As a part of your administrative processing, you are requested to provide our office the following information:

1. Your name, case number and other family members who will be traveling with you.

2. State whether you plan to permanently live in the United States or travel back and forth between your country of origin and the U.S. Please provide the name of the port of entry at which you plan to enter the U.S. with your immigrant visa.

3. List your research and/or business interests and whether you intend to continue this line of research or business in the U.S. If you do plan to continue, state how and where.(The street address(es), Web site address(es), phone numbers of, and points of contact at, the organizations, institutes, and/or companies the applicant intends to visit in the United States (applicants going to academic institutions or conferences should give the name of an academic contact, not the name of the foreign student advisor);

4. Please list detailed descriptions of your proposed research or work plans in the U.S., if any and also please include a statement of purpose of your travel to the U.S

5. List your entire employment background. (List the most recent employment first and include specific duties and responsibilities.)

6. Please list your entire educational background, including dates attended, degrees received, projects worked on, names of professors you worked with, and any publications you wrote. Please provide
-Complete list of publications of the applicant (and, if accompanying please provide your spouse's publications too)
- List of references in your country of birth or residence
-

7. List all overseas travel you have made, most recent trip first.

8. Name who or which organization will be funding your travel to the United States. Please provide
-Letters of invitation from the United States sponsor;
-Letters of recommendation from a United States source or from abroad;
-Letters of support from the financial sponsor;

9. Export license number (or, if pending, an export license application number) covering the activity in the United States (if relevant and available)

Please refer to our web-site: http://turkey.usembassy.gov/contact_with_e-mail3.html to provide our office this information as soon as possible. If you will have difficulty to send an attachment through the above link you may send your message to the e-mail address ca-ankara@state.gov . Your subject line must read "IV Admin Processing" (no space between letters).

Please also attach an electronic copy of your CV (and if your spouse is accompanying you, please provide your spouse's résumé too) to your e-mail