



Embassy of the Philippines

Dili, Timor-Leste

PLEASE WRITE YOUR ANSWERS ON THE SPACE ABOVE THE LINE.

PASTE
YOUR
PASSPORT PHOTO
HERE

START
WRITING
HERE

PURPOSE OF YOUR VISIT TO THE PHILIPPINES LENGTH OF STAY

SURNAME GIVEN NAMES MIDDLE NAME

(M F)

DATE OF BIRTH (DD/MM/YY) PLACE OF BIRTH SEX

(S M D W)

CITIZENSHIP CIVIL STATUS YOUR E-MAIL

(DIPLOMATIC OFFICIAL REGULAR)

PASSPORT NO. PASSPORT TYPE VALID UNTIL

PRESENT ADDRESS TEL./CELLPHONE

FATHER'S NAME & NATIONALITY MOTHER'S NAME & NATIONALITY

YOUR OCCUPATION OFFICE ADDRESS & TELEPHONE NO.

ADDRESS WHERE YOU ARE GOING TO STAY IN THE PHILIPPINES, AND TEL./CELLPHONE NO.

1. _____
2. _____
3. _____

CONTACT PERSONS IN THE PHILIPPINES, THEIR ADDRESS, TEL/CELLPHONE, E-MAIL

WERE YOU: (<input type="checkbox"/> YES <input type="checkbox"/> NO)	DO YOU HAVE: (<input type="checkbox"/> YES <input type="checkbox"/> NO)	DO YOU HAVE: (<input type="checkbox"/> YES <input type="checkbox"/> NO)
CONVICTED OF A CRIME?	COMMUNICABLE DISEASE?	HISTORY OF MENTAL ILLNESS?

I SOLEMNLY SWEAR THAT THE FOREGOING STATEMENTS ARE TRUE:

YOUR SIGNATURE DATE YOU SIGNED THIS

DO NOT WRITE BELOW THIS POINT.
 SUBSCRIBED AND SWORN to before me on _____ at the Philippine Embassy,
 Dili, Timor-Leste.

O.R. Visa Type: <input type="checkbox"/> 9(a) <input type="checkbox"/> _____ Visa No.: DL-MRRV- _____ -20 SN _____	Service No. Validity: <input type="checkbox"/> 3mos. <input type="checkbox"/> 6mos. <input type="checkbox"/> 1yr <input type="checkbox"/> _____	Fee Paid: US\$ _____ Valid until: _____ <small>FN: Z-VISAFORM-NONIMMIG</small>
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Note: Please see procedures and list of requirements at the back of this page.

GENERAL GUIDELINES:

THE REGULAR PROCESSING OF A VISA APPLICATION TAKES TWO (2) WORKING DAYS UPON SUBMISSION OF COMPLETE REQUIREMENTS.

SUBMISSION OF A VISA APPLICATION FOR REGULAR PROCESSING IS FROM 0900 AM to 0300 PM, MONDAY TO FRIDAY, EXCEPT ON PHILIPPINE AND TIMOR-LESTE PUBLIC HOLIDAYS/NON-WORKING DAYS.

PAYMENT OF THE VISA PROCESSING FEE UPON SUBMISSION OF THE VISA APPLICATION DOES NOT GUARANTEE THAT A VISA APPLICANT WILL BE ISSUED A VISA.

THE VISA PROCESSING FEE IS NON-REFUNDABLE.

THE VISA OFFICER MAY REQUIRE THE SUBMISSION OF ADDITIONAL DOCUMENTS TO ESTABLISH THE VISA APPLICANT'S CREDENTIALS.

BASIC REQUIREMENTS FOR VISA APPLICANTS

1. Visa application form fully and legibly completed in English by the applicant. The data entry for three (3) contact persons must be fully completed.
Applicants BELOW fifteen (15) years of age, unaccompanied by or not coming to a parent, MUST have an affidavit executed by the parents (mother and father), authenticated by the Ministry of Justice and duly acknowledged/'consularized' by the Ministry of Foreign Affairs and Cooperation, stating that they are permitting their child to travel. The name and passport details of the guardian or adult accompanying the child must be given in the affidavit. The fee for the authentication of this affidavit is US\$25.00.
2. One (1) passport size photograph taken no more than 6 months from date of application. Scanned photo is not acceptable.
3. Original passport valid for at least 6 months beyond the contemplated stay in the Philippines.
4. A Clear copy of the applicant's passport containing personal details and amendments.
5. Copy of airline booking (round trip/return booking).
6. Photocopy of all the documents being submitted from item 1-5, including additional documents being required by the Embassy.
7. Personal appearance of the Visa applicant.
8. Visa processing fee, US\$40.00. The processing fee is for the evaluation of the visa application and must be paid whether or not a Philippine visa is issued. An additional fee of US\$30.00 must be paid for same working day processing and US\$20.00 for next working day, provided the request can be accommodated.

ADDITIONAL REQUIREMENTS PER TYPE OF VISA APPLICATION

- A. Temporary Visitor's Visa for Pleasure (Tourist Visa)
 1. Certificate of Current Employment to include employer's full name, address and telephone number, applicant's length of service and salary details.
 2. Letter from inviting party indicating complete address and telephone number (if applicable)
 3. Documents to establish that applicant has sufficient means to stay in the Philippines such as, but not limited to, bank statements.
- B. Temporary Visitor's Visa for Business (Business Visa)
 1. Letter of Invitation or acceptance addressed to the Visa applicant from the institution in the Philippines to show that the applicant is invited or accepted to attend the event to be held in the Philippines.
 2. Letter from employer or agency in Timor-Leste addressed to the Embassy of the Philippines endorsing the travel of the applicant.
 3. If the applicant is student taking a short course or seminar in the Philippines, applicant's Certificate of Enrollment/Admission.
 4. For Visa applicants going on official travel:
Letter from applicant's office addressed to the Embassy of the Philippines, authorizing the applicant to go to the Philippines for official travel and a *Note Verbale* from the Ministry of Foreign Affairs and Cooperation.
- C. Student Visa (Note: The Embassy MUST receive authority from the Philippine Department of Foreign Affairs to issue a student visa.)
 1. Original Notice of Acceptance issued by the school to the student with clear impression of school's dry seal.
 2. Criminal Record Certificate from the Ministry of Justice duly acknowledged/'consularized' by the Ministry of Foreign Affairs and Cooperation.
 3. Medical Health Certificate issued by the Guido Valadares National Hospital, including chest x-ray.
 4. If enrolled in Medicine or Dentistry, Original Certificate of Eligibility for Admission issued by the Philippine Commission on Higher Education to the student.
- D. Missionary Visa (Note: The Embassy MUST receive authority from the Philippine Department of Foreign Affairs to issue a missionary visa.)
 1. Letter from inviting religious congregation in the Philippines.
 2. Letter of endorsement from the religious congregation in Timor-Leste.
 3. Criminal Record Certificate from the Ministry of Justice duly acknowledged/'consularized' by the Ministry of Foreign Affairs and Cooperation.
 4. Medical Health Certificate issued by Guido Valadares National Hospital, including chest x-ray.

Received by:

Released by:

Released to:

Date / Time

Date / Time

Date / Time