



# ADAM'S EXPRESS TRAVEL

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## GENERAL VISA REQUIREMENTS

- Accomplished Visa Application Form
- Passport valid for at least 6 months from date of Return.
- Old passports (If any)
- 2 Pcs. Passport Size Picture (4.5x3.5 cm) in White Background (2x2 cut for US & JAPAN)
- Evidence of Financial Capability**
  - Original Bank Certificate of Savings, Checking or Time deposits
  - Photocopy of Bank Book / Bank Statements and or Time deposit certificate dated for the last 3 months
  - Photocopy of Credit card statements for the last 3 months (if any)
  - Photocopy of Land Title / Car Registration (if any)
- Business Registration from SEC / DTI and Mayors Permit **(IF IN BUSINESS)**
- Certificate of Employment and Leave of Absence **(IF EMPLOYED)**
- Photocopy of Latest Annual Income Tax Returns
- NSO Authenticated Marriage Certificate **(IF MARRIED)**
- NSO Authenticated Birth Certificate **(IF SINGLE/MINOR)**
- NOTE:** For Japan Visa Application, NSO Birth / Marriage Certificate must not be issued for more than 1 year.
- Photocopy of Professional ID (e.g. PRC & IBP)
- International Travel Health Insurance Policy
- Day-to-day Itinerary/Daily Activities
- Flight Itinerary/Airline Booking Reservation
- Hotel Confirmation Voucher
- Personal Appearance

Applicable Visa and Handling Fees

### ADDITIONAL REQUIREMENTS:

#### FOR MINOR /STUDENT APPLICANTS

- NSO Authenticated Marriage Certificate of parents
- Notarized Affidavit of Support and Consent (Must be signed by both parents)

DSWD Clearance if traveling with only or Neither of the parents

#### PROOF OF SCHOOLING (IF STUDYING)

Original School Certificate & Photocopy of I.D.

#### FOR CONVENTION TRIPS

- Certificate of membership from the organization
- Confirmation of convention registration

#### FOR BUSINESS TRIPS

Letter of Invitation from the company abroad

#### FOR SPONSORSHIP TRIPS

Evidence of funds from the inviting party (Eg. business registration, bank certificate of Deposits, ITR etc.)

Affidavit of Support from sponsoring party

Letter of Invitation

Photocopy of the Biographical page and last page of the valid passport, previous visas and immigration stamps in all countries.

#### FOR GOVERNMENT EMPLOYEE

Travel Authority

#### PLEASE NOTE:

- **Other documents MAY BE REQUIRED BY THE EMBASSY.**
- **Submission of above documents DOES NOT GUARANTEE Issuance of visa**

## Expert Visa Assistance!!!!!!