



Adam's EXPRESS TRAVEL CORP.

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GENERAL VISA REQUIREMENTS

- _____ 1. Duly Accomplished Application Form/Passenger Information Sheet.
- _____ 2. 3 pieces Passport Size (4.5 x 3.5 cm) / 2 x 2 (5.08 x 5.08 cm) Photograph in White Background.
- _____ 3. Valid Passport (must be valid within 6 months from the date of departure)
- _____ 4. Old Passports (if any).
- _____ 5. Original Bank Certificate (Preferably Savings and/or Current Accounts) must be issued not more than 1 month
- _____ 6. Photocopy of the last three months' statement of account or Passbook of the same bank account
- _____ 7. IF MARRIED: PSA Issued Birth and Marriage Certificate
- _____ 8. IS SINGLE: PSA Issued Birth Certificate
- _____ 9. IF WIDOWED: PSA Issued Birth & Marriage Cert. and Death Certificate of Spouse
- _____ 10. Day-to-Day Itinerary / Hotel Voucher / Flight Itinerary / Travel Insurance (IF ORGANIZED TOUR)
- _____ 11. Official Invitation Letter and photocopy of Passport and/or Resident Card (IF SPONSORED/HOST)
 - **Other Documents from Sponsor/Host may be requested anytime.**
 - *For **JAPAN Visa Application**, Birth and Marriage Certificates must be issued on a current year.

ADDITIONAL REQUIREMENTS:

IF EMPLOYED:

- _____ 1. Original Employment Certificate indicating your monthly salary, position and date of attendance.
- _____ 2. Leave of Absence approved by employer.
- _____ 3. Photocopy of latest annual Income Tax Return.
- _____ 4. Photocopy of IBP or PRC ID (FOR PROFESSIONALS)

IF SELF-EMPLOYED/BUSINESSPERSON:

- _____ 1. Photocopy of SEC Registration or DTI Permit and Mayors Permit.
- _____ 2. Photocopy of latest annual Income Tax Return.
- _____ 3. Photocopy of IBP or PRC ID / Certificate of Registration (FOR PROFESSIONALS)

IF MINOR/STUDENT/DEPENDENT:

- _____ 1. Notarized Affidavit of Support and photocopy of passport of Parents.
- _____ 2. Original School Certificate and Photocopy of School ID.
- _____ 3. Proof of Economic means of parents/legal guardian (refer to General Requirements)
- _____ 4. Leave of Absence if travelling during the School Year.

IF PRIEST/NUNS/MISSIONARIES:

- _____ 1. Certificate from the Apostolic Nunciature and from the Diocese.

NOTE: Please be sure that all requirements are complete, incomplete and unclear application forms will not be processed.

Other Documents may be required as needed by the Embassy.

INCENTIVE TOURS, CONGRESS DELEGATIONS, BUSINESS TRAVEL, PILGRIMAGE TOURS, CRUISES, SCHOOL EXCURSIONS, FESTIVAL TOURS, RESORT & HOTEL RESERVATION, IMMIGRATION & AUTHENTICATION, PASSPORT & VISAS, CAR & BUS RENTAL, WORLD TOURS OPERATORS, NATIONWIDE AFFILIATES