



GENERAL INSTRUCTIONS

To avoid summary dismissal/delay in the processing of your application/petition, please be advised of the following:

- 1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
- 2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) ORIGINAL copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
- 3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable.
- 4. All sworn statements or affidavits must be original and duly notarized.
- 5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
- 6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
- 7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for EACH applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
- 8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
- 9. The applicant and/or petitioner must always bring his/her original passport and/or valid ID (if Filipino) upon evaluation or interview by Visa Officers.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
CONVERSION TO QUOTA IMMIGRANT VISA

Please read carefully the above-stated General Instructions before proceeding with the completion of the documentary requirements.

- ☐ 1. Letter request addressed to the Commissioner from the applicant stating that he/she:
 - a. is in possession of a valid passport (or equivalent document) an visa at the time of filing the application;
 - b. does not belong to any class of excludible or deportable foreign nationals enumerated under Sections 29 and 37 of the Philippine Immigration Act of 1940;
 - c. possesses the qualifications, skills, scientific, educational or technical knowledge which will advance and be beneficial to the national interest of the Philippines or has sufficient capital for a viable and sustainable investment in the Philippines;
- ☐ 2. Accomplished CGAF (BI Form CGAF-001-Rev 2);
- ☐ 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 4. Proof of applicant's special qualifications like academic degrees, awards, certificates of recognition, and other documents attesting to the applicant's special qualifications, skills or knowledge, or proof of financial capacity or investment, including but not limited to:
 - ☐ a. Bank certification of inward remittance amounting to at least US \$50,000.00 or equivalent in other foreign currency;
 - ☐ b. Documents evidencing ownership / purchase of a condominium [condominium unit(s) acquired within four (4) years prior to filing the Quota Immigrant Visa may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources;
 - ☐ c. Documents showing ownership of or investment in an existing corporation, enterprise or business concern [shares of stock or other equivalent proof of ownership in a corporation or business concern acquired within four (4) years prior of filing the application may be considered] with a corresponding proof that the amount he/she invested came or was inwardly remitted from foreign sources;
- ☐ 5. Stamp issued by the Bureau of Quarantine appearing in applicant's passport or travel document, if required, and a certification from a government health institution that the applicant is physically and mentally fit;
- ☐ 6. Valid National Bureau of Investigation (NBI) Clearance, if application is filed six (6) months or more from the date of first arrival in the Philippines; and
- ☐ 7. BI Clearance Certificate.

Checklist of Documentary Requirements for EACH Dependent

- ☐ 1. Duly accomplished CGAF (BI Form CGAF-001-Rev 2);
- ☐ 2. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 3. Proof of filiation with the applicant;
- ☐ 4. Stamp issued by the Bureau of Quarantine appearing in applicant's passport or travel document, if required, and a certification from a government health institution that the applicant is physically and mentally fit; and
- ☐ 5. BI Clearance Certificate.

[To be filled out by Authorized BI Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application of _____
(Name of Applicant)
_____ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

Signature over Printed Name

Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.