

**PROCEDURE AND CHECKLIST OF VISA REQUIREMENTS FOR
PRE-ARRANGED EMPLOYEES UNDER SECTION 9(G)**

(Please include this checklist sheet when submitting your application and mark the documents you have submitted.)

APPLICANT'S NAME: _____

CONTACT DETAILS: _____

The Philippine Consulate General will not proceed with the processing of an application unless all requirements are complied with. **The consular officer may require additional proof or documents from the applicant depending on circumstances of the application.** For any inquiries or clarification, please send an email to visa@frankfurtpcg@gmail.com.

- The Philippine-based employer shall lodge the application before the Bureau of Immigration (BI). The BI shall then convey **approved applications** to the Department of Foreign Affairs (DFA), through the Office of Consular Affairs (DFA-OCA) for onward transmittal to Foreign Service Post (e.g. Embassies or Consulates) Upon submission of the requirements below, the FSP shall issue the 9(G) visa valid for 90 days from date of issuance and with notation **“FOR ENTRY PURPOSES ONLY, SUBJECT TO BI IMPLEMENTATION”**.
Foreign nationals holding valid 9(G) visas without the above notation shall be required to present an Entry Exemption Document (EED) issued by the DFA, otherwise, they may be refused entry (i.e. “excluded”) into the country.
- Foreign Nationals issued with 9(g) visas may be allowed to enter the Philippines without need of an entry exemption document but without prejudice to the exercise of the mandate of the BI in arrival and departure formalities. Within seven (7) days from release from quarantine or isolation, said foreign nationals shall report to the BI for registration and re-stamping of the validity of 9(g) visas on their passport. Failure to do so will result to being an improperly documented foreigner subject to deportation.
- **Please note the Consulate's NO REFUND POLICY on fees paid for consular services, both for actual services rendered and applications no longer pursued.**
- **Applicants residing in any of the following federal states are advised to coordinate with Philippine Embassy in Berlin (<https://philippine-embassy.de/>): BERLIN, BRANDENBURG, BREMEN, HAMBURG, MECKLENBURG-WESTERN POMMERANIA, NIEDERSACHSEN, SAXONY, SAXONY-ANHALT AND SCHLESWIG-HOLSTEIN.**

BASIC REQUIREMENTS													
TO BE SUBMITTED TO THE PHILIPPINE CONSULATE GENERAL													
<input type="checkbox"/>	DULY ACCOMPLISHED FA FORM NO. 2 WITH ONE RECENT PHOTO ATTACHED http://frankfurtpcg.de/wp-content/uploads/2019/02/NON-IMMIGRANT-VISA-APPLICATION-FORM.docx												
<input type="checkbox"/>	ORIGINAL MACHINE-READABLE PASSPORT with a minimum validity of six (6) months beyond the intended stay in the Philippines and one (1) photocopy of the passport data page.												
<input type="checkbox"/>	PRINTED AIRLINE BOOKING OR ITINERARY OF TRAVEL showing dates of arrival and departure from the Philippines												
<input type="checkbox"/>	PROOF OF FINANCIAL CAPACITY (most recent bank statement and/or if employed, latest three (3) month payroll slip (<i>Lohnabrechnung</i>))												
<input type="checkbox"/>	PROOF OF PAYMENT for the visa AND authentication fee transferred to the following bank details:												
	<table border="0"> <tr> <td>Visa Fee</td> <td>EUR 440,00</td> <td>Name:</td> <td>Generalkonsulat Philippinen</td> </tr> <tr> <td>Authentication Fee (per document)</td> <td>EUR 27,00</td> <td>IBAN:</td> <td>DE76 1004 0000 0263 7106 02</td> </tr> <tr> <td></td> <td></td> <td>BIC:</td> <td>COBADEFFXXX</td> </tr> </table>	Visa Fee	EUR 440,00	Name:	Generalkonsulat Philippinen	Authentication Fee (per document)	EUR 27,00	IBAN:	DE76 1004 0000 0263 7106 02			BIC:	COBADEFFXXX
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		BIC:	COBADEFFXXX										
<input type="checkbox"/>	RETURN ENVELOPE Prepaid courier envelope or self-addressed envelope with EUR 4,25 postage (<i>Einschreiben</i>)												
ADDITIONAL REQUIREMENTS													
TO BE AUTHENTICATED BY THE PHILIPPINE CONSULATE GENERAL (FOR LATER SUBMISSION TO B.I.)													
<input type="checkbox"/>	POLICE CLEARANCE (Polizeiliches Führungszeugnis) <u>overauthenticated</u> by the Federal Office of Justice (Bundesamt für Justiz). If there is no built-in English translation in the document, it must be <u>accompanied by an English translation by a licensed translator</u> .												
<input type="checkbox"/>	MEDICAL EXAMINATION (FA Form No. 11) accomplished by the examining physician, duly stamped by a German Notar and legalized by the Landgericht. To be submitted with the following: a) laboratory examination results for stool, urine and blood, <u>accompanied by an English translation by a licensed translator</u> , and b) chest x-ray in digital image (saved in CD) and (2) image printout.												

NOTE: Original of the above documents must be submitted together with a photocopy.