



# Step-by-Step Guide

For Applying a Philippine e-Visa





*Kumusta*, traveler! I'm **Juan**, your official guide to the Philippine e-Visa website. Let me walk you through a quick and easy guide on how to apply for your Philippine e-Visa.

## 03

## **Reminder Message**

#### REMINDER

Before proceeding with your e-Visa application, kindly review and update your personal information. Outdated or inaccurate information may result in the cancellation of your e-Visa application. Additionally, providing false or misleading information may be grounds for the rejection of your e-Visa application and exclusion from entry into the Philippines.

Please be advised that obtaining an e-Visa does not guarantee automatic admission into the country. The admission of foreign nationals into the Philippines is a function of the Bureau of immigration at the port of entry.

## Furthermore, please note that issued Philippine e-Visas are not valid for conversion to other types of Philippine visas, and are not valid for extension of the authorized

period of stay. If you plan to convert your visa upon arrival in the Philippines, you must obtain a regular Machine Readable Visa (MRV) sticker with the appropriate annotation from a Philippine Foreign Service Post in your country of origin or legal residence.

Please remember that e-Visa applications are **non-refundable!** 

For further information, please visit the **PH Visa Policy** page on the Philippine e-Visa website.

By clicking the "Proceed" button, you acknowledge that you have read and understood this reminder and agree to abide by the rules of the visa application process. If you need to update or review your personal information and uploaded documents, please click the "Back" button to edit the necessary details on the "My Profile" page.



Please ensure you read the reminder regarding the visa application rules carefully before clicking the '**Proceed**' button.

## 01

## **Register for an Account**



## Go to evisa.gov.ph $\rightarrow$ Sign Up.

Enter your email and create your account.

Provide details: personal info, passport.

## 04

## Select an Embassy/Consulate

#### Reminder!

 Please ensure that you select the Philippine Embassy or Consulate with consular jurisdiction over pur area. e-Visa applications submitted outside the designated jurisdiction of the chosen Embassy or Consulate will be automatically canceled.

 Country of Application
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 Cancel
 Continue
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Please ensure that you select the Philippine Embassy or Consulate with consular jurisdiction over your area.

e-Visa applications submitted outside the designated jurisdiction of the chosen Embassy or Consulate will be automatically canceled. After making your selection, click the 'Continue' button.



### Lodge for an e-Visa Applications

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After creating your e-Visa account, you may update your personal information by clicking the 'Edit **Profile**' button. Make sure all details are accurate, as they will appear in your e-Visa application.

Once ready, click the 'Visa Applications' button to begin your Philippine e-Visa application.

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### **Fill Out the Application**

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Start your eVisa application.

Provide details: personal info, passport, travel dates, purpose.

Upload your scanned passport info page, ICAO photo, proof of travel (tickets/hotel), financial proof/articulate intent (itinerary, invitation, etc.)



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Make sure all your information is accurate and your uploaded documents are clear before clicking the 'Submit' button.

You can also save your application and come back to it later by clicking the 'Save' button.

## 08.1

## **Pay fee (Onsite Payment)**

() ONSITE PAYMENT To pay your transaction, please visit your selected post. Refer to the address information below for auid hilippine Embassy in Tology 5-15-5 Proposal Minato-ku, Tology 106-8537

### Payment Guide for Onsite Payment.

Make sure to pay the full visa fee directly to the cashier at the Philippine Embassy in Tokyo.

After making the payment, the cashier will provide you with a receipt, and your application will be tagged as "Paid."



## **Generate Invoice**

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Click the 'Generate Invoice and Payment Information' button for the e-Visa fee.

You may still review your application on this page, but editing is no longer possible. If you V need to make any changes, you can cancel the application and start over by clicking the 'Cancel' button.

## 09 **Track Your Application**



Excellent! You have completed your e-Visa application. You can track its status under the 'Application Status' section or through your registered email address.

Once approved, you may download your e-Visa from the portal.



# DE LA CRUZ, JUAN Personal Informatio Security Question

Payment Guide for Bank transfer.

() APPROVE

Make sure to pay the full visa fee indicated in the Invoice Information section.

Pay the visa fee at the Philippine Embassy in Tokyo: 5-15-5 Roppongi, Minato City, Tokyo, Japan



To view and download your e-Visa, click the 'View My eVisa' button.

Also, don't forget to click the 'Register to eTravel' button to sign up on the e-Travel website within 72 hours before your flight for a smoother entry into the Philippines.

## Tips and Quick Reminders:

- 1. Apply only at <u>www.evisa.gov.ph</u>.
- 2. Register with an active email address, as all updates will be sent to your email.
- 3. Please remember that e-Visa applications are non-refundable.
- 4. Before lodging your application, please prepare clear and complete documents.
- 5. The visa fee must be paid in full at the Philippine Embassy in Tokyo.
- 6. Processing time of e-Visas will be 7-12 working days for single entry and 15-21 working days for multiple entries.
- 7. Don't forget to register at <u>www.etravel.gov.ph</u> 72 hours before arrival.
- 8. Download your e-Visa to your mobile phone or print a copy, but **do not affix** it to your passport.
- 9. Present your e-Visa to the airline and to Philippine immigration officers upon arrival.
- 10. Please note that issued <u>Philippine e-Visas are not valid for conversion to other types of Philippine visas</u>, and are <u>not valid for extension of the authorized period of stay</u>. If you plan to convert your visa upon arrival in the Philippines, you must obtain a regular Machine Readable Visa (MRV) sticker with the appropriate annotation from a Philippine Foreign Service Post in your country of origin or legal residence.





