

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](http://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