

GENERAL REQUIREMENTS FOR **USA VISA**:

1. Complete the **visa application** form.
 - ✓ Please type the answer in capital English letter in the space provided. *(Do not leave any field blank).*
 - ✓ Type **N/A** if the item does not apply. Application form of minors must be signed by their parents or legal guardians.
2. **TWO (2) recent** passport sized photographs with white background full-face front view, and no hat. *(digital copy is a must)*
 - ✓ Stapled pictures will not be accepted.
 - ✓ Scanned photos will also not be accepted.
3. **Passport:** your passport must have at least **6 months validity** from the intended date of entry to **United States of America**.
 - ✓ Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years.
 - ✓ Ensure your passport is **signed** in ink on the designated signature line.
 - ✓ The applicant must submit their **previous passport**, if available.
4. **Proof of Relationship** *(original PSA Birth Certificate or Marriage Certificate)*, if sponsored by or traveling with a family member.

VISA FEE: PHP. 18,500.00

PROCESSING TIME: **5 – 10 WORKING DAYS**

***Visa processing times may change depending on the embassy or consulate.
Please contact our customer service team for the most current estimated processing time.

STEP BY STEP

- 01 Complete the **DS-160** visa application form
- 02 Please submit all required documents to One Media Travel and pay the applicable visa and processing fees.
- 03 We will scan your passport to ensure all applicant information is accurately recorded before processing.
- 04 Our visa specialist will assess and evaluate your visa application and supporting documents.
- 05 We will schedule your appointment online for biometrics and interview, depending on availability.
- 06 Please proceed to VFS Global (Parqal Mall) at least 30 minutes before your scheduled appointment for **biometrics**. Our Liaison Officer will assist you and hand over your complete set of documents.
- 07 Please proceed to US Embassy Manila at least 30 minutes before your scheduled appointment for **interview**.
- 08 If your visa application is **approved**, your passport will be delivered to the address you selected.
If your visa application is **denied**, the consular officer will return your passport immediately after the interview.

IMPORTANT REMINDERS:

- o **Additional documents** may be requested by the Embassy's visa officer at a **later stage** of the application process.
- o All **documents submitted** to One Media Travel will be forwarded to the Embassy and will **not be returned** to the applicant.
- o Visa processing follows a standard timeline, which may be subject to change. The processing period may be **extended** or **shortened** depending on the assessment of the submitted documents.
- o The **approval, rejection, or denial** of any visa application is solely at the discretion of the Embassy.
- o In the event that the application is **rejected, refused, or withdrawn**, all **payments and fees** incurred are **non-refundable**.
- o One Media Travel shall not be **responsible or liable** if the visa is **not issued** or **released** before the **scheduled date of departure**.
- o Ensure that your passport is **signed** in ink on the designated signature line. An unsigned passport may be considered invalid. For Philippine passports, the signature line is typically located on **page 3**.
- o Ensure that the emergency information section (typically located on the back cover or last page) of your passport is properly and legibly completed. Provide your **full name, address, active telephone numbers, and the name of your next of kin or emergency contact person**. Use a ballpoint pen and include the appropriate international country code (e.g., **+63** for the Philippines).

PASSPORT SIZE GUIDE

Camera Operator Guidelines

Camera

- High-quality digital or film camera
- Focal length of 90-130mm used (35mm film equivalent)
- Camera-to-subject distance of **1.2 metres minimum**

Lighting

- Even, shadowless lighting on the face
- White or light grey background that contrasts with the subject
- No shadows on background
- Light to ensure no red-eye

Prints

- Print size 35mm wide x 45 mm high
- High quality, heavy-weight, glossy prints – 200 gsm minimum
- Photographic process, dye sublimation or professional inkjet printers only
- No heavy back-printing

Editing

- Final image must be a true likeness of the subject
- No retouching of photographs permitted
- Adjust brightness/contrast only
- Moles, wrinkles, scars must not be removed
- Must not remove red-eye by editing



Subject

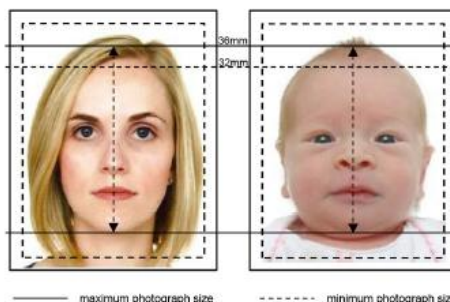
- Eyes open and clearly visible
- Neutral expression – no smiling
- Mouth closed
- Subject centred and facing the camera – no “portrait” poses
- Whole face visible
- No hair or head covering across the face

Glasses

- If glasses are worn:
 - Thin frames only
 - Must not obscure any part of the face
 - No reflections permitted
 - Lenses cannot be tinted

Infants

- Infants under 3 years – minimum size shown below
- Images should still be compliant
- Open mouth will be accepted
- No other person or object in photo



Facial piercings

- Facial piercings, such as nose rings and studs, that are worn permanently by the subject, must not cause a reflection

Non-compliant images - these types of images will **NOT** be accepted.



Smiling is not permitted – must be a neutral expression



Incorrect image exposure– images cannot be too light or too dark



The face and background must be shadow-free



The subject must be facing forward, without any head angle



If worn, glasses must not obscure the eyes or have any reflections



Head-coverings must not cover the face – same with hair



Head must not be tilted down or up

*****Please submit a digital copy of your passport-size photo via email at**

visa@onemediatravel.com

PLEASE ADDRESS YOUR BANK CERTIFICATE TO:



APPLICANTS MAY SUBMIT THEIR DOCUMENTS TO OUR OFFICE OR
DESIGNATED DROP-OFF ADDRESS DURING REGULAR BUSINESS HOURS:

Drop & Go

VISA DOCUMENTS DROP OFF ADDRESS

ONE MEDIA TRAVEL - MANILA DROP OFF
2464 PRINCESA FLORESCA ST., BARANGAY
880, PANDACAN, MANILA.

CONTACT PERSON: **MARIA CECILIA TRINIDAD**
CONTACT NO.: **09629123624**

ONE MEDIA TRAVEL
2F, JPS BUILDING, TIRONA HIGHWAY COR.
GREGORIO ST., WAKAS I, KAWIT, CAVITE.

CONTACT PERSON: **KISSES BAUCA**
CONTACT NO.: **09629123625**

MORE INFO :
+63.2.8425.3541 [MANILA]
+63.46.432.1643 [CAVITE]
+63.999.1800.500 [SMART]
WWW.ONEMEDIATRAVEL.COM

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