

**FOREIGN SERVICE OF THE PHILIPPINES**

Consulate of the Republic of the Philippines,  
 EML Building, 5th Floor,  
 No- 61, W.A.D. Ramanayake Mawatha, Colombo - 00200.

PHOTO Q ATTACH  
 (Do not Paste) 2" X 2"

**APPLICATION FOR NON-IMMIGRANT VISA (TO BE FILLED IN BLOCK LETTERS)**

<b>SURNAME</b>		<b>OTHER NAME</b>		<b>SEX</b> ( ) Male ( ) Female
<b>DATE OF BIRTH</b> (Day/Month/Year)	<b>PLACE OF BIRTH :</b> CITY:		PROVINCE:	COUNTRY:
<b>CITIZENSHIP</b>				
<b>PRESENT ADDRESS:</b> No. Street Town/Province Country Postal Code Tel/Mob Nos.				
<b>OCCUPATION:</b> Company Name: Address: Telephone No.: Mob No.:			<b>FINANCIAL MEANS OF SUPPORT WHILE IN THE PHILIPPINES:</b>	
<b>CIVIL STATUS</b> ( ) SINGLE ( ) MARRIED ( ) WIDOWED ( ) DIVORCED ( ) SEPARATED				
If married, surname name and address of spouse: Name: Address:				
Full Name of Father:			Full Name of Mother:	
<b>PASSPORT NUMBER:</b>	<b>DATE OF ISSUE :</b> (Day/Month/Year)	<b>ISSUED IN :</b>	<b>VALID UNTIL :</b> (Day/Month/Year)	
OTHER PERSON (S) TRAVELLING TO THE PHILIPPINES WITH APPLICANT UNDER ( ) SAME PASSPORT ( ) TRAVEL DOCUMENT ( ) SEPARATE PASSPORT				
<b>PURPOSE OF VISIT TO PHILIPPINES:</b>	<b>LENGTH OF STAY:</b>	<b>PORT OF ENTRY IN THE PHILIPPINES</b>		
<b>DESTINATION IN THE PHILIPPINES:</b>	<b>ADDRESS IN THE PHILIPPINES:</b>			
REFERENCE/CONTACT PERSON IN THE PHILIPPINES: ( Name / Address / Contact Number)				
Supporting Documents submitted and offered for inspection in support of visa application:				
Have you been convicted of any crime? ( ) Yes ( ) No. If Yes, provide details:				
Do you have a communicable disease? ( ) Yes ( ) No. If Yes, provide details:				
Do you have a history of mental illness? ( ) Yes ( ) No. If Yes, provide details:				
Were you ever refused any kind of Philippine visa, denied admission into or Deported from the Philippines and removed at government expense from the Philippines and other countries? ( ) No. ( ) Yes If Yes, Provide details:				
I understand that I may enter the Philippines at the Port of Entry designated by the Philippines Immigration Authorities and Under the conditions imposed by those authorities. I solemnly swear that the foregoing statements are true to the best of my knowledge.				
_____			Signature of Applicant	
Consul of the Republic of the Philippines			Date	
<b>IMPORTANT: IF APPLICANT IS UNABLE TO APPLY IN PERSON, THIS FORM MUST BE NOTARIZED.</b>				
SUBSCRIBED AND SWORN to before me this _____ day of _____ at _____ The affiant exhibiting the following identification (type) _____ number _____ issued at _____ on _____				
_____			Notary Public	
(For Official use only) Non-immigrant Visa No. _____ under section _____ of _____ Immigration act of 1940, as amended issued to _____ On _____ and valid until _____ Consular notation _____ Visa Sheet No. _____ Purpose _____ Number of entries: _____ Service No: _____ O.R. No. _____				
Processor			Consul of the Republic of the Philippines	

## Basic Documentary Requirement for Philippines Visa.

	Documents should be forwarded in the following order	Yes	N/A
1	<p>Valid Passport and Previous Passport (Provide a set of photocopy of Bio-metric and alteration pages) Passport valid for not less than 6 months after sojourn in the Philippines.</p> <p>-----</p> <p><b>Diplomatic and Official Passport</b> holders travel for an official purpose - Letter from the respective Department / Ministries.</p> <p>-----</p> <p>The Applicants Designation in the Passport is <b>Mandatory</b>. Endorsement of "Student" (If Employed) to be amended to current Designation</p>	-----	-----
2	Two copies of (2"x2") recent coloured photographs. (White or Light Background)		
3	Travel itinerary from an approved travel agent or an Airline.		
4	<b>Tourist / Business</b> - Proof of Accommodation / Hotel reservation.		
5	<b>Family &amp; Friends Visit</b> - Letter from invitees addressed to the Consulate duly authenticated by a notary Public in the Philippines, Copy of passport and residential status/ Financial Capability / Relationship proof. (Birth / Marriage certificate)		
6	<b>Business Visit</b> - Invitation or proof of Business contact/Seminar/Workshop (Invitation letter from the Philippines addressed to the Consulate authenticated by a notary Public in the Philippines indicating purpose and duration of the visit/mission)		
7	<p><b>Seaman</b> - Undertaking from the Philippine manning agency addressed to the Consulate. / Photocopy Sets of Seamen's Book. / Letter from Ministry of Ports and Shipping with details of applicant and date / place of joining the ship. / Letter of confirmation from the local shipping agents.</p> <p>-----</p> <p><b>Transit</b> - required visa for the final destination or official proof that a visa on arrival will be granted to the applicant.</p>	-----	-----
8	<p>Letter from <b>Employer</b> confirming period of <b>approved leave</b> and permanency of the Employment. (if the applicant is still working) Company Directors / Self Employees - Business Registration and form 20 certified by the Company Secretary. (If the Company Sponsoring you - Letter from the Company, Business Registration, Bank Statements)</p> <p>-----</p> <p>Authorization / Approved leave letter from School / University / institute <b>for students</b>.</p>	-----	-----
9	<b>Proof of Financial capability</b> - Personal / Company Bank Statements for the last four months (original + copy)(Assets/Ownership/Fixed Deposit/Current Account/Bank Balance confirmation letter/Saving Book)		
10	<p><b>Relationship proof</b> - If the spouse / Children are accompanying the main applicant, copy of the Birth / Marriage certificate to be attached together with a letter of consent. Name of the person accompanying / expenses borne by....etc) if Names of the Birth / Marriage certificates does not match with the names the passport, should give a letter / Affidavit authenticated by an Attorney-at-law.</p> <p>-----</p> <p><b>For Minors / Unemployed</b> - If both parents are not applying for a visa at the same time, parental consent certified by an Attorney-at-Law and Financial Capability.</p>	-----	-----

- Application Form to be completed in **Block Letters** and signed, all documents should be provided on **A4 size copy**.
- The applicable **visa fee in Sri Lankan Rupees**. It is subject to change without notice. (Fee is non-refundable)
- Documents provided and attached in the file (originals or copies) shall not be returned. (Please have your original documents at hand at the interview for consultation only)
- In addition to the above mentioned documents the consulate may request you to provide further documents.
- Applicant's compliance with documentary requirements does **not guarantee issuance of Visa**.
- Applications without complete requirements will not be accepted for processing and the decision of the Processing officer is final.
- **Visa Processing period 8 Working days**, (Not applicable for Diplomats/Government and other Inter. Org)
- **Visa Submission hours 9.00 AM to 12.00 PM - Monday to Friday except on Sri Lankan holidays**.

Applicant Signature : .....

Updated : 01 Jan 2016