

# JAPAN VISA REQUIREMENTS

## GENERAL REQUIREMENTS:

### 1. NEW & OLD PASSPORT

- Passports must be signed and must have at least 2 blank visa pages.
- MUST SUBMIT OLD PASSPORTS FOR THE PAST 5 YEARS EVEN W/OUT OLD JAPAN VISA

**NOTE: Please make sure signature in PASSPORT must be identical or must be the same in Application form, authorization letter and other documents that needs your SIGNATURE**

### 2. APPLICATION FORM

- Handwritten or TYPEWRITTEN
- Use BLACK ball pen ONLY (if handwritten); if typewritten ALL CAPITAL LETTERS
- printed in A4 Size bond paper

**NOTE: Please provide 2 copies of the 2nd page of your application form, on the 2nd page please SIGN ONLY.**

### 3. 2PCS PASSPORT SIZE PICTURES

- white background
- With collar and sleeves
- HD Resolution (high quality photo)
- Neutral Expression (no smiling)
- NO ACCESSORIES (Earrings, eyeglasses, hat)
- NO MAKEUP

**4. ORIGINAL Bank Certificate with ADB within 6mos and worth PHP200, 000 above per person**

**5. ORIGINAL Bank Statement for 6 months**

**6. ORIGINAL PSA Birth Certificate issued within the year from the time of filing**

- If the birth certificate from (PSA) is unreadable, or has incomplete information, please submit the birth certificate issued by PSA together with a birth certificate issued by the Local Civil Registrar.
- If the birth certificate is "late registration", please submit in addition, a baptismal certificate AND school

record (Form 137) from high school or elementary and School Yearbook (if possible).

- If there is no record in PSA, please submit a "Certificate of Non-Record" from PSA together with a birth certificate from the Local Civil Registry

**\*\* IF CANNOT COMPLY, Please provide EXPLANATION LETTER addressed to the Embassy\*\***

**7. ORIGINAL PSA marriage certificate** (if married) issued within the year from the time of filing

**8. SIGNED AUTHORIZATION LETTER**

**9. MULTIPLE REQUEST FORM (optional)**

#### IF EMPLOYED

1. ORIGINAL Certificate of employment stating position, tenure of service and gross annual income with approved and signed leave of absence
2. Photocopy of Company ID
3. Latest ITR (2316) with BIR STAMP and with signature

#### IF BUSINESSMEN/SELF EMPLOYED

1. DTI and/or SEC
2. LATEST Business Permit
3. Latest ITR (1701) with BIR STAMP and with signature

#### IF RETIRED

Photocopy of Senior ID

#### IF MINORS /STUDENTS

1. Guarantee Letter
2. Notarized Affidavit of Support
3. ORIGINAL SCHOOL CERTIFICATE
4. PHOTOCOPY SCHOOL ID (Front & Back)

#### IF SUPPORTED BY PARENTS /OTHER FAMILY MEMBERS/COMPANY

1. Guarantee Letter
2. Proof of relationship between applicant and guarantor (e.g. Original Birth Certificates etc.)
3. ORIGINAL Bank Certificate and Bank Statement for 3 months
4. if employed: Original COE, Latest ITR
5. if self-employed: Business permits, Latest ITR

6. Copy of Passport bio pages

## IMPORTANT NOTES:

- Kindly take note that all documents will not be returned except for the passport
- Photocopies and FORMS must be printed in A4 SIZE BOND PAPER
- Processing time: 10 working days or more
- All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the visa result.

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FOR 1ST TIMER **P3,000** FOR MULTIPLE REQUEST **P3,800**

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## KOREA VISA REQUIREMENTS

### GENERAL REQUIREMENTS

1. COMPUTERIZED APPLICATION FORM
2. LATEST PASSPORT SIZE PICTURE (Latest, white background / with collar and sleeves)
3. CURRENT PASSPORT
4. PREVIOUS OLD PASSPORT (if applicable) for the past 5 years
5. ORIGINAL Bank Certificate worth P150,000 and above PER PAX Indicates: Account Type, Current Balance, Opening Date, 6 Months ADB
6. ORIGINAL Bank Statement for 6 mos (If with Passbook: Certified true copy for 6 months)
7. ORIGINAL PSA Birth Certificate
8. ORIGINAL PSA Marriage Contract (if married)
9. Data privacy form
10. Passport waiver

### If EMPLOYED

1. ORIGINAL CERTIFICATE OF EMPLOYMENT
1. (Indicated date started, salary details, contact details of Company)
2. Photocopy of Company ID
3. Latest ITR (w/ signature and w/ BIR stamp)

