



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF FOREIGN AFFAIRS  
**NON-IMMIGRANT VISA APPLICATION FORM**

**NOT FOR SALE**

THIS FORM IS NOT FOR SALE.  
"DO NOT LEAVE ANY SPACES BLANK, INDICATE N/A IF NOT APPLICABLE."  
PROVIDING FALSE STATEMENTS IS PUNISHABLE BY LAW (R.A.8239)

Foreign Service Post: Embassy of the Philippines, Islamabad, Pakistan

DATE OF APPLICATION

DATE OF RELEASE

**PARTICULARS OF THE APPLICANT:**

**SURNAME** \_\_\_\_\_ **GENDER:**  Male  Female

**GIVEN NAME** \_\_\_\_\_

**DATE OF BIRTH** \_\_\_\_\_ **AGE** \_\_\_\_\_

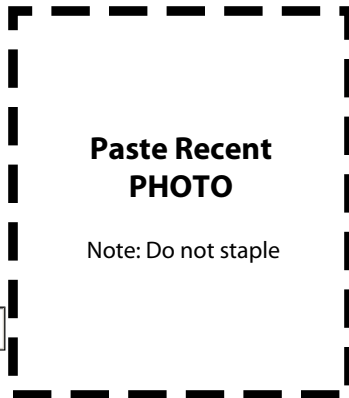
**PLACE OF BIRTH** \_\_\_\_\_ **CIVIL STATUS:**  Single  Widow/er

**CITIZENSHIP** \_\_\_\_\_  Married  Annulled/ Divorced

**OCCUPATION** \_\_\_\_\_

**E-MAIL** \_\_\_\_\_ **CONTACT NO.** \_\_\_\_\_

**PURPOSE OF ENTRY:**  Tourist  Pleasure  Business  Official/FGO  Join Ship



**PRESENT ADDRESS** \_\_\_\_\_

**OFFICE ADDRESS** \_\_\_\_\_

**NAME OF FATHER** \_\_\_\_\_ **CITIZENSHIP** \_\_\_\_\_

**NAME OF MOTHER** \_\_\_\_\_ **CITIZENSHIP** \_\_\_\_\_

**NAME OF SPOUSE** \_\_\_\_\_ **CITIZENSHIP** \_\_\_\_\_

**PASSPORT TYPE:**  Ordinary  Official  Diplomat **PASSPORT NO.** \_\_\_\_\_

**PLACE OF ISSUE** \_\_\_\_\_ **DATE OF ISSUE** \_\_\_\_\_ **DATE OF EXPIRY** \_\_\_\_\_

**FIRST VISIT TO THE PHILIPPINES:**  Yes  No ( \_\_\_\_\_ ) # times **FINANCIAL MEANS OF SUPPORT** \_\_\_\_\_

**Latest Visa No.** \_\_\_\_\_ **Issued on** \_\_\_\_\_ **Issued by** \_\_\_\_\_

**PORT OF ENTRY** \_\_\_\_\_ **DATE OF VISIT** \_\_\_\_\_ **FLIGHT DETAILS** \_\_\_\_\_ **DURATION OF VISIT** \_\_\_\_\_

**HOTEL/COMPANY/NAME OF THE SPONSOR IN THE PHILIPPINES** \_\_\_\_\_ **CONTACT #** \_\_\_\_\_

**COMPLETE ADDRESS IN THE PHILIPPINES** \_\_\_\_\_ **CONTACT #** \_\_\_\_\_

**NAME OF TRAVELING COMPANION (for applicant below 18 years of age ONLY)** \_\_\_\_\_

1. Were you ever refused any kind of Philippine visa before and denied admission into or deported from the Philippines? If yes, state circumstances  Yes  No

2. Have you ever been arrested or convicted for any offense or crime, even though subject of a pardon, amnesty, or other legal action?  Yes  No

3. Have you even been afflicted with a communicable disease of public health significance, dangerous physical or mental disorder, or been a drug abuser or addict?  Yes  No

I understand that I may only enter the Philippines at the Port of Entry designated by the Philippine Immigration Authorities and under the condition imposed by those authorities.

I solemnly swear that the information I have provided above are factual and true, with the understanding that any misrepresentation herein will result in the forfeiture of my visa application.

