

TURKEY ASSISTANCE

(up to 30 working days)

NO. OF APPLICANTS	RATE PER PERSON
2 applicants and above	PHP 2,500
Single applicant	PHP 3,000
INCLUSIONS	EXCLUSIONS
• Visa Consultation from a Visa Expert • Cover Letter for Embassy • Flight & Hotel Reservations • Day-to-day Itinerary • Submission to the Liaison Officer for Final Checking (before submission to the Visa Center) • Collection from the Embassy	• Visa Fee & Processing Time (paid in cash - USD only) ◦ \$190: Normal (30 working days) ◦ \$255: VIP/Rush (15-20 working days) • Courier or delivery fee of documents for submission (Php 300) • Return of the passport [applicant may choose to pick up at the office or have it delivered to their home address] ➤ Pick up at the office (Php 300) ➤ Home delivery (the courier fee shall be shouldered by the applicant)
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: ➤ Facebook: @HMGCTravelMolino/@HMGCLasPiñas
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 processing your application.
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LIST OF REQUIREMENTS

All original (if applicable) and hard copy documents must be submitted to the HMGC Travel & Tours Office

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Duly accomplished [QUESTIONNAIRE](#)
- ☐ **VALID PHILIPPINE PASSPORT** with at least 7 months validity (make sure page 3 is signed)
- ☐ **OLD PASSPORT** with passport stamps, a valid visa, and an expired visa from the past 10 years
- ☐ 2 pcs **2x2 PHOTO**
 - 📌 Must be taken from a photo studio and should have a white background
 - 📌 Taken not older than 6 months. Do not staple or glue the photo. Please make sure it is not damaged.
- ☐ Original New Authenticated **PSA BIRTH CERTIFICATE**
- ☐ **FOR MARRIED APPLICANT:** Original New Authenticated **PSA MARRIAGE CERTIFICATE**
- ☐ **FOR WIDOWED APPLICANT:** Original New Authenticated **SPOUSE'S DEATH CERTIFICATE**
- ☐ **RESERVED DOCUMENTS** (FLIGHT ITINERARY, HOTEL VOUCHER & TRAVEL ITINERARY - *to be provided by HMGC Travel and Tours*)

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
 - 📌 **Must be issued within the same month that you will submit the application**
- ☐ Original **BANK STATEMENT** for the past eight (8) months
 - 📌 Must demonstrate stable and credible cash flow
 - 📌 **Must be issued within the same month that you will submit the application**

ADDITIONAL REQUIREMENT SHOWING TIES HERE IN THE PHILIPPINES

(OPTIONAL BUT HIGHLY RECOMMENDED)

- ☐ Photocopy of **LAND TITLE**
- ☐ Photocopy of **VEHICLE OWNERSHIP (OR & CR)**

- ☐ Photocopy of **INVESTMENT, INSURANCE POLICIES, TIME DEPOSIT, CREDIT CARD STATEMENT, ETC** (if any)

ADDITIONAL REQUIREMENT/S IF THE APPLICANT IS EMPLOYED

- ☐ Original **EMPLOYMENT CERTIFICATE** with a wet signature. It must have the following details:
- Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address
 - **Must be issued within the same month that you will submit the application**
- ☐ Photocopy of **COMPANY ID**
- ☐ Original **APPROVED LEAVE OF ABSENCE**
- ☐ **PAYSLIPS** from the last six (6) months
- ☐ Photocopy of **INCOME TAX RETURN (FORM 2316)**
- If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

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

- ☐ Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of the latest audited **FINANCIAL STATEMENT**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
- If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

ADDITIONAL REQUIREMENT IF APPLICANT IS A PROFESSIONAL

- ☐ Photocopy of **PRC or IBP CARD**

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A STUDENT

- ☐ Photocopy of **SCHOOL ID**
- ☐ Original **CERTIFICATE OF ENROLLMENT** in School
- ☐ Original **SCHOOL CALENDAR**

