



Travel Online Tours

1E Dr.Maldo Street., Pasig City, Philippines
 Viber/WhatsApp/cp: 09228262918 / Landline: 02-85328068
 E-mail Address: ladyorissa1029@gmail.com
 travelonlinetours2017@gmail.com

TURKEY VISA ASSISTANCE

(up to 30 working days)

NO. OF APPLICANTS	RATE PER PERSON
2-3 applicants	PHP 4,500
Single Applicant	PHP 5,000

INCLUSIONS:	EXCLUSIONS:
<ul style="list-style-type: none"> ✓ Visa Consultation from Visa Expert ✓ Cover Letter for Embassy ✓ Flight Reservations ✓ Hotel Reservations ✓ Day-to-day Itinerary 	<ul style="list-style-type: none"> ✗ Visa Fee & Processing Time <ul style="list-style-type: none"> ➢ \$190: Normal (30 working days) ➢ \$255: VIP/Rush (15-20 working days) <p>NOTE:</p> <ul style="list-style-type: none"> ▪ Visa fee must be paid upon submission of application ▪ Visa fee must be paid by cash in US Dollar only

STEPS IN TURKEY VISA PROCESSING

(with PERSONAL APPEARANCE for biometrics & application submission)

STEP 1: ASSESSMENT

Read and sign our [Data Privacy Agreement & Visa Waiver](#) then email it together with the accomplished [Questionnaire](#) for Free Assessment, this will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through:

➢ <https://www.facebook.com/TravelOnlineTours>

STEP 2: PAYMENT

After the assessment and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle then send your proof of payment.

STEP 3: ENDORSEMENT & PROCESSING

The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before proceeding with the processing of your application.

WHAT TO EXPECT AFTER PAYMENT VERIFICATION

Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1	Assigned Visa Consultant will send you the list of applicable requirements.
Day 2-4	Assigned Visa Consultant will be creating your supporting travel documents (Cover Letter, Day-to-day itinerary, Flight reservations and Hotel reservations).
Within the same month of visa application submission	<p>Please secure all required financial documents and scan them along with your other application requirements.</p> <p>Submit the complete set to your assigned Visa Consultant for review. He/she will advise you accordingly should there be any missing or incomplete documents that need to be prepared.</p>
	After reviewing your documents, your assigned Visa Consultant will schedule your appointment with our Liaison Officer, who will assist you in submitting your application at AgentTR (the official visa center of the Turkish Embassy). You will also be provided with the contact details of the Liaison Officer for further coordination.
1 day prior your Submission Day	The assigned Liaison Officer will print and prepare all supporting travel documents provided by your Visa Consultant. They will contact you directly to confirm the scheduled meet-up time and location.
Submission Day at AgentTr	<p>Please ensure to bring the visa fee in cash and in US Dollar (USD) currency. Kindly note that the bills must be clean and in good condition—no stamps, ballpoint markings, staple holes, tears, or folds will be accepted.</p> <p>Our assigned Liaison Officer will meet you inside Petron Mega Plaza to assist in organizing your documents before proceeding to AgentTR. He/She will also provide you with further instructions regarding the submission process.</p> <p>Note: If you reside outside Metro Manila, you may opt to issue a Special Power of Attorney (SPA) through AgentTR, authorizing our Liaison Officer to claim your passport once it is ready.</p>
	<p>After successfully submitting your application, AgentTR will notify you via SMS once your passport is ready for collection and the result has been released.</p> <ul style="list-style-type: none"> • For applicants residing within Metro Manila: You are required to personally claim your passport along with the result. • For applicants residing outside Metro Manila: Our Liaison Officer will claim the passport on your behalf and coordinate with you for its return.

IMPORTANT REMINDERS:

- ❖ We cannot guarantee 100% approval as it depends upon the discretion of the Consul/Visa Officers but we will make sure that you be 90% sure before you submit your application.
- ❖ For a denied application, you can reapply after 6 months. No refunds for the Visa Assistance Fee.
- ❖ It is encouraged to apply two (2) months prior your intended travel date.
- ❖ Philippine Passport holder with diplomatic and official/service passports are exempted from visa for their travels up to 30 days.
- ❖ Philippines Passport holders with a valid Schengen, UK, US and Ireland Visas are eligible to apply for an E-visa. Contact our Visa Department for more details.

