

**CONVERSION TO PRE-ARRANGED EMPLOYEE VISA (COMMERCIAL)****GENERAL INSTRUCTIONS**

**To avoid summary dismissal/delay in the processing of your application/petition,
please be advised of the following:**

1. Enter legibly all the information required into the appropriate spaces on the form. If the information required is not applicable, please write "N/A". Do not leave any item blank. Your answers must be in English and all entries must be in CAPITAL LETTERS using English characters only.
2. The Consolidated General Application Form (CGAF) must be accomplished in two (2) **ORIGINAL** copies. The first copy shall be submitted together with all the documents pertaining to this application and the second copy is intended for application of Alien Certificate of Registration Identity Card (ACR I-Card) to be submitted in a separate folder.
3. All documents required for submission must be complied with, arranged in the order as listed in the Checklist of Documentary Requirements (CDR), compiled in a legal size (8½ x 14 in.) folder and shall be submitted within the prescribed period, if applicable.
4. All sworn statements or affidavits must be original and duly notarized.
5. All civil registry documents issued in the Philippines (i.e. Birth Certificate, Marriage Certificate, Death Certificate, etc.) must be original and issued by the Philippine Statistics Authority (PSA).
6. All foreign documents must be original and authenticated by the Philippine Foreign Service Post (FSP), which has jurisdiction over the place of issuance, or by the Department of Foreign Affairs (DFA) if said document is issued by the local Embassy in the Philippines, with English translation if written in other foreign language.
7. If the application is filed by an authorized representative, attach a photocopy of the Bureau of Immigration (BI) Accreditation Identification (ID) Certificate or an original Special Power of Attorney (SPA) for **EACH** applicant with a photocopy of a valid government-issued ID of attorney-in-fact.
8. The original valid passport of the applicant must be submitted to the Central Receiving Unit (CRU) personnel or concerned frontline officer for scanning. Thereafter, it shall be returned.
9. If the applicant is joined by his/her unmarried children below eighteen (18) years of age, submit all corresponding documentary requirements for **EACH** dependent.
10. The applicant and/or petitioner must always bring his/her original passport and/or valid ID (if Filipino) upon evaluation or interview by Visa Officers.

**CHECKLIST OF DOCUMENTARY REQUIREMENTS FOR CONVERSION TO
PRE-ARRANGED EMPLOYEE VISA (COMMERCIAL)**

*Please read carefully the above-stated General Instructions
before proceeding with the completion of the documentary requirements.*

- ☐ 1. Joint letter request addressed to the Commissioner from the applicant and the petitioner;
- ☐ 2. Duly accomplished CGAF for Non-Immigrant Visa;
- ☐ 3. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 4. Photocopy of Employment Contract, Secretary's Certificate of Election, Appointment or Assignment of applicant, or equivalent document, with details of exact compensation, duration of employment and comprehensive description of the nature and scope of the applicant's position in the company;
- ☐ 5. Photocopy of petitioner's latest Income Tax Return (ITR) with the corresponding proof of payment (official receipt, bank teller's validation slip, BIR's eFPS payment details' print-out or other similar evidence);
- ☐ 6. a. For Corporations or Partnerships, photocopies of the following:
 - ☐ i. Securities and Exchange Commission (SEC) Certificate of Registration;
 - ☐ ii. Articles of Incorporation;
 - ☐ iii. General Information Sheet (GIS) for the current year stamped received by the SEC;b. For Single Proprietorships, photocopies of the following:
 - ☐ i. Department of Trade and Industry (DTI) Certificate of Registration of Business Name;
 - ☐ ii. Mayor's Permit;
- ☐ 7. Photocopy of Alien Employment Permit (AEP) issued by the Department of Labor and Employment (DOLE); and actual publication of the applicant's approved AEP or in the absence thereof, a Certificate of Publication issued by the Publisher;
- ☐ 8. Notarized certification of number of foreign and Filipino employees from the petitioning company (preferred format can be downloaded at the BI website);
- ☐ 9. Special Temporary Permit for an applicant practicing a regulated profession under the Professional Regulation Commission (PRC), if applicable;
- ☐ 10. BI Clearance Certificate; and
- ☐ 11. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

Checklist of Documentary Requirements for EACH Dependent

- ☐ 1. Duly accomplished CGAF for Non-Immigrant Visa;
- ☐ 2. Photocopy of passport bio-page and latest admission with valid authorized stay;
- ☐ 3. Proof of filiation with the applicant;
- ☐ 4. BI Clearance Certificate; and
- ☐ 5. Original or certified true copy of Bureau of Quarantine Medical Clearance, if applicant is a national of any of the countries listed under Annex "A" of Immigration Operations Order No. SBM-14-059-A who arrived in the Philippines on or after June 2014.

[To be filled out by BI Authorized Personnel Only]

CERTIFICATION

This is to certify that the documents submitted in support of the application/petition of _____

(Name of Applicant)

_____ are complete and in accordance with the provided checklist.

Central Receiving Unit Evaluator:

Signature over Printed Name _____

_____ Date

Note: Submission of additional supporting documents may be required by the Bureau for further verification and evaluation of application.

Website: www.immigration.gov.ph
E-mail: xinfo@immigration.gov.ph
Facebook: [officialbureauofimmigration](https://www.facebook.com/officialbureauofimmigration)
Twitter: [immigrationPH](https://twitter.com/immigrationPH)