**APPLICANT'S SIGNATURE**  
"PLEASE SIGN IN BLUE INK"

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES**

(FOR OFFICIAL USE ONLY)

VISA No. PK-MRRV- \_\_\_\_\_ GRANTED ON \_\_\_\_\_ AS A NON-IMMIGRANT VISA UNDER SECTION \_\_\_\_\_ OF THE PHILIPPINE IMMIGRATION ACT OF 1940 VALID UNTIL \_\_\_\_\_.

Date: \_\_\_\_\_  
Service No.: \_\_\_\_\_  
O.R. No.: \_\_\_\_\_  
Fee Paid: \_\_\_\_\_

RECEIVED BY \_\_\_\_\_  
REMARKS, IF ANY \_\_\_\_\_

CONSUL OF THE REPUBLIC OF THE PHILIPPINES

# TYPES OF PHILIPPINE VISA & REQUIREMENTS

## **A. 9(a) VISA**

**For TOURIST VISA** - stipulates the duration of stay and the purpose (which is leisure travel).

The following BASIC requirements must be submitted when applying for this type of visa:

- 2 copies of duly accomplished non-immigrant visa application form (F.A. Form 2) with visa applicant's signature. Application forms that are incompletely filled-out will be returned to the applicant;
- Passport valid for a period of not less than six (6) months beyond the contemplated period of stay in the Philippines;
- Personal appearance by the applicant;
- 1 copy of itinerary flight details (NOT TICKET) valid for travel to the Philippines and for subsequent return to the country of origin or to the next country of destination (including a valid visa to that country, if one is required); Your return or onward journey plane ticket must be presented to the Philippine immigration officer upon entry into the Philippines;
- Original bank statement attested by the Ministry of Foreign Affairs;
- 2 copies of photocopies of the relevant pages (information pages) of the passport;
- 2 passport-size photographs of the visa applicant, taken within the last 3 months, pasted in the designated box in the application form; and scanned photo not acceptable;
- Original copy of Police character certificate or clearance issued by authorities at the place of residence or business of the applicant and issued not more than six months prior to the application for visa, attested by the Ministry of Foreign Affairs;
- 1 copy of hotel booking;
- Other Supporting documents as may be required by the Consular Officer after evaluation of the application;

## **ADDITIONAL:**

**For PLEASURE** - Applicants proceeding to the Philippines for a legitimate, non-immigrant purpose such as sightseeing, amusement, sports and recreation, health reasons, or to visit family and friends, should present the basic requirements together with the following additional supporting documents.

A Letter of invitation (original) from inviting party in the Philippines, notarized and authenticated by Department of Foreign Affairs, Philippines, indicating complete address and telephone number along with the passport copy of the invitee or ID bearing picture and signature of the invitee, attesting to guarantee all financial expenses of the foreign visitor and his/her compliance with the Philippine laws while in the Philippines.

**IF STUDENT** - Certificate of Enrolment issued by school authorities and copy of alien card with English translation if written in any other language. Letter of Guarantee from spouse or parents or other guarantor, copy of guarantor's valid ID and Original bank statement or report of bank balances attested by the Ministry of Foreign Affairs;

**IF EMPLOYED** - Certificate of Employment issued by employer, giving workplace name and address, nature of employment financial remuneration of visa applicant and copy of alien card with English translation if written in any other language.

Original bank statement or report of bank balances attested by the Ministry of Foreign Affairs

**IF SELF-EMPLOYED** - Certificate of Business Registration issued by Pakistan government Authorities and copy of alien card with English translation if written in any other language. Original bank statement or report of bank balances attested by the Ministry of Foreign Affairs

**IF RETIRED/UNEMPLOYED** - Letter stating the fact that is retired/unemployed and copy of alien card with English translation if written in any other language. Original bank statement or report of bank balances attested by the Ministry of Foreign Affairs

**IF UNEMPLOYED** - Letter stating the fact that is retired/unemployed and copy of alien card with English translation if written in any other language. Original bank statement or report of bank balances attested by the Ministry of Foreign Affairs

**IF SPOUSE OF PHILIPPINE CITIZEN** - Name of Filipino Spouse should be indicated in the visa application form, passport copy or ID with signature of spouse, copy of Report of Marriage issued by the Philippine Embassy or Philippine National Statistics Office; Letter of invitation from spouse as sponsor.

