

GENERAL REQUIREMENTS	Orig	Copy
<input type="checkbox"/> Application Form- MPQ will assist	X	
<input type="checkbox"/> 2pcs Passport size picture (<i>white background</i>)	X	
<input type="checkbox"/> Original Old and New Passports with old visa copies and stamps	X	
<input type="checkbox"/> Bank Certificate (current with 300k peso up fund) & Bank Statements (issued within 6 mons) - indicate the ff: Account opening date, type of account, average daily balance and to-ate/current balance	X	
<input type="checkbox"/> PSA Birth Certificate & PSA Marriage Certificate	X	

If the applicant is Employed

<input type="checkbox"/> Original Employment Certificate with leave of absence (must include applicant's position, date hired, salary, date of return to work) – MPQ will give template	X	
<input type="checkbox"/> Latest INCOME TAX RETURN (ITR 1701)		
<input type="checkbox"/> Travel Authority for Govt Employee	X	
<input type="checkbox"/> Company ID		X
<u>If the applicant is Employed</u>	X	
<input type="checkbox"/> For Business Owner-- DTI/SEC/Mayors Permit/Business Permit		
<input type="checkbox"/> Latest INCOME TAX RETURN 2316 FOR self employed/owner		

<input type="checkbox"/> Affidavit of Support (notarized)	X	
<input type="checkbox"/> Company's Bank Certificate & Bank Statements	X	
<input type="checkbox"/> Company's Business Documents (SEC/DTI and Business Permit)		X
<input type="checkbox"/> Company's letter of invitation	X	

If applicant is a student:

<input type="checkbox"/> School ID		X
<input type="checkbox"/> Certificate of Registration/Enrollment		X
<input type="checkbox"/> Affidavit of Support	X	
<input type="checkbox"/> Guarantee Letter		
<input type="checkbox"/> Financial documents of supporter, Bank Certificate with fund and Bank Statement 6 months		

If applicant is Senior:

<input type="checkbox"/> Senior ID		X
<u>If applicant is Foreigner</u>		
<input type="checkbox"/> Copy of alien certificate of registration (ACR)		
<input type="checkbox"/> Copy of international card residence (ICR)		
<input type="checkbox"/> Re-entry permit		

If someone is paying your trip:

<input type="checkbox"/> Affidavit of Support	X	
<input type="checkbox"/> Proof of Relationship between Applicant & Guarantor (e.g Birth Certificates/Marriage Certificate... etc)		X
<input type="checkbox"/> Guarantor's Bank Certificate & Bank Statement (must be issued within 3 mons)	X	
<input type="checkbox"/> Guarantor's ITR (Form 1701/1702/2316 – latest clear copy)	X	