



GENERAL INSTRUCTIONS

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

- 1. 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. Otherwise, your application shall not be accepted.
- 2. All sworn statements or affidavits must be original and duly notarized.
- 3. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the National Statistics Office (NSO) of the Philippines.
- 4. 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.
- 5. 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.
- 6. 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.
- 7. It is recommended that you seek legal advice from lawyers and/or BI-accredited entities.

CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR
VISA UPON ARRIVAL (VUA)

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 guarantor or sponsoring organization containing the following details of the nominee:
 - a. Name as it appears in the passport;
 - b. Place and date of birth, nationality as well as passport number, place and date of its issuance and validity;
 - c. Residential address abroad and local address in the Philippines;
 - d. Flight details;
 - e. Nature and purpose of visit;
- ☐ 2. Endorsement letter from the appropriate government agency, if applicable;
- ☐ 3. Photocopy of applicant's passport bio-page;
- ☐ 4. Applicant's flight information or details with booking reference; 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.

Website: www.immigration.gov.ph
E-mail: xinfo@immigration.gov.ph
Facebook: officialbureauofimmigration
Twitter: immigrationPH