



Requirements for First-time Applicants

1. *Photographs*

- 2 pcs pictures (size: L 4.5 cm x W 3.5 cm) with a white background
- Studio-taken (not at TRONIX center or computer shop)
- Dark collar & sleeves
- No glasses, earrings
- Teeth not seen

2. .Application Form

- Accomplished application form (MPQ will assist)

3. Documents

- Travel itinerary (mpq will assist)
- Round-trip airline ticket reservation (mpq will assist)
- Hotel booking reservation (mpq will assist)
- Original valid passport (minimum 6 months)
- Photocopy of the first passport
- Original personal bank certificate (must include bank logo, account type, current balance, account opening date, ADB P300K)
- Photocopy of latest ITR (Income Tax Return) or Form 2316

4. Additional Requirements

- If Sponsored by Spouse, Parents, or Children
 - Proof of relationship (e.g., birth certificates, marriage certificate)
 - ITR of the sponsor
 - Sponsor letter
- If Sponsored by the Company
 - Employment certificate (must include applicant's position, date hired, compensation, office address, HR landline number [cell-phone number is not allowed], and HR e-mail address)
 - ITR of the company
 - Letter of support from the company

Package Inclusion

- **Appointment assistance**
- **Application Form Filling assistance Visa Fee**
- **Verification of Documents**
- **Flight / Hotel Booking/Itinerary assistance**
- **Visa Fee**
- **Non Appearance**

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