### If SELF EMPLOYED

1. Photocopy of Mayor's Permit
2. Photocopy of SEC & GIS

3. Latest ITR 1701/1702 (w/ signature and w/ BIR stamp)

### FOR STUDENT:

1. School Certificate,
2. School ID (if none, provide explanation letter)
3. AFFIDAVIT OF SUPPORT from parents

### IF RETIREE:

1. Photocopy of SENIOR CITIZEN ID

### **\*\* EXEMPTED TO PROVIDE BANK CERTIFICATES, BANK STATEMENTS AND LATEST ITRS are the following:**

- **Elected politicians** Applicable for: Members of the Senate, Members of the Congress, Governors, Provincial Board Members, and Mayors (City or Municipality)
- **Government officials** Applicable for : Persons with a rank higher or equal to Assistant Secretary of the Executive Branch of the Philippine Government, and Brigadier General of the Armed Forces of the Philippines/Philippine National Police

#### **Professional license holders**

Applicable for: Those holding a valid PRC license ID (IBP ID for lawyer) with a profession of physician, dentist, lawyer (including judge, prosecutor), certified public accountant, pharmacist, and veterinarian: provide photocopy of PRC ID (front and back)

- **For Credit card holders: Applicable for :BDO Gold or BDO Elite Credit Card Holders** (copy of credit card (front only with complete information), and latest 3 months credit card account Monthly Billing Statements (copy)

### IMPORTANT NOTES:

- *Kindly take note that all documents will not be returned except for the passport*
- *Photocopies and FORMS must be printed in A4 SIZE BOND PAPER*
- *Processing time: 15 working days or more*
- *All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the visa result.*



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# Planning to visit Korea?

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**P2,500**

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REG. NO. 101-NIC-100484671 | SEC. REG. NO. 101-100484671 | BIR REG. NO. 101-100484671 | TIN REG. NO. 101-100484671 | ALLIANCE TRAVEL EXPRESS INC.



## SCHENGEN AND UK VISA REQUIREMENTS

### GENERAL REQUIREMENTS

1. APPLICATION FORM
2. 2PCS PASSPORT SIZE PICTURES
3. CURRENT PASSPORT
4. OLD PASSPORTS W/ VISAS & STAMPS (Original & Photocopy)
5. ORIGINAL BANK CERTIFICATE worth 300,000 and above PER PERSON
6. ORIGINAL BANK STATEMENTS for 6months
7. Photocopy of PSA Birth Certificate
8. Photocopy of PSA Marriage Contract
9. If with assets like TITLE DEEDS, and etc, please provide
10. FULLY VACCINATED + 1 BOOSTER of any of 4 vaccine: PFIZER, ASTRA, MODERNA, JANSSEN (optional)

### IF EMPLOYED

Original Certificate of employment  
Latest ITR (2316)

### IF SELF EMPLOYED

Business Permits: DTI/SEC, Mayor's Permit  
LATEST ITR (1701)

### IF RETIRED

Photocopy of Senior ID

### IF STUDENT/MINORS

Original School Certificate  
Photocopy of School ID  
Affidavit of support (from parents)

### \*\* IF WITH SPONSORED/WITH GUARANTOR/WITH INVITE

Additional:

- Invitation Letter/Guarantee Letter
- Passport and Valid ID
- Proof of residency
- Proof of income: if employed: COE & Latest ITR / if self-employed: Business permits & Latest ITR
- Proof of relationship

### OTHER DOCUMENTS (Provided by us)

- DAY TO DAY ITINERARY
- HOTEL VOUCHERS
- FLIGHT TICKET
- COVER LETTER
- TRAVEL INSURANCE

### IMPORTANT NOTES:

- Kindly take note that all documents will not be returned except for the passport
- Photocopies and FORMS must be printed in A4 SIZE BOND PAPER
- Processing time for Schengen: 5-15 working days or more
- Processing time for UK: 15 working days or more
- All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and **ONLINE TRAVEL EXPRESS** does not in any way/manner influence the visa result.



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## Excité pour le voyage en Europa?

