

Visa Guidelines No. 2
GUIDELINES FOR TEMPORARY VISITOR'S VISA
For Non-Japanese Nationals

A. REQUIREMENTS FOR TOURIST VISA

To apply for entry visa into the Philippines, **personal appearance is a must**. All supporting documents which may be required depending on the purpose of the trip should be submitted in **A4 size paper, and with English translation**. Please bring all **originals** and a **photocopy** of each of the documents for presentation/submission to the Visa Unit.

1. Duly accomplished application form with one (1) recent passport-size photograph (3.5cm x 4.5cm)
2. Original passport valid not less than six (6) months beyond intended period of stay and one (1) photocopy each of **passport data page/s, Japanese visa and re-entry permit** (issued by the Japan Immigration Bureau – both of which should at least have four (4) months validity)
3. Original Certificate of Employment from employer (stating date of employment, position or type of work and salary) or business registration (with English translation).
4. For student, original Certificate of Enrolment and/or Letter of Endorsement from Japanese University and/or valid school identification card
5. If unemployed or student, Letter of Guarantee from spouse or parent (with copy of valid identification and proof of financial capacity)
6. If visa in Japan is acquired by relationship with a Japanese national, submit original family registry or *koseki tohon* of Japanese spouse or parent (with English translation, to be verified by the Embassy)
7. One (1) photocopy of alien registration card
8. Original and (1) photocopy of proof of financial capacity (e.g. original bank account certificate or photocopy of bank book – must also present original bank book)
9. Original Letter of Invitation and Guarantee from sponsor in the Philippines duly notarized by the Philippine Notary Public and copy of valid identification of sponsor (i.e. passport, driver's license). If sponsor is a foreign national, copy of valid Philippine visa is also required.
10. Original hotel reservation certificate from travel agency.
11. Daily itinerary or daily schedule of activities in the Philippines
12. One (1) photocopy of air ticket or original reservation certificate from travel agency. The departure date for the Philippines should be scheduled after the date of release of the visa.

B. REQUIREMENTS FOR BUSINESS VISA

In addition to the above-mentioned requirements, the following should also be submitted:

1. Original Letter of Invitation addressed to the applicant's company or employer originating from a business entity or counterpart company in the Philippines. The letter should include details such as the purpose of the trip, travel itinerary, name of reference(s) in the Philippines, justifying the business trip.
2. Original Letter of Recommendation from the employer or registered company based in Japan, which the applicant is connected to. It should be addressed to the Visa Unit, Philippine Embassy, certifying applicant's employment, endorsing the business trip to the Philippines, and guaranteeing all expenses related to the trip.

Important information:

The Visa Unit may require additional documentation if and when deemed necessary.

Visa and/or notarization/notation fees will be determined after processing of visa application.

Payment of visa fees does not guarantee issuance of visa. Payment validated by machine is non-refundable.

Issuance of visa does not guarantee entry into the Philippines. Final decision to enter the Philippines rests solely on the decision of the Philippine Bureau of Immigration, Department of Justice.

These guidelines are subject to change without prior notice.

EMBASSY OF THE PHILIPPINES – VISA / AUTHENTICATION UNIT

5-15-5 Roppongi, Minato-ku, Tokyo 106-8537 / E-mail: visa@philembassy.net / Fax: 03-5562-1598

Acceptance of applications: Monday – Thursday 9:00a.m. – 12:00 noon (except holidays)

Release/pick-up of applications: Monday – Thursday 1:30p.m. – 3:00 p.m. (except holidays)

Processing period: Five to Ten (5 - 10) working days, or as indicated by Visa Unit.