



## UK EMBASSY TOURIST VISA

### MAIN DOCUMENTS

- Original New Passport (Latest) valid for 6 months prior to departure (with signature in 3<sup>rd</sup> page)
- Original Old Passports within the last 10 years
- Photocopy of New and Old passports (first page, last page and pages with immigration stamps and visas)
- 2PCS Passport Size Colored Picture (35mm x 45mm, white background, both ears are exposed, closed mouth, no eyeglass, w/ collared shirt/blouse)
- Original Bank Certificate (Personal Account) \*(Must include account name, account number, account type, current balance, account opening date)
- Original Bank Statements within the last 6 months (Personal Account)
- **\*\* Note: Bank Certificates will be addressed to Embassy;**  
**BRITISH EMBASSY IN THE PHILIPPINES**

British Embassy Manila 120 Upper McKinley Road, McKinley Hill, Taguig City Manila 1634 Manila Philippines

- PSA Marriage Contract (if married)
- PSA Birth Certificate

### OTHER DOCUMENTS:

### FOR BUSINESSMAN

- Latest Mayor's Permit (**Photocopy**)
- Latest DTI or SEC registration all pages with GIS (**Photocopy**)
- BIR ask for receipt (**Photocopy**)
- BIR Certificate of registration (BIR 2303) (**Photocopy**)
- Latest Annual Income Tax Return (BIR 1701/ BIR 1702-RT) all pages with receipt and Financial Statements (**Photocopy**)



## FOR EMPLOYED

- Company ID (**Photocopy**)
- Certificate of Employment with Leave of Absence (**must be ORIGINAL**)
  - \*Indicate monthly and annual salary
  - \* Leave of Absence based on the Itinerary
- Travel Authority for Government Employees
- Latest Income Tax Return (BIR 2316) (**Photocopy**)
- PRC Licensed (**Photocopy**) (If applicable)

## FOR DOCTORS

- Certificate of Registration (BIR 2303) (**Photocopy**)
- Latest Income Tax Return (BIR 1701A) must be all pages with receipt and financial statements (**Photocopy**)
- Original Certification from the hospital
- Valid PRC ID (**Photocopy**)

## FOR STUDENTS

- School ID (**Photocopy**)
- School Certificate or Diploma for Newly Graduates (**must be original**)

\*Additional documents for Minors

- If the minor is not travelling with either parent, original and copy of DSWD travel clearance
- Affidavit of Support and Consent executed by both parents (**Original with signature and notarized**)
- Documents of the Guarantor (If Employed/Businessman/Self Employed – please refer to the requirements above)

## FOR RETIRED

- Senior Citizen ID (**Photocopy**)
- Retirement Certificate (**For early retiree**)

## SUPPORTING DOCUMENTS (Optional):

- ✓ Copy of Credit Card together with the copy of their statements. (**Photocopy**)
- ✓ Certificate of Land Titles. (**Photocopy**)
- ✓ Proof of Ownership. (Car, Houses, ETC.) (**Photocopy**)



## ADDITIONAL DOCUMENTS IF SPONSORED BY FAMILY MEMBER OR COMPANY

- Affidavit of Support or Guarantee Letter (**Original with signature and notarized**)
- Documents of the Guarantor (If Employed/Businessman/Self Employed)  

If Employed:

- COE, Company ID, ITR (BIR 2316), Bank Certificate and Statements - 6 months

If Businessman/Self Employed

- Mayor's Permit, DTI or SEC, COR (BIR 2303), ITR (BIR 1701/1702-RT/1701A), Bank Certificate and Statements - 3 months

## For Incentive Trips:

- Guarantee Letter of the Company
- Bank Certificate and statement
- ITR, Business Permit, SEC

## Other attachments needed for visa application:

- Copy of Hotel Confirmation
- Copy of Itinerary
- Copy of Ticket/Airline Booking
- Copy of Travel Insurance covered the whole travel period

### NOTES:

1. ALL PHOTOCOPIES SHOULD BE PRINTED IN A4 SIZED PAPER
2. IF HAVE PRIOR TRAVEL PLEASE INFORM US AND SUBMIT A COPY OF YOUR ETICKETS
3. PERSONAL APPEARANCE