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## CANADA VISA REQUIREMENTS

### GENERAL REQUIREMENTS

1. APPLICATION FORM
2. FAMILY INFORMATION SHEET
3. 2PCS PASSPORT SIZE PICTURES
4. CURRENT PASSPORT
5. OLD PASSPORTS W/ VISAS & STAMPS (Original & Photocopy)
6. ORIGINAL BANK CERTIFICATE worth 300,000 and above PER PERSON
7. ORIGINAL BANK STATEMENTS for 6 months
8. Photocopy of PSA Birth Certificate
9. Photocopy of PSA Marriage Contract
10. If with assets like TITLE DEEDS, and etc, please provide
11. FULLY VACCINATED + 1 BOOSTER of any of 4 vaccine: PFIZER, ASTRA, MODERNA, JANSSEN(optional)

### IF EMPLOYED

Original Certificate of employment  
Latest ITR (2316)

### IF SELF EMPLOYED

Business Permits: DTI/SEC, Mayor's Permit  
LATEST ITR (1701)

### IF RETIRED

Photocopy of Senior ID

### IF STUDENT/MINORS

Original School Certificate  
Photocopy of School ID  
Affidavit of support (from parents)

### \*\* IF WITH SPONSORED/WITH GUARANTOR/WITH INVITE

Additional:

- Invitation Letter/Guarantee Letter
- Passport and Valid ID
- Proof of residency
- Proof of income: if employed: COE & Latest ITR / if self-employed: Business permits & Latest ITR
- Proof of relationship

### IMPORTANT NOTES:

- Kindly take note that all documents will not be returned except for the passport.
- Processing time: 30 working days and more
- All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the visa result.

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Operated by MELCOR Online Travel Express Inc.

## Planning to visit Canada?

Let us process your Canada Visa!

All-in Assistance  
Visa Fee + Visa Processing + Service Fee  
**P18,800**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

INQUIRE NOW

**Additional:** 1,500 per person once visa approved (this is for the courier fee since passport will not surrender upon biometrics)



## AUSTRALIA AND NEW ZEALAND VISA REQUIREMENTS

### GENERAL REQUIREMENTS

1. APPLICATION FORM
2. 1 PC PASSPORT SIZE PICTURE
3. CURRENT PASSPORT
4. OLD PASSPORTS W/ VISAS & STAMPS
5. ORIGINAL BANK CERTIFICATE worth 300,000 and above PER PERSON
6. ORIGINAL BANK STATEMENTS for 6 months
7. Photocopy of PSA Birth Certificate
8. Photocopy of PSA Marriage Contract
9. If with assets like TITLE DEEDS, and etc, please provide
10. FULLY VACCINATED + 1 BOOSTER of any of 4 vaccine: PFIZER, ASTRA, MODERNA, JANSSEN (optional)

### IF EMPLOYED

- Original Certificate of employment
- Latest ITR (2316)

### IF SELF EMPLOYED

- Business Permits: DTI/SEC,
- Mayor's Permit
- LATEST ITR (1701)

### IF RETIRED

- Photocopy of Senior ID

### IF STUDENT/MINORS

- Original School Certificate
- Photocopy of School ID
- Affidavit of support (from parents)
- 

### \*\* IF WITH SPONSORED/WITH GUARANTOR/WITH INVITE

#### Additional:

- Invitation Letter/Guarantee Letter
- Passport and Valid ID
- Proof of residency
- Proof of income: if employed: COE & Latest ITR / if self-employed: Business permits & Latest ITR
- Proof of relationship

### IMPORTANT NOTES:

- Kindly take note that all documents should send in our office since application is through online
- Processing time: 5-15 working days or more
- All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the visa result.

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## Planning to visit Australia?

Let us process your Australian Visa!

All-in Assistance  
Visa Fee + Visa Processing + Service Fee  
**P12,800**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

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Additional: 557 per person for biometrics fee  
(payment will be made on the date of appointment)

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Operating in the Online Travel Express Inc.

## Planning to visit New Zealand?

Let us process your New Zealand Visa!

All-in Assistance  
Visa Fee + Visa Processing + Service Fee  
**P6,800**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

INQUIRE NOW

NO APPEARANCE FOR NEW ZEALAND VISA

## CHINA VISA REQS

### INSTRUCTION TO APPLY & PROCESS CHINA VISA

1. Kindly fill up first the Application Form together a scan copy of passport size
2. Once done, kindly submit it online
3. Then we will send the form need to SIGN (USE BLACK BALL PEN)
4. Once done, kindly submit all the requirements to us

