

## APPENDIX

### GUIDELINES FOR REQUESTING ASSISTANCE FOR TEMPORARY VISITOR'S VISA ISSUANCE

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#### Government entities requesting visa assistance for foreign nationals

1. The invitee must file the visa application at the appropriate Philippine Foreign Service Posts abroad at least one (1) month prior the scheduled flight if prior authorization from the Home Office is needed. For application which does not requiring Home Office authorization, it must be filed at least seven (7) working days prior the scheduled flight.
2. In cases where prior authorization from the Home Office is needed, the Consular Officer may decide not to accept visa application made with less than a month prior to the invitee's scheduled flight.
3. The following are the requirements to be submitted at the Philippine Foreign Service Post:
  - a. Original Passport, valid for at least six (6) months beyond the contemplated stay in the Philippines
  - b. Copy of the Passport Data Page and amendment pages, if applicable
  - c. Copy of Philippine visa previously issued, if any
  - d. Flight details
  - e. Invitation letter addressed to the invitee by the inviting or sponsoring government entity indicating the following:
    - i. Purpose of the travel
    - ii. Address in the Philippines where the invitee will be staying
    - iii. Guarantee for the invitee's entry, stay and exit
    - iv. Name and contact details of the inviting or sponsoring government entity (in case of a government office, a focal person should be identified)
  - f. Additional documents that the Consular Officer may require the applicant to submit, should the Consular Officer deem necessary
4. The invitee's personal appearance for purposes of interview by the Consular Officer shall be required, unless the inviting or sponsoring government entity provides a letter of guarantee with a request to waive the personal appearance of the applicant, subject to prior approval from the Home Office.
5. The inviting or sponsoring government entity shall send a letter addressed to the Assistant Secretary of the Office of Consular Affairs (attn: the Visa Division and cc: the Consul General of the Foreign Service Post where the visa application was filed, at least one (1) month prior the scheduled flight of the invitee, indicating the following details:
  - a. List of names of its invitees with passport details:

- i. name appearing on the passport
    - ii. nationality
    - iii. date of birth
    - iv. place of birth
    - v. passport number
  - b. Purpose of travel
  - c. Type of assistance being requested (e.g. expedited processing, waiver of personal appearance, waiver of fees)
  - d. Whether the invitee is being funded by the inviting or sponsoring government entity
  - e. Guarantee for the applicant's entry, stay and exit
  - f. Expected date/s of travel and length of stay in the Philippines
  - g. Name and contact details of the inviting or sponsoring government entity (in case of a government office, a focal person should be identified)
- Attached as Annex A is a template of the letter of request
6. Requests for waiver of visa fees shall be considered on a case-to-case basis, subject to the approval by UCSCC and OFMS.
7. OCA – Visa Division and Posts shall endeavour to accommodate requests for expedited processing, subject to compliance with existing rules and regulations.

These guidelines will take effect starting 30 January 2018.

OFFICIAL LETTERHEAD OF PHILIPPINE GOVERNMENT ENTITY

Date

**Mr. FRANK R. CIMAFRANCA**

Assistant Secretary  
Office of Consular Affairs  
Department of Foreign Affairs  
Bradco Blvd. cor. Macapagal Ave.,  
Aseana Business Park, Parañaque City

**Subject: Visa application of <NAME/s OF APPLICANT/s>, <NATIONALITY/ies>**

Dear Assistant Secretary Cimafranca,

This is to respectfully request for expedited processing of the visa application for **<NAME/s OF APPLICANT/s, position>** who has filed his/their application in the <Philippine Embassy/Consulate in **PLACE**> on <DATE>. <Name of applicant/s> is a delegate to the <event> which will be held at <venue in the Philippines> on <date/s of event>. <Background of the event.> <Reasons for the request.>

This is to further request for the waiver of personal appearance of <NAME>. <Reasons for the request.>

Travel and accommodation throughout his/their stay will be financed by <the government agency or contact person>. The **undersigned/name of office/agency** shall be responsible for the welfare, acts and movement of <NAME/s> during his/their stay in the Philippines and guarantees that <NAME/s> will not be a public charge to the government.

Attached are copies of his/their flight details showing his/their expected dates of arrival and departure on <dates of arrival and departure, respectively>, passport data page and previously issued Philippine Visa/s.

Should there be any clarifications, you may contact <contact person> at <telephone/cell number>. Thank you for consideration.

Very truly yours,

**<NAME OF CONTACT PERSON/HEAD OF OFFICE>**  
**<POSITION>**

Courtesy copy/ies:

Foreign Service Post/s where applicants will apply their visa