

## APPLYING FOR A NON-IMMIGRANT VISA

Who can apply: Foreign nationals who wish to travel to the Philippines as a Temporary

Visitor (Pleasure/Business), Transit Passenger, Seaman, Foreign Government

Official (except officials of UN and other International Organizations

who will be posted in the Philippines)

Requirements: (a) Personal Appearance of the Visa Applicant or a Visa application form duly

signed by a Justice of the Peace; (b) Passport valid for at least 6 months beyond the intended period of stay in the Philippines; (c) Completed Visa Application Form; (d) 1 passport-size photograph with white background; (e) a copy of confirmed flight schedule or e-ticket issued by the airlines or travel agent; (f) Non-refundable fee; (g) Company Letter—for businessmen, (h) Company Letter and Seaman's Book—for Seaman's visas (i) Note Verbale for Foreign

Government Officials; (j) Affidavit of Consent and Support from parent/s if applicant is below 15 years old; and (k) other additional documents, as needed.

Processing time: 1-5 working days for passport holders or at least 1 month for travel document

holders.

Note: Incomplete Visa Applications will not be accepted. Timetable and

requirements will vary depending on the type of visa applied for and the

passport or travel document of the visa applicant.

Step 3: If all documents are Step 1: Submit Visa Step 2: Visa Officer complete and in order, Visa Application Form and evaluates the visa appliapplicant makes payment at requirements to the cant's documents. Cashier's counter. Visa Processing counter. (Duration: 5 Minutes) (Duration: 2 Minutes) (Duration: 3 Minutes) Step 6: Visa applicant Step 4: Visa Officer returns on a designated prepares the visa, for day to collect passport approval and signature with the Visa. of the Visa Signing Officer. (Duration: 3 Minutes) (Duration: 1-5 Working Days)

Note: Duration may be longer if there are many clients being served.