### GENERAL REQUIREMENTS

1. Original Passport with signature and Old Passports (If applicable)
2. Completed filled up Application Form
3. ORIGINAL PSA Birth Certificate issued 6mos within the year of filling
4. ORIGINAL PSA Marriage Certificate (if married) issued 6mos within the year of filling
5. ORIGINAL BANK CERTIFICATE with receipt and with ADB
6. ORIGINAL BANK STATEMENT within 3 months
7. 2PCS PASSPORT SIZE PICTURES (White background, NO SMILING, w/ collar & sleeves)

### IF EMPLOYED:

- ORIGINAL Certificate of employment ( with letterhead or company logo stating the salaries, compensation and starting date
- Latest Income Tax Return (2316)
- Company Id (front & back)

### IF SELF EMPLOYED/WITH BUSINESS

- Business/Mayor's Permit
- DTI / SEC Registration
- Income Tax Return (ITR) - 1701

### IF STUDENT/MINOR

- ORIGINAL SCHOOL CERTIFICATE
- Photocopy of School Id (Front & Back)
- AFFIDAVIT OF SUPPORT

### IF RETIRED

- Photocopy of Senior Id (Front & Back)

### IF BY SPONSORED BY COMPANY

#### Additional:

- Affidavit of Support
- Guarantee Letter from the Company
- Company's Financial means: Stamped and signed original bank certificate of current account balance and bank statements showing account activity for the past six months.
- Transfer Certificate of Title.
- Company's Business/Mayor's Permit
- Company's DTI / SEC Registration
- Company's Income Tax Return (ITR) - 1701

### IF SPONSORED BY A CHINESE COMPANY INCLUDE THE FOLLOWING:

- Invitation letter
- Passport/Id of the inviter (Clear copy)
- Business Registration of the company

### IMPORTANT NOTES:

- Kindly take note that all documents will not be returned except for the passport
- Photocopies and FORMS must be printed in A4 SIZE BOND PAPER
- Processing time: 5-15 working days or more
- All Visa fees are strictly non-refundable. Visa approval is always at the discretion of Approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the visa result.



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## Planning to visit China?

**Let us process your China Visa!**

All-in Assistance  
Visa Processing & Service Fee  
**P8,280**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

**INQUIRE NOW**

100% Real Time Support 24/7 | 100% Real Time Support 24/7 | 100% Real Time Support 24/7 | 100% Real Time Support 24/7 | 100% Real Time Support 24/7



## DUBAI VISA REQUIREMENTS

1. CLEAR SCANNED COPY OF PASSPORT BIO PAGE (since no original passport is required, please provide CLEAR COLORED COPY)
2. 2X2 SIZE PICTURE
3. FILLED OUT VISA APPLICATION FORM

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Operated by: RILOM Online Travel Express Inc.

# Planning to visit Dubai?

**Let us process your Dubai Visa!**  
All-in Assistance  
Visa Fee + Visa Processing + Service Fee  
**P10,800**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

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RILOM Online Travel Express Inc. 11000 110th Ave. Suite 100, Richmond, BC V6V 1K6, Canada. Phone: (604) 273-1111. Fax: (604) 273-1112. Website: www.onlinetravelexpress.com

## US VISA REQUIREMENTS

### FOR FIRST TIMERS:

1. FILLED UP APPLICATION FORM
2. PASSPORT COPY
3. 2X2 PICTURE

### FOR RENEWAL:

1. CURRENT PASSPORT
2. PREVIOUS US VISA
3. 2PCS 2X2 PICTURE (WHITE BACKGROUND, W/ COLLAR & SLEEVES)
4. US VISA APPLICATION

### Eligibility Criteria for Interview Waiver Applicants:

- I have a previous B1/B2 visa that I wish to renew;
- My prior visa was valid for ten (10) years;
- My prior visa is still valid or has expired within the last 48 months;
- I have in my possession my passport with my previous visa from the same visa category for which I now wish to apply;
- My name, date of birth, and gender on my last visa are the same (If there is name change due to marriage or annulment, I can provide documentary proof); \*\*
- My most recent visa was issued on or after my 14th birthday; \*\*\*

- The last time I applied for a visa it was approved;
- I have not requested an extension or change of status through USCIS.

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Operated by: RILOM Online Travel Express Inc.

# Planning to visit America?

**Let us process your U.S. Visa!**  
All-in Assistance  
Visa Fee + Visa Processing & Service Fee  
**P17,580**

\*\* All Visa fees are strictly non refundable. Visa approval is always at the discretion of approving Embassy Officials and ONLINE TRAVEL EXPRESS does not in any way/manner influence the Visa result.

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**TAKE NOTE: ADDITIONAL 440 PER PERSON FOR DROPBOX (FOR RENEWAL)**