

INDIVIDUAL VISA APPLICATION REQUIREMENTS AND PROCEDURES

个人签证申请材料及步骤

REMINDERS

提醒事项

1. Before your visa application, ensure that you have reviewed your documents and are submitting a completely filled out application form and set of requirements.
在申请签证前，请确保您已检查所有文件，提交填写妥当的申请表和完整的申请材料。
2. Payment of visa processing fee does not guarantee the grant of visa.
支付了签证手续费并不保证一定能获得签证。
3. Your application may be denied for the following reasons:
拒签原因如下：
 - a. Incomplete requirements submitted;
提交的材料不完整；
 - b. Previously violated immigration rules of the Philippines,
曾违反菲律宾的移民法规；
 - c. Visa type applied for doesn't correspond to the purpose of the travel and stay in the Philippines; or
所申请的签证类型与旅行和逗留目的不符；
 - d. Any other reason which establishes the applicant's inadmissibility or ineligibility for travel and/or stay in the Philippines
申请人不符合在菲律宾旅行和/或逗留的资格。
4. Avoid engaging the Visa Officer or any staff at the Consulate General in an argument. Be reminded that you are expected to be in your best behavior when approaching or dealing with the Consulate General's personnel. Rudeness, arrogance or unruly behavior within the Consulate General's premises and/or on your dealings with our Consulate General's personnel will not be tolerated. At the first instance of rudeness, arrogance or unruly behavior, you may be blacklisted.
请避免与签证官或我馆的任何工作人员发生争执。请注意，在与我馆工作人员接触或交流时，我们希望您保持礼貌、举止得体。我们绝不容忍您在我馆的办公场所和/或在与我馆工作人员交流时粗鲁、傲慢或不守规矩的行为。一旦做出上述行为，您可能会被列入黑名单。

ALL DOCUMENTS MUST HAVE ENGLISH TRANSLATIONS AND MUST BE ATTACHED TO DULY ACCOMPLISHED APPLICATION FORM (WHETHER ONLINE GENERATED APPLICATION FORM FOR 9A VISA APPLICATION OR PAPER APPLICATION FORM FOR OTHER VISA CATEGORIES) IN THE SAME ORDER AS ENUMERATED BELOW. EACH APPLICATION FORM MUST BE ACCOMPANIED WITH A COMPLETE SET OF REQUIREMENTS.

所有文件必须带有英文翻译，并且必须按以下顺序附于填写妥当的申请表之后（无论是在线生成的9A签证申请表，还是其他签证类型的纸质申请表都是如此）。每份申请表必须附有一套完整的签证申请要求材料。

VISA APPOINTMENT

For visa appointment, please scan the QR code for your preferred date and time.

请扫描二维码，选择可供预约的任意日期和时间。



NON-IMMIGRANT VISA APPLICATION REQUIREMENTS:

非移民签证申请和要求:

All **9(a) visa applications** shall be lodged through the **Philippine Online Visa Application System (OVAS)** at <https://www.visa.gov.ph>. 所有 **9(a) 签证申请** 均应通过 **菲律宾在线签证申请系统 (OVAS)** 提交, 申请网址为 <https://www.visa.gov.ph>。

Important Notice: The Online Visa Application System (OVAS) (<https://www.visa.gov.ph/>) is temporarily inaccessible for systems maintenance. Thus, visa applications will be received and processed manually until further notice.

重要通知: 菲律宾在线申请系统 (OVAS) 正在维护, 暂时无法使用。签证申请将转由人工处理, 直至另行通知。

Applicants are advised to accomplish the paper visa application form, which may be downloaded from the QR codes that follow. Once accomplished, submit the application form together with the complete set of required documents during your appointed visa application date/time, from Monday to Friday, 9:00am to 11:15 am, except on holidays.

申请人请扫描以下二维码, 下载并填写纸质申请表。填表后, 请本人于预约办理的日期和时间携带申请表及完整的签证申请材料前往我馆递签。签证办理时间为每周一至周五早上 9 点至 11 点 15 分, 节假日除外。



Visa Application Form
for Chinese Nationals

中国籍申请人所填表格



Visa Application Form for
Other Foreign Nationals

非中国籍申请人所填表格

Those applying for other visa types (e.g., 9e, 9f, 9c, 9g, 47a2) will continue to use the paper application form (F.A. Form No. 2). 其他类型签证的申请 (如, 9e, 9f, 9c, 9g, 47a2) 将继续使用纸质申请表 (F.A. Form No. 2)。

I. 9(A) TEMPORARY VISITORS VISA – for visitors coming for business, pleasure, medical treatment, training, attendance in conferences, meetings and workshops/seminars.

9(A)临时访客签证——适用于因业务、娱乐、医疗、培训或出席会议、讲习班/研讨会来菲的访客。

For **9A (Temporary Visitors Visa) applicants**, please enter information in the visa application form as it appears on your passport. An error in any pertinent personal information may be a reason for denial of visa.

