

UAE/OTHER RESIDENCE OUTSIDE PHILS

GENERAL REQUIREMENTS	Orig	Copy
<input type="checkbox"/> Application Form (A4 Size paper)	X	
<input type="checkbox"/> 1 pc Passport size picture (<i>white background</i>) No show teeth	X	
<input type="checkbox"/> Old and New Passports previous Japan Visa (if have)	X	X
<input type="checkbox"/> Bank Certificate & Bank Statements (issued within 6 mons) - indicate the ff: Account opening date, type of account, average daily balance and to-the/current balance	X	
<input type="checkbox"/> Original PSA authenticated birth certificate marriage certificate if married (issued within a year) Late registered (need provide Form 137 and Baptismal	X	

If the applicant is an EMPLOYEE/BUSINESSMAN:

<input type="checkbox"/> Certificate of Employment - must include applicant's position, date hired, compensation, office address, HR landline number, HR e-mail address	X	
<input type="checkbox"/> Leave of Absence/NOC with date of travel in Japan	X	
<input type="checkbox"/> Company ID		X
<input type="checkbox"/> Valid Emirates id back and forth		X
<input type="checkbox"/> Company Id		X

If Company will sponsor the trip:

<input type="checkbox"/> Affidavit of Support (notarized)	X	
<input type="checkbox"/> Company's Bank Certificate & Bank Statements	X	
<input type="checkbox"/> Company's Business Documents (SEC/DTI and Business Permit)	X	

If applicant is a student:

	ORIG	COPY
<input type="checkbox"/> School ID		X
<input type="checkbox"/> Certificate of Registration/Enrollment		X
<input type="checkbox"/> Affidavit of Support <input type="checkbox"/> Guarantee Letter <input type="checkbox"/> Financial documents of supporter, Bank Certificate & Bank Statements (issued within 6 mons) - indicate the ff: Account opening date, type of account, average daily balance and to-the/current balance	X X X	

If applicant is Senior:

<input type="checkbox"/> Senior ID		X
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If applicant is Foreigner

<input type="checkbox"/> ALIEN CERTIFICATE CARD (VALID ARC) For foreigner working visa in Philippines		X
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If someone is paying your trip:

<input type="checkbox"/> Affidavit of Support	X	
<input type="checkbox"/> Proof of Relationship between Applicant & Guarantor (e.g Birth Certificates/Marriage Certificate... etc)	X	
<input type="checkbox"/> Guarantor's Bank Certificate & Bank Statement (must be issued within 6 mons)	X	
<input type="checkbox"/> Guarantor's ITR (Form 1701/1702/2316 – latest clear copy)		X

ACKNOWLEDGEMENT

- All Service Fees, including Assessment Fee are non-refundable regardless of the Cancellation / Granting / Withdrawal / Termination / Denial of Application.**
- ALL Schengen Embassy provides a letter of assessment which states the underlying reasons of denial of a VISA application..**
- MPQ TRAVEL AND TOURS does not disclose results of visa application/s through phone, SMS, and/or email rather, only during claiming of passport/s of the Applicant/ Travel Agency.**
- Schengen embassies or its subsidiary (VFS) does not return any documents submitted by the applicant/ travel agency except for the passports.**
- I fully understand that MPQ Travel and Tours is not liable for any damages including loss of passports and/or documents during shipment.**

- Regular processing time varies depending on Embassy.**
- Please bring the original Official Receipt and a valid ID upon claiming. If passports will be claimed by an authorized representative please present the ff:**
 1. Original OR - Applicants ID
 2. Authorization Letter

Signature _____

SIGNATURE OVER PRINTED NAME

DATE: _____