

Republic of the Philippines
Department of Justice
BUREAU OF IMMIGRATION
Manila

**CHECKLIST OF DOCUMENTARY REQUIREMENTS
FOR THE VISA UPON ARRIVAL**

1. () Letter request from the guarantor of sponsoring organization and containing the following information:
 1. a. *Nominee's name as it appears in the passport;*
 2. a. *Nominee's place and date of birth, nationality, passport number, place and date of issuance and passport validity;*
 3. a. *Nominee's permanent foreign and local addresses;*
 4. a. *Nominee's flight details; and*
 5. a. *Nominee's nature and purpose of visit;*
2. () Endorsement letter from the appropriate government agency, as the case may be;
3. () General application form duly accomplished and notarized (BI Form No. MCL-07-01) which can be downloaded from the Bureau's website at www.immigration.gov.ph ;
4. () Applicant's flight information or details with booking reference;
5. () Clear photocopy of the bio-page of the applicant's passport;
6. () Bureau of Immigration (BI) Clearance Certificate;
7. () Undertaking fully accomplished by the petitioner and duly notarized; and
8. () Payment of visa, legal research and express lane fees.

CERTIFICATION

This is to certify that the documents submitted in support of the application / petition of _____ are complete and in order.

Printed Name / Signature

Date