9A (临时访客签证) 申请人请于纸质申请表上填写您护照上显示的信息。如果您的个人信息出现错误, 则可能导致拒签。

A. PLEASURE 旅游签证

1. Print-out of the duly accomplished **visa application form** (FA Form No. 2) with 3.3 cm x 4.8 cm photo (in white background) of the applicant in decent attire taken within the last six (6) months. Lodge visa application at <https://www.visa.gov.ph> (*temporarily under system maintenance*);
填写完成的**签证申请表** (FA Form No. 2) 打印件, 并附上申请人在六 (6) 个月内拍摄的近照 (大小: 3.3 厘米 x 4.8 厘米、白底、衣着得体) (在线申请系统网址 <https://www.visa.gov.ph> 正在维护, 暂时无法使用);
2. **Original** and photocopy of passport valid for at least six (6) months beyond the intended period of stay in the Philippines; 预计在菲停留期结束后, 有效期仍为 6 个月以上的护照**原件**和复印件;
3. Photocopy of National ID (if applicable) 身份证复印件 (如有);
4. For non-Chinese applicant, submit photocopy of valid Chinese residence visa/permit;
非中国籍申请人须提供有效的中国居留签证或许可复印件;
5. For Chinese nationals, provide Chinese Social Insurance Record Certificate registered for at least six (6) months at the time of the submission of the visa application. Those enrolled in primary, secondary, or college education, and retirees above 55 years old are exempted.

社会保险个人参保证明 (显示过往六 (6) 个月的缴费记录) 复印件, 学生及 55 岁以上的退休人士无需提供。

6. **Original** and photocopy of proof of financial capacity (i.e. updated bank statement within the last three (3) months or international credit card with latest credit card bank statement);
经济能力证明的**原件**和复印件（即：在递交申请当日或前一日出具的银行活期对账单，显示过往三（3）个月的流水记录；或国际信用卡及其显示过往三个月记录的对账单）；
 7. **a. If employed**, submit all of the following:
如**在职**，请提供以下所有文件：
 - i. Photocopy of company ID; 工作证复印件；
 - ii. Original Certificate of Employment in company's letterhead with company's seal signed by a competent authority;
用公司抬头纸打印，由相关负责人签字并加盖公司公章的在职证明原件；
 - iii. Photocopy of Foreigner's Work Permit or Residence's Permit with “工作” as the purpose for residence;
外国人工作许可证，或居留事由为“工作”的居留许可的复印件；**b. For students** (not minor applicant), submit the following: **如在读**（非未成年申请人），请提供以下文件：
 - i. Photocopy of school/university ID; 学生证复印件；
 - ii. Original Certificate of Enrolment in the school's or university's letterhead with school's or university's seal signed by a competent authority; 用学校抬头纸打印，加盖学校公章，并经相关负责人签字的《入学证明》原件；**c. For minor applicants** (14 years old and below), the following documents should be submitted:
未成年申请人（14岁或以下），请提供以下文件：
 - i. Photocopy of birth certificate or household registration. For those who has changed name/s, household registration or other proof of changed name must be submitted.
出生证或户口本复印件。如曾更名，须提交户口本或其他更名证明。
 - ii. Photocopy of the passport of the traveling companion. For Chinese nationals, copy of travelling companion's national ID.
同行人的护照复印件。中国籍人士请提供同行人的身份证复印件。
 - iii. If not traveling with either parent, notarized Affidavit of Consent to Travel and Request for the Issuance of the Waiver of Exclusion Grounds (WEG) signed by parent/s, and ID/s of parent/s are required.
若父母不同行，需提供由父母单方或双方公证过的《同意出行及申请拒绝入境豁免声明书（WEG）》以及父母双方的身份证复印件。
- NOTE:** Children under the age of fifteen (15) who are traveling without their parents are required to apply for a Waiver of Exclusion Ground (WEG) with the Philippine Bureau of Immigration upon arrival at the port of entry, and submit the following documents:
请注意：父母不陪同出行的十五（15）岁以下儿童，必须在入境时向菲律宾移民局递交以下文件用以申请《拒绝入境豁免证明》（简称 WEG）：
- i. Notarized Affidavit of Consent to Travel and Request for the Issuance of the Waiver of Exclusion Grounds (WEG) by either parent, naming therein the person who will be accompanying the child to the Philippines and with whom the child will stay while in the country;
父母其中一方出具的，经过公证的《同意出行及申请拒绝入境豁免声明书（WEG）》，说明该儿童赴菲及在菲停留期间的陪同人员身份；
 - ii. **Photocopy** of Birth Certificate of the child (bring original for verification);
儿童的出生证**复印件**（请携带原件以备查验）；
 - iii. Clear photocopy of the data page of the child's passport;
儿童的护照信息页清晰的复印件；
 - iv. Clear photocopy of the data page of the passport of the accompanying adult or guardian; and,
陪同该儿童赴菲之成年人/监护人的护照信息页清晰的复印件；
 - v. Payment of immigration fee (about Php3,120 per child).
入境费用：每名儿童约 3120 比索。
8. Confirmed return airline tickets to country of origin or next country of destination;
已确认的离菲机票（返回始发国的机票，或前往下一目的国的机票）；
 9. Hotel reservations, if any;
酒店预订信息（如有）；
 10. Personal appearance. Personal appearance for minor applicants is waived, however only both or either of the parents may submit the visa application for the minor. If one of the parents is a Filipino national, please contact the Consulate General for advice; and,
本人在场。未成年申请人无须在场，但只有父母双方或其中一方可以为未成年人提交签证申请。如父母一方为菲律宾籍公民，请联系我馆咨询；和，

11. Interview and such other requirements as may be prescribed by the visa officer. 递交资料时需个人面试，审核过程中签证官可能提出其他要求。

NOTES: Some cases may require prior approval from the Department of Foreign Affairs, Manila for the issuance of a visa. **请注意：**某些申请需得到菲律宾外交部的批准方可受理签发签证。

Chinese nationals must have copies of their passport data page and latest visa when entering the country. Lost visa must be declared accordingly.

