

PROCEDURES FOR APPLYING FOR A PHILIPPINE NON-IMMIGRANT VISA:

[Amman PE, v.2009-10-01J:

1. Read carefully the guide Uses on visa requirements and procedures. Make sure that you can comply with all requirements before proceeding with your application.
2. Get an Application for Non-Immigrant Visa form from the Consular Section or download It from the Philippine Embassy website and fill It In completely. Have all documentary requirements translated Into English at a licensed Translation Office.
3. Attach all applicable documentary requirements with corresponding English. translation to your application form and submit these to the Consular Section *In person*. Incomplete and/or unsatisfactory application forms shall not be processed.
4. Pay the applicable visa fee at the Cashier. This fee is not refundable even If the visa is denied.
5. Personally, appear for an Interview when required by the Consular Section.
6. The Consular Section Will Inform the applicant once the visa is approved and this may be issued Immediately provided applicant can present a round-trip ticket to the Philippines.
7. The Consular Section is not obliged to provide any explanation when an application Is denied. Applicant may only re-apply for a visa after six (6) months.

IMPORTANT REMINDER:

Processing of visa applications Involves a security clearance period that takes 10 to 15 working days upon submission of complete documentary requirements. The visa applicant should be responsible for filing the application early enough so that the processing time does not delay the expected travel schedule. The Consular Section shall not entertain any requests for expedited visa issuances.

The visa applicant is likewise reminded that the visa issued on the travel document by the consular officer is simply an endorsement for entry into the country, but is not in any way a guarantee for admission. Admission into the country is the prerogative of the Philippine Bureau of Immigration at the port of entry. The period of initial authorized stay indicated on the visa is similarly subject to Philippine Bureau of Immigration.

DOCUMENTARY REQUIREMENTS FOR VISA APPLICANT:

A. All Applications:

1. Passport, original with two (2) copies
2. Visa application form with information required filled in (FA Form No. 2-A; Amman PE., v. 2009 -10-01
3. Two (2) 3.5 cm (4.5 cm photos on Royal Blue background
4. Proof of Financial Capacity:
 - a. Bank Account Statement for the six (6) months, and
 - b. Employment Certificate stating that she: (a) has been employed by the company from a specific date; (b) earns a specified monthly salary; and (c) is authorized to travel to the Philippines for a specified period and purpose
 - c. Business/Company Registration from the Ministry of Industry and Trade, authenticated by MFA with English translation; or
 - d. License from the Greater Municipality of Amman or other concern governorate with English translation
5. Copy of any valid identification card (aside from passport) with business card (if traveling on business)
6. Copy of flight details/travel itinerary
7. Round-trip ticket to be presented when claiming visa
8. Visa for next country of destination other than Jordan
9. Other document that may be required

B. Married to Filipino (but not travelling with spouse)

1. Proof of Marriage, either DFA-authenticated Philippine Marriage Certificate, or Report of Marriage Issued on NSO Security Paper, or If married In Jordan with children, submit original birth certificate of at least one child
2. Letter of Invitation/Letter Explaining Purpose of Travel from Filipino spouse addressed to the Head of the Consular Section, citing visa applicant's specific reason for traveling to the Philippines and indicating complete address and contact numbers of Filipino spouse
3. Copy of spouse's Philippine passport with signature

NON-Criminal Records Certificate (male only)

C. Dependents 15-22 years old. Not traveling with either parent.

1. Parents' passports and/or family book, original with two (2) copies English translation
 2. Notarized Affidavits of support and Consent by father
 3. Proof of Financial Capacity of Father as In Item 4 of Sec. A
- #### D. Minors below 15 years old. Traveling with parents
1. Parents' passports and/or family book original with two (2) copies and English translation
- #### E. Minors below 15 years old, not travelling or not reuniting with either parent in Philippines
1. Ask Consular Section about additional requirements for Waiver of Exclusion Ground
- #### F. Assigned by Company/Organization to go to the Philippines for business purposes
1. Requirements under item 4 of Sec. A: waived except
 2. Employment Certificate as In Section A but also stating that visa applicants' round-trip travel expenses to be shouldered by the company or organization
- #### G. Participant in a conference, meeting, Training and other organized events or programs
1. Requirements under Item 4 of Sec. A waived
 2. Letter of Invitation from Philippine-based organizer stating purpose of event and their complete address and contact numbers, and specifying such administrative details as venue, hotel/s where participants are billeted, program activities, participants, another pertinent information
 3. Note verbal from MFA if visa applicant is a diplomatic or official passport holder attending an event organized by the Philippine government (Items 4, 5, and 6 of Sec. A are waived)
- #### H. Non-Jordanian nationals e.g. Palestinian, Iraqis, Egyptians, Syrians, Pakistanis, Indians, Iranians, Libyans, Sudanese and Nigerians
1. Jordanian Residency Permit must be valid for at least six (6) months on date of travel