

# Visa Application Requirements

## BASIC REQUIREMENTS FOR ALL VISA APPLICANTS

- Visa application form fully and legibly completed in English by the applicant
- One passport size photograph taken no more than 6 months ago. Scanned photos are not acceptable.
- Bank statements for the last six months stamped and signed by bank officer
- Original passport valid for at least 6 months beyond the contemplated stay in the Philippines.
- Photocopy of the data and amendment pages of the applicant's passport.
- Copy of e-ticket showing CONFIRMED flight details; For temporary visitor's visa and transit visa holders: Your return or onward journey plane ticket must be presented to the Philippine immigration officer upon entry into the Philippines.
- Processing fee in demand draft drawn from any bank in India with branch in New Delhi payable to "Embassy of the Philippines". Cash payments will not be accepted.  
For payment details, please refer to [Schedule of Fees](#)
- Note: Depending on the initial evaluation of the visa processors, other documents may be required. Applicants are advised to submit their documents at least two weeks before scheduled departure to the Philippines. It normally takes 10 working days for a visa application to be processed. Barring unforeseen circumstances or the need for additional requirements, you can collect your passport on the eighth working day from the date of submission from 5:00 PM to 6:00 PM Monday to Fridays. Saturday, Sunday and Philippine/Indian holidays except during Philippine/Indian holidays and other special days when the consular section will be closed will not be counted as processing days. Your claim stub should also indicate the date and time of collection of your passport.

## ADDITIONAL REQUIREMENTS PER TYPE OF VISA APPLICATION

### 9A: TEMPORARY VISITOR'S VISA FOR PLEASURE (TOURIST VISA)

- Copy of Credit cards and/or travelers checks or foreign exchange endorsement of the passport
- Original, signed letter from inviting party (if applicable) indicating complete address and telephone number. The letter must also be notarized in the Philippines.
- If employed, applicant's Certificate of Current Employment from Employer to include employer's full name, address and telephone number, applicant's length of service and salary details
- If self-employed, photocopy of latest Income Tax Return and copy of Personal Assessment Number (PAN) Card
- If Student, applicant's Certificate of Enrollment or Letter of Acceptance from School;
- If minor, under 18 years of age traveling alone or to be accompanied by a person other than a parent or not joining a parent in the Philippines: Affidavit of Support and Consent to Travel. The affidavit must be executed by either or both parents indicating traveling companion of minor and address in the Philippines, duly notarized by a local Notary Public, attested by the MEA and consular officer of the Philippine Embassy. This affidavit must be presented before immigration officials at the port of entry in the Philippines upon the minor's arrival in the Philippines.
- If Spouse of a Philippine Citizen: Name of Filipino spouse should be indicated in the visa applicant's passport Copy of Report of Marriage issued by the Philippine Embassy or Philippine National Statistics office
- If Unmarried Minor Child of a Filipino Parent: Copy of Birth Certificate and Copy of Parent's valid passports

Indian nationals who wish to visit the Philippines for tourism purposes may be granted visa-free entry into the country in any port of entry (major international airports and secondary international hubs (SIHs), as well as in seaports by passengers on board cruise ships/vessels) for an initial authorized stay not exceeding fourteen (14) days, provided they possess the following:

- 1.) Either a valid (used or unused) American (US), Japanese, Australian, Canadian, Schengen, United Kingdom, or Singaporean multiple-entry visa or permanent residence permit.
- 2.) An Indian passport valid at least six (6) months beyond the date of departure from the Philippines;
- 3.) Return or onward ticket to the next country of destination; and
- 4.) No derogatory record with the Philippine Bureau of Immigration.

The fourteen (14) day, visa-free entry may be extended by an additional seven (7) days with the Philippine Bureau of Immigration for a maximum stay of twenty-one (21) days but is non-convertible to other visa categories.

