



# Ai-Ken Explore Travel & Tours

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## REQUIREMENTS FOR VISA APPLICATION

- Duly Accomplished and signed Application form (printed in A4 size paper)
- 2 colored picture with white background
- Original Passport (atleast 6 months valid, with signature on the signature portion)
- Photocopy of Passport Bio Page
- Original copy of valid visas and arrival stamps to OECD member countries for the past 5 years
- Original personal bank certificate (must include account type, current balance, account opening date and average daily balance)
- Original bank statement or certified true copy of passbook for the last 3 months
- Original Certificate of Employment with Compensation
- Photocopy of ITR (Income Tax Return or Form 2316)
- Original PSA Birth Certificate (issued within the same year of application)
- Original PSA Marriage Contract (if applicable)

## ADDITIONAL REQUIREMENTS

### FOR BUSINESS/SELF-EMPLOYED

- Copy of Business Registration from SEC or DTI
- Copy of BIR Certificate of Registration and ITR
- Copy of business/mayor's permit
- Copy of PRC/IBP ID (if applicable)

### FOR STUDENT

- Original School Certification
- Copy of School ID

### FOR RETIREE

- Copy of Senior Citizen Card or retirement documents/proof of pension

### FOR FOREIGN NATIONALS

- Copy of I-Card

### FOR TRIPS SPONSORED BY THE COMPANY

- Guarantee letter from the company

### IF SPONSORED BY AN INDIVIDUAL

- Invitation Letter
- Copy of Sponsor's Passport or ID
- Sponsor's Proof of Income
- Proof of relationship (picture together or package from sponsor addressed to the applicant)

### Notes:

***Additional documents may be required by the embassy upon review of submitted documents  
Processing time and fees are subject to change without prior notice.***