

GUIDELINES FOR REQUESTING ASSISTANCE FOR TEMPORARY VISITOR'S VISA ISSUANCE

Private entities endorsing visa application 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. Proof of sufficient fund to travel expenses, accommodation and subsistence (e.g. bank statement, certificate of employment, certificate of deposits and investments)
 - f. Invitation letter addressed to the invitee by the inviting or sponsoring private entity indicating the following:
 - i. Purpose of the travel
 - i. Address in the Philippines where the invitee will be staying
 - ii. Guarantee for the invitee's entry, stay and exit
 - iii. Name and contact details of the inviting or sponsoring private entity (in case of an office or enterprise, a focal person should be identified)
 - g. 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.
5. The inviting or sponsoring private entity shall send a letter directly to the Consul General of the Foreign Service Post where the visa application was filed (cc: the Assistant Secretary of the Office of Consular Affairs and attn: the Visa Division), 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
 - d. Whether the invitee is being funded by the inviting or sponsoring private 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 private entity (in case of an office or enterprise, a focal person should be identified)
- Attached as Annex B is a template of the letter of request

These guidelines will take effect starting 30 January 2018.

OFFICIAL LETTERHEAD OF PRIVATE COMPANY

Date

Ms. LEAH M. BASINANG-RUIZ

Ambassador
 W Building, Rue Mar Gerles
 Hadath, Baabda
 Mount Lebanon,
 Republic of Lebanon

Sample address to be used. Please check the appropriate names and address on the DFA website

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

Dear Ambassador Basinang-Ruiz,

This is to respectfully request for visa assistance to the invitees listed below, who have filed his/their application in the <Philippine Embassy/Consulate in **PLACE**> on <DATE> to attend as delegate/s to the <event> which will be held at <venue in the Philippines> on <date/s of event>.

Name	Passport #	Date of birth	Place of birth
<name appearing on the data page of his/her passport>		DD Month YYYY	Mumbai

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

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

Very truly yours,

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

Courtesy copy:

The Assistant Secretary, Office of Consular Affairs