

C-VISA REQUIREMENTS

EMPLOYED

BASIC REQUIREMENTS

- **Passport**
 - 6 months valid from the date of travel.
 - Should be E-Passport already with a chip-like image on the outside cover, old passport cannot be accepted by the Embassy Submit original Old passport if used within the last five years
 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Original Employment Certificate**
 - Must include applicant's position, date hired, compensation, address date of certificate issuance, office landline number & email address.
 - Photocopy of Company Identification Card
- **Original Personal Bank Certificate**
 - • Must be issued at least 3 months before the application date, with a transaction history of at least 6 months.
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3 months
- **Photocopy of whole pages Latest Individual Income Tax Return (ITR)**
 - Form 2316 With personal tax identification number.

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C-VISA REQUIREMENTS

BUSINESSMAN

BASIC REQUIREMENTS

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 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
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 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Photocopy of Mayor's Business Permit**
 - Issued in present year.
- **Photocopy of Business registration from SEC or DTI**
 - Must be in complete set, including the name of the incorporators, etc.
- **Photocopy of whole pages Latest Individual Income Tax Return (ITR)**
 - Form 1701/1702 With personal tax identification number. and receipt
- **Original Personal Bank Certificate**
 - • Must include account type, current balance, account opening date, 6 months average daily balance
 - Available balance should be at least Php 300,000.00
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3-6 months

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C-VISA REQUIREMENTS

RETIREE or SENIOR & PWD's

BASIC REQUIREMENTS

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 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
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 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Photocopy of PWD, Senior Citizen Identification Card, Certificate of Retirement**
- **Original Personal Bank Certificate (if applicable)**
 - Available Fund minimum at least Ph 100,000.00.
- **Original Bank Statement (if applicable)**
 - It must be issued at least 3 months before the application date, with a transaction history o at least 6 months.
- **Sponsor's Documents** (if supported by family, relatives, friends, or a Chinese contact)
 - If the sponsor owning business or employees, must submit the documents as businessman or employed
 - Invitation Letter
 - Copy of residence ID
 - Affidavit of Support

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UNEMPLOYED - SPOUSE

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- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Original Personal Bank Certificate**
 - Available Fund minimum at least Ph 100,000.00.
- **Original Bank Statement**
 - It must be issued at least 3 months before the application date, with a transaction history o at least 6 months.
- **Sponsor's Documents** (if supported by family, relatives, friends, or a Chinese contact)
 - If the sponsor owning business or employees, must submit the documents as businessman or employed
 - Invitation Letter
 - Copy of residence ID
 - Affidavit of Support

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UNEMPLOYED - STUDENT OR CHILD

BASIC REQUIREMENTS

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 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
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 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Original School Certificate**
- **Photocopy of School ID**
- **Original Personal Bank Certificate (if applicable)**
 - Available Fund minimum at least Ph 100,000.00.
- **Original Bank Statement (if applicable)**
 - It must be issued at least 3 months before the application date, with a transaction history o at least 6 months.
- **Sponsor's Documents** (if supported by family, relatives, friends, or a Chinese contact)
 - If the sponsor owning business or employees, must submit the documents as businessman or employed
 - Invitation Letter
 - Copy of residence ID
 - Affidavit of Support

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