### **Proof of LIVING ACCOMMODATION ARRANGEMENT**

Hotel reservation/email confirmation/certificate issued by visa applicant's hotel choice in the Philippines, as applicable.

**FOR BUSINESS** - Foreign Travellers coming to the Philippines for the purpose of attending international conferences, scientific, education, commercial, and/or professional workshops, conventions, lectures, contract negotiations, need to submit the basic requirements together with the following documents:

- Letter of Invitation (ORIGINAL) from the organizer in the Philippines, notarized and authenticated by the Department of Foreign Affairs, Manila, Philippines, The letter should include the nature, venue and schedule of the event, reference persons in the Philippines, flight details, and place of residence/hotel while in the Philippines, and guarantee the foreign visitor's compliance with Philippine laws (together with the passport copy or ID bearing with signature of the organizer).;
- Letter of Endorsement from the company/employer certifying the visa applicant's employment with the company, the purpose of travel/nature of the business trip to the Philippines, flights details, and place of residence/hotel while in the Philippines (photocopy of alien card with English translation if written in any other language).
- Letter of Recommendation from the Chamber of Commerce and Industry, the purpose of travel/nature of the business trip to the Philippines, flights details, and place of residence/hotel while in the Philippines and NTN Certificate must be attested by Ministry of Foreign Affairs;

### **FOR BUSINESSMAN INVESTING AND BUSINESS OPPORTUNITY IN THE PHILIPPINES**

Foreign Travellers coming to the Philippines for the purpose of investing and business opportunity in the Philippines, need to submit the basic requirements together with the following documents:

- Letter of Invitation (ORIGINAL) from the organizer in the Philippines, notarized and authenticated by the Department of Foreign Affairs, Philippines, The letter should include the nature, venue and schedule of the event, reference persons in the Philippines, flight details, and place of residence/hotel while in the Philippines, and guarantee the foreign visitor's compliance with Philippine laws (together with the passport copy or ID bearing with signature of the organizer). If the organizer is a Philippine government entity or recognized international organization no attestation is needed.
- Police Character Certificate or Letter of Recommendation from the Chamber of Commerce and Industry, the purpose of travel/nature of the business trip to the Philippines, flights details, and place of residence/hotel while in the Philippines (photocopy of alien card with English translation if written in any other language).
- Photocopy of Chamber of Commerce Certificate ID and NTN Certificate;

**B. 9(f) FOR STUDENT** - Letter of endorsement from the college/university registrar requesting issuance of a student visa to the applicant; Original notice of acceptance issued by the school to the student with clear impression of school's dry seal; Medical Health Certificate issued by authorized physician, including chest x-ray; Transcript of Records; Police Clearance issued by the national police authority in the student's country of origin or legal residence, duly authenticated by the Philippine Embassy; Affidavit of Support from parents; For Student accepted in Dentistry and Medicine programs, Certificate of Eligibility for Admission (CEA) from Commission on Higher Education (CHED);

**C. 9(c) FOR SEAMAN AND CREW MEMBERS**

- Seaman's book and photocopy of its data page;
- Certification letter from shipping company deploying the foreign seaman, naming the vessel which the seaman will board, where it is docked, and the designation/assignment of the seaman abroad the vessel, duly notarized by a Pakistani notary public.
- Endorsement letter from Philippine charter/agent acknowledging the incoming seaman's assignment abroad the vessel, duly notarized by a Philippine notary public.

**9(c) FOR CREW MEMBERS**

Certification letter from shipping company deploying the vessel and its crew/member, naming the ship's master/captain, and endorsing the purpose of the voyage and its intended schedule, duly notarized by a Pakistani notary public.

Triplicate copies of vessel Captain/Master's seaman's book and passport data page, showing personal details and signature.

Triplicate of the seaman's book / passport data page of crew members.

