

GENERAL REQUIREMENTS FOR **UNITED KINGDOM VISA**:

1. Complete the **visa application** form *(Please avoid erasures and print in A4 size bond paper)*
 - ✓ 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.
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 Kingdom**.
 - ✓ 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.
4. **Proof of Relationship** *(original PSA Birth Certificate or Marriage Certificate)*, if sponsored by or traveling with a family member.
5. **Accommodation and travel details:**
 - ✓ Confirmed Flight Booking
 - ✓ Hotel Booking / Voucher
 - ✓ Tour Itinerary (Day-to-Day Itinerary)

VISA FEE: PHP. 19,500.00

PROCESSING TIME: **15-45 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 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 We will schedule your appointment online, depending on availability.
- 05 Please proceed to VFS Global (Ecoplaza Building) at least 30 minutes before your scheduled appointment. Our Liaison Officer will assist you and hand over your complete set of documents.
- 06 The VFS Global representative will collect your complete documents, capture your biometrics, and collect the VFS service fee payment.
- 07 The result of your visa application is expected to be released within 15 to 45 working days, subject to change.

IMPORTANT REMINDERS:

- **Additional documents** may be requested by the Embassy's visa officer at a **later stage** of the application process.
- All **documents submitted** to One Media Travel will be forwarded to the Embassy and will **not be returned** to the applicant.
- 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.
- The **approval, rejection, or denial** of any visa application is solely at the discretion of the Embassy.
- In the event that the application is **rejected, refused, or withdrawn**, all **payments and fees** incurred are **non-refundable**.
- One Media Travel shall not be **responsible or liable** if the visa is **not issued** or **released** before the **scheduled date of departure**.
- 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**.
- 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

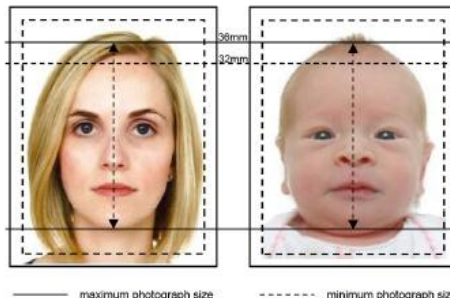
- Even, shadowless lighting on the face
- White or light grey background that contrasts with the subject
- No shadows on background
- Light to ensure no red-eye

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
860, 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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