ADDITIONAL REQUIREMENT/S IF APPLICANT IS A SENIOR CITIZEN / RETIRED

- ☐ Photocopy of **SENIOR CITIZEN ID**

- ☐ Photocopy of **CERTIFICATE OF RETIREMENT** (if applicable)
- ☐ Photocopy of **PENSION BANK CERTIFICATE AND STATEMENT** (3 months - if any)

IF APPLICANT IS SPONSORED, ADDITIONAL REQUIREMENT OF THE SPONSOR

- ☐ Original Copy of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ **PROOF OF RELATIONSHIP** of the Applicant and Sponsor (PSA Birth Certificates or PSA Marriage Certificate, or pictures together)
- ☐ **FINANCIAL REQUIREMENTS** of the Sponsor:
 - Original **BANK CERTIFICATE**
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within the same month that you will submit the application**
 - Original **BANK STATEMENT** 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**
- ☐ If the Sponsor is **EMPLOYED**:
 - Original **EMPLOYMENT CERTIFICATE** with wet signature. It must have the following details:
 - Applicant's Position, Date Hired, Compensation, Office Address, Office Landline Number or Cellphone Number, Office Email Address
 - **Must be issued within the same month that you will submit the application**
 - Photocopy of **COMPANY ID**
 - Original **APPROVED LEAVE OF ABSENCE**
 - **PAYSLIPS** from the last six (6) months
 - Photocopy of **INCOME TAX RETURN (FORM 2316)**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ If the Sponsor is a **BUSINESSMAN (Self-employed)**:
 - Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
 - Photocopy of the **MAYOR'S PERMIT** from the City Hall
 - Photocopy of the **BIR COMPANY REGISTRATION (2303)**
 - Photocopy of the latest audited **FINANCIAL STATEMENT**
 - Photocopy of **ITR 1702-RT or ITR 1701**
- ☐ If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR

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 **NOTARIZED INVITATION LETTER** in Turkey
 - **TURKISH ID**
 - **BANK STATEMENT** for the past 8 months

ADDITIONAL REQUIREMENTS IF SPONSORED BY COMPANY/ORGANIZATION

- ☐ Original of **NOTARIZED AFFIDAVIT OF SUPPORT AND GUARANTEE LETTER**
- ☐ Photocopy of **DTI** "Certificate of Business Name" or Securities and Exchange Commission (**SEC**), complete pages of Articles of Incorporation
- ☐ Photocopy of the **MAYOR'S PERMIT** from the City Hall
- ☐ Photocopy of the **BIR COMPANY REGISTRATION (2303)**
- ☐ Photocopy of the latest audited **FINANCIAL STATEMENT**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR
- ☐ Company **FINANCIAL DOCUMENTS:**
 - Original **BANK CERTIFICATE**
 - Must include the type of account, opening date, average daily balance, and current balance
 - **Must be issued within the same month that you will submit the application**
 - Original **BANK STATEMENT** 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**
- ☐ Photocopy of **ITR 1702-RT or ITR 1701**
 - If **NO ITR**, please provide a **NOTARIZED AFFIDAVIT** explaining the absence of ITR.
- ☐ Other **SUPPORTING DOCUMENTS**

EMBASSY ADDRESS:

The Embassy of the Republic of Türkiye
Address: 2268 Paraiso, Makati, 1222 Metro Manila

TERMS AND CONDITIONS

- ❖ We cannot guarantee 100% approval, as it depends upon the discretion of the Consul/Visa Officers, but we will make sure that you are 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 to your intended travel date.
- ❖ Philippine Passport holder with diplomatic and official/service passports are exempt from a visa for their travels up to 30 days.
- ❖ Philippines Passport holders with a valid Schengen, UK, US, and Ireland visa are eligible to apply for an E-visa. Contact our Visa Department for more details.
- ❖ Confirmed airline tickets and hotel accommodations are not required; HMGC Travel & Tours bears no responsibility for any costs incurred due to delays or visa denial.