will pay for your trip?<br>If sponsored, use sponsor financial information.                          | Relationship with sponsor to applicant?                      |
| How much is the pocket money of the applicant or sponsor for the trip?                                   | How much is the applicant / sponsor's monthly income?        |
| Available Money of applicant or sponsor in Bank Account:   | Average Daily Balance of Bank Account for the past 6 months? |
| Sponsors' Address (Line 1), City, State/Province, Postal Zone/ZIP Code, Phone Number and Country/Region: |  |

| TRAVEL HISTORY  |   |
|---|---|
| Countries Visited in the past 8 years   | Arrival Date and Departure date   |
| 1.  |   |
| 2.  |   |
| 3.  |   |
| 4.  |   |
| 5.  |   |
| 6.  |   |
| Surname and first name of the inviting person(s) in the Member State(s). If not applicable, name of hotel(s) or temporary accommodation(s): | Address of inviting person(s)/hotel(s)/temporary accommodation(s):      |
| Telephone and telefax:  | E-mail address of inviting person(s)/ hotel(s)/temporary accommodation: |