**D. 9(e) FOR FOREIGN GOVERNMENT OFFICIALS** - An accredited official of a foreign government recognized by the Philippines, who is a citizen of the country whose government he represents, proceeding to the Philippines on official business for his/her government, needs to submit the following:

**BASIC REQUIREMENTS**

- Original passport and photocopy of its data page. The passport must be valid for a period not less than six (6) months beyond the intended period of stay in the Philippines;
- Duly accomplished non-immigrant visa application form with visa applicant's signature;
- Passport-size photograph of the visa applicant, taken within the last 3 months, pasted in the designated box of the application form;
- Itinerary flight details (NOT TICKET) valid for travel to the Philippines and for subsequent return to the country of origin or to the next country of destination (including a valid visa to that country, if one is required); Your return or onward journey plane ticket must be presented to the Philippine immigration officer upon entry into the Philippines;

**ADDITIONAL:**

a. For Government of Pakistan Officials and personnel of Pakistani Government Institutions with special status as an International Organization/Agency *Diplomatic Note\** issued by the Ministry of Foreign Affairs (MOFA) of Pakistan.

b. For accredited diplomats/officials of other foreign governments stationed in Pakistan *Diplomatic Note\** issued by the Mission/Embassy in Pakistan, endorsing the official's trip to the Philippines.

c. For officials of specialized agencies and other international organizations *Diplomatic Note\** from the sending international organization.

Original Letter of Acceptance signed by the international organization with resident representative office in the Philippines receiving the foreign government official.

*\*The Diplomatic Note should indicate the position of the official, nature of the trip, the intended date of travel, and period of stay as applicable.*

**VISA REQUIREMENTS FOR INCOMING FOREIGN GOVERNMENT OFFICIALS (FGOs) TRAVELLING FOR POSTING AND ASSIGNMENT IN THE PHILIPPINES**

1. Official written notification of the impending assignment of the FGO, via a Diplomatic Note at least thirty (30) days in advance of expected travel to the Philippines. The Note should be state.

- Particulars of the visa applicant;
- His/her expected departure date from the country of origin;
- Expected duration of assignment in the Philippines; and
- Complete name and designation of the official he/she is coming to replace (or if he/she is an additional official being deployed in the mission/ consular office in the Philippines).
- In the case if qualified dependents: that the visa applicant is travelling to the Philippines to join and live with the principal for the duration of the principal's assignment.

2. Duly filled-out visa application form with photograph and visa applicant's signature ;

3. Clear photocopy of the visa applicant's diplomatic/service/official passport.

4. Supporting documents to establish family ties, martial union, employee-employer relations, etc. as may be deemed necessary, in order to properly ascertain appropriate visa type per existing rules and regulations.

5. Itinerary flight details (NOT TICKET) valid for travel to the Philippines.

**NOTE: Appropriate 9E visas can only be issued to arriving FGOs, qualified dependents and member of the official's household only after the receipt of appropriate authority from the Department of Foreign Affairs in Manila.**

**IMPORTANT NOTICE**

- ✓ All entries in the application form must be TYPEWRITTEN OR PRINTED IN BLOCK CAPITALS in a legible manner in BLACK OR DARK BLUE ink;
- ✓ Applications must be submitted at least Fourteen (14) working days before the intended date of departure;
- ✓ All supporting documents must be submitted in ORIGINAL. Failure to submit and comply with all the documentary requirements indicated above may lead to the disapproval or denial of the visa application;
- ✓ Submission of requirements and receipt by the Consular Section of the submitted application forms and supporting documents is not a guarantee that a visa will be issued.

**VISA FEES:**

<b>Three (3) Months</b> (Rs. 4,800.00)	<b>Six (6) Months Multiple</b> (Rs.9,600.00)	<b>One (1) Year Multiple</b> (Rs. 14,400.00)	<b>Seaman's Visa</b> (Rs. 2,400.00)	<b>Expedite Fee</b> (Rs. 1,200.00)
<b>Visa Processing Time: 9:00am - 12:00pm</b>		<b>Releasing Time: 3:00pm - 5:00pm</b>		
<b>Regular Visa Processing: 9 Working Days</b>		<b>Expedite Visa Processing: 7 Working Days</b>		
<b>NOTE: FOR PHILIPPINE HONORARY CONSULATE GENERAL LAHORE &amp; KARACHI</b>				
<b>Regular Visa Processing: 11 Working Days</b>		<b>Expedite Visa Processing: 9 Working Days</b>		