中国籍人士入境时必须持有护照信息页及签证的复印件。已遗失的签证也须相应进行申报。

B. BUSINESS **商务签证**

1. Print-out of duly accomplished **visa application form** (FA Form No. 2) with 3.3 cm x 4.8 cm photo (in white background) of the applicant in decent attire taken within the last six (6) months. Lodge visa application at <https://www.visa.gov.ph>; **填写完成的签证申请表** (FA Form No. 2) 打印件，并附上申请人在六 (6) 个月内拍摄的近照 (大小: 3.3 厘米 x 4.8 厘米、白底、衣着得体) (在线申请系统网址 <https://www.visa.gov.ph> 正在维护，暂时无法使用)；
2. **Original** and photocopy of passport valid for at least six (6) months beyond the contemplated period of stay in the Philippines;
预计在菲停留期结束后，有效期仍为 6 个月以上的护照原件和复印
3. **Photocopy of National ID** (if applicable) ;
身份证复印件 (如有)；
4. For non-Chinese applicant, submit photocopy of valid Chinese residence visa/permit;
非中国籍申请人须提供有效的中国居留签证或许可复印件；
5. For Chinese nationals, provide Chinese Social Insurance Record Certificate registered for at least six (6) months at the time of the submission of the visa application. Those enrolled in primary, secondary, or college education, and retirees above 55 years old are exempted.
社会保险个人参保证明 (显示过往六 (6) 个月的缴费记录) 复印件，学生及 55 岁以上的退休人士无需提供。
6. **Original** Certificate of Employment in company's letterhead with company's seal signed by a competent authority. The certificate should state the purpose of travel, length of stay, and the one responsible for the expenses that may be incurred by the applicant while in the Philippines;
用公司抬头纸打印，由相关负责人签字并加盖公司公章的在职证明**原件**，需写明访菲目的、停留时间及申请人在菲费用开销的出资方；
7. **Photocopy of business registration of the company in China**;
在华营业执照复印件；
8. **Original** notarized Affidavit of Support and Guarantee executed by the Philippine sponsor/guarantor. The affidavit should include an undertaking that the sponsor/guarantor will be responsible for the applicant's with Philippine immigration laws and regulations; that the applicant will not stay beyond the stated and authorized period of stay, and that the Philippine sponsor/guarantor will promptly inform the Philippine Consulate in Guangzhou of the applicant's departure from the Philippines;
由菲律宾担保人签署并经过当地律师事务所公证过的担保函**原件**，担保函的内容须包括：担保人保证申请人将遵守菲律宾移民法规，按时离境；担保人将立即通知菲律宾驻广州总领事馆申请人的离菲情况；
9. **Original** invitation letter from the Philippine sponsor (in company's letterhead if sponsor is a company) stating the purpose of the visit, length of stay, accommodation, and itinerary of the applicant;
菲律宾担保人出具的邀请函**原件** (如担保方为公司，请使用公司抬头纸)，注明申请人在菲停留时间、访菲目的、住宿地点及行程安排；
10. **Photocopy of the passport of the sponsor/guarantor. If the sponsor is a foreigner, photocopy of his/ her valid Philippine visa within the period of stay of the applicant is required**;
菲律宾担保人护照复印件。若担保人不是菲籍人士，还须提供其在菲有效签证复印件，签证有效期须涵盖申请人的在菲停留期；
11. **Valid Business Permit of company in the Philippines issued by the Mayor's Office. If company is situated in an economic zone, the following are required: Certificate of Registration issued by the competent economic zone authority, Certificate of Tax Exemption, Certification from a competent economic zone authority on the validity of business registration**;
由菲律宾市长办公室签发的有效公司营业执照复印件。公司位于经济区内的，须提供以下证明：经济区管理局出具的登记证明、免税证明、经济区管理局签发的工商登记有效证明；
12. **Confirmed return airline tickets to country of origin or next country of destination**;
已确认的离菲机票 (返回始发国的机票，或前往下一目的国的机票)；

13. Personal appearance; and,
本人在场; 和
14. Interview, and such other requirements as may be prescribed by the visa officer.
递交资料时需个人面试, 审核过程中签证官可能提出其他要求。

Notes: Some cases may require prior approval from the Department of Foreign Affairs, Manila for the issuance of a visa.
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For more information on visa processing and requirements, please check the official website of the Philippine Consulate General in Guangzhou.

更多信息请浏览我馆官网。