#### **9A: TEMPORARY VISITOR'S VISA FOR RELIGIOUS WORKERS AND MISSIONARIES:**

- o Police Clearance from the country of origin or place of legal residence
- o Sponsorship/endorsement letter from the religious organization in country of origin
- o o Guarantee letter from the inviting entity in the Philippines stating that it will be responsible for the welfare acts and movement of the visa applicant during his/her stay in the Philippines and it guarantees that the visa applicant will not be a public charge to the Philippine Government
- o Certificate of accreditation of sending religious organization

All applicants under this category are informed that the visa process (including evaluation and approval) will take at least one (1) month from the date of application and receipt of complete documentation.

#### **9A: TEMPORARY VISITOR'S VISA FOR BUSINESS (BUSINESS VISA)**

- o Original letter of invitation from reference person or company in the Philippines. The letter must also be signed by the authorized company signatory and notarized in the Philippines.
- o Official letter from company where employed mentioning applicant's travel to the Philippines, expected duration of stay and number of entries applied for (single entry/ multiple entry valid for 6 months or 1 year )

#### **9B: TRANSIT VISA (Must be traveling from one country to another via the Philippines. Transit period is limited to 72 hours.)**

- Copy of e-ticket to show applicant's flight details.

#### **9C: SEAMAN JOINING A SHIP**

- Valid Seaman's Book
- Letter from Shipping Company
- For Supernumeraries: Proof of Relation to Principal Seaman

#### **9E: DIPLOMATIC VISA (Authority to issue 9E Visa has to be received by the Philippine Embassy from the Philippine Department of Foreign Affairs before this visa can be issued.)**

- To submit only Basic Requirements as listed above. Visa fees are waived.

#### **9F: STUDENT VISA (Authority to issue student visa has to be received by the Philippine Embassy from the Philippine Department of Foreign Affairs before a student visa can be issued. Please note that personal appearance may be required when applying for a student visa.)**

- Original notice of acceptance issued by the school to the student with clear impression of school's dry

seal

- Authenticated Regional Passport Police Clearance
- Demand draft for as Payment for Authentication of Police Clearance
- Medical Health Certificate issued by authorized physician, including chest x-ray
- If enrolled in Medicine or Dentistry, Original Certificate of Eligibility for Admission issued by the Philippine Commission on Higher Education to the student

**9G: PRE-ARRANGED EMPLOYMENT VISA (Authority to issue Pre-arranged Employment Visa has to be received by the Philippine Embassy from the Philippine Department of Foreign Affairs before this visa can be issued. Please note that personal interview may be required before issuance of the Pre-arranged Employment Visa.)**

- Authenticated Regional Passport Police Clearance
- Demand draft for Payment for Authentication of Police Clearance
- Medical Health Certificate issued by authorized physician, including chest x-ray

**47 a-2: SPECIAL NON-IMMIGRANT VISA (This is issued to foreign nationals who are proceeding to the Philippines as professors, scholars, trainees, participants, fellows, students, technicians, personnel and their dependents under certain programs and entities including but not limited to Asian Institute of Management, East Asia Pastoral Institute and Philippine Economic Zone Authority or PEZA-registered companies. Authority to issue 47 A-2 Visa has to be received by the Philippine Embassy from the Philippine Department of Foreign Affairs before this visa can be issued.)**

- Authenticated Regional Passport Police Clearance
- Demand draft for as Payment for Authentication of Police Clearance
- Medical Health Certificate issued by authorized physician, including chest x-ray

**9A: TEMPORARY VISITOR'S VISA WITH PENDING APPLICATION FOR A WORKING VISA OR DEPENDENTS VISA ( PER FOREIGN SERVICE CIRCULAR 49-06)**

- Letter from the Philippine-based company confirming its intention to engage the services of the principal visa applicant and attesting to the filing of a petition for a visa category corresponding to the purpose of entry.
- Copy of the Sponsoring Company's application with, and duly received by, the Bureau of Immigration (BI) or the Department of Justice (DOJ) to serve as proof that the working visa application is pending.
- For dependent's, copy of Certificate of registration of Marriage and for minor unmarried children, copy of Certificate of Birth