LIST OF REQUIREMENTS

(All photocopy requirements must be colored on an A4-size paper)

APPLICANT'S PRIMARY REQUIREMENTS

- Accomplished Questionnaire
- Original Passport at least 7 months valid from the date of departure to Turkey
(make sure that page 3 signed)
- Photocopy of VALID Passport bio page and all passport ages with travel stamps and visa
- Photocopy of all pages in valid Passport with travel stamps, valid visa and expired visa
- Photocopy of OLD Passport bio page and all passport pages with travel stamps and visa
- 2 pieces of most recent 2x2 Photograph (not older than 6 months) on a white background
- Original PSA Birth Certificate
- For married applicants: Original PSA Marriage Certificate

APPLICANT'S FINANCIAL REQUIREMENTS

- Original Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 250,000 and ideal Average Daily Balance of PHP 100,000
 - Must include the type of account, opening date, average daily balance and current balance
 - If employed, include your Payroll Bank Account
 - Must be issued within the same month that you will submit the application
- Original Bank Statement from the bank for the **past 8 months**
 - Must demonstrate a stable and credible cash flow
 - Must be issued within the same month that you will submit the documents

ADDITIONAL REQUIREMENT IF APPLICANT IS EMPLOYED

- Wet Signed Certificate of Employment
 - Indicate applicant's position, date hired, monthly/annual income, office address, HR landline number and email address
 - Must be issued within the same month of submission
- Photocopy of Company ID

- Latest ITR (Income Tax Return)
 - Form 2316
 - Must be signed by both Employee and Employer
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- For Government Employees: Authority to Travel
For Private Company Employees: Approved Leave of Absence

ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION

- Photocopy of Valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- Photocopy of valid Mayor's or Business Permit
- Photocopy of BIR Company Registration (Form 2303)
- Latest ITR (Income Tax Return) with signature
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Photocopy of Latest Business Audited Financial Statement

ADDITIONAL REQUIREMENT IF APPLICANT IS STUDENT

- Original School Certificate or Enrollment Certificate
- Photocopy School ID
- School Calendar Year

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN

- Photocopy of Senior Citizen ID

ADDITIONAL REQUIREMENT IF APPLICANT IS A LICENSED PROFESSIONAL

- Photocopy of PRC Card or IBP Card

ADDITIONAL REQUIREMENT IF APPLICANT IS INVITED

BY A GOVERNMENT OR PRIVATE SECTOR HOLDING OFFICE IN TURKEY:

- Original Invitation Letter Address to the Embassy

BY A TURKISH NATIONAL:

- Original Invitation Letter and Notarized in Turkey
- Turkish ID
- Bank Statement for the past 8 months

ADDITIONAL REQUIREMENT IF APPLICANT IS SPONSORED

- Proof of Relationship to the Applicant
- Copy of Sponsor's Passport bio page (page 2)
- Sponsor's Financial Requirement
 - Original Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 250,000 and ideal Average Daily Balance of PHP 100,000
 - Must include the type of account, opening date, average daily balance and current balance
 - If employed, include your Payroll Bank Account

- Must be issued within the same month that you will submit the application
- Original Bank Statement from the bank for the **past 8 months**
 - Must demonstrate a stable and credible cash flow
 - Must be issued within the same month that you will submit the application
- Notarized Affidavit of Support
- Guarantee Letter

ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED

- Wet Signed Certificate of Employment
 - Indicate applicant's position, date hired, monthly/annual income, office address, HR landline number and email address
 - Must be issued within the same month that you will submit the application
- Photocopy of Company ID
- Latest ITR (Income Tax Return)
 - Form 2316
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- PRC Card or IBP Card

ADDITIONAL REQUIREMENTS IF SPONSOR IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION

- Photocopy of valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- Photocopy of valid Mayor's or Business Permit
- BIR Company Registration
- Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Photocopy of Latest Business Financial Statement
- PRC Card or IBP Card