Destination SPECIALISTS (CEBU), INC.

SM CITY BRANCH	EMALL BRANCH
C174 Upper Ground Level	G/F Elizabeth Mall
SM City Cebu, Nroth Reclamation Area	Corner N. Bacalso and Leon Kilat Streets
Cebu City 6000 Philippines	Cebu City 6000 Philippines
Tel. No. 2312461-63 ; Fax No. 2310852	Tel. No. 2562306/4177226 ; Fax No. 4177225

VISA TO : [_____]   **REQUIREMENTS ARE SUBJECT TO CHANGE**

CHECKLIST FOR VISA REQUIREMENTS

- [ ] Original visa application form duly accomplished and signed
- [ ] Valid/intact/signed passport
- [ ] All expired passports
- [ ] Recent colored passport size pictures in plain white background, _____ copies
- [ ] Original business registrations (self-employed)
- [ ] Original business permits (self-employed)
- [ ] Original employment certificate stating position, annual salary and date of employment
- [ ] Original pay slips for the last 3-6 months
- [ ] Original approved leave of absence
- [ ] Original travel authority for government employees
- [ ] Original service records for government employees
- [ ] Original retirement papers
- [ ] Original bank certificate stating amount of deposit, check writer and date opened
- [ ] Original bank books/time deposit certificates/bank statements for the last 3 months
- [ ] Original latest Income Tax returns with financial statements and form 2316
- [ ] Copy of international credit cards with original statements for the last 3 months
- [ ] Original travel and health insurance
- [ ] Original marriage certificate on NSO security paper
- [ ] Original birth certificates on NSO security paper
- [ ] Original notarized affidavit of support /consent for dependents
- [ ] Original notarized affidavit of loss for lost in between passports
- [ ] Original school certificate/proof of enrollment
- [ ] Copy of school ID
- [ ] Copy of PRC ID
- [ ] Original DSWD clearance for minors not traveling with parents
- [ ] Confirmed hotel booking / tour confirmation
- [ ] Original invitation letter
- [ ] Original proof of assets, land titles, declarations, registrations
- [ ] Original endorsement and guarantee letter (business trips)
- [ ] personal appearance (case to case)
- [ ] flight itinerary

THE EMBASSY HAS THE PREROGATIVE TO REQUEST FOR ADDITIONAL DOCUMENTS IF DEEMED NECESSARY.