

CHECKLIST OF REQUIREMENTS

ISSUANCE OF NON-IMMIGRANT VISA UNDER SECTION 47(A)(2)

A. For Change of Admission Status

1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
2. Letter Request;
3. Supporting Documents:
 - a. Sworn Certification and Undertaking executed by the employer/sponsor company, stating that:
 - i. The foreign national subject of the application is being admitted to the Philippines pursuant to a contract entered into by the former with a government office, agency, or subdivision, or with a private firm;
 - ii. The employment of the foreign national is required in the operation of the company, with an indication of the number and nationality of other personnel employed in the same category as that of the foreign national;
 - iii. The foreign national has no derogatory record or pending case against him in his domicile, in the Philippines, or in any other country where the foreign national has resided for the past five (5) years;
 - iv. In cases where the application is for the issuance of a 47(a)(2) visa whose period of validity exceeds one (1) year, the sponsor company shall comply with the monitoring requirements provided under the Guidelines;
 - v. The sponsor company shall secure clearance from the appropriate government agency before allowing the foreign national subject of the application to transfer employment to any company and/or take up any additional employment; and
 - vi. The sponsor company shall notify the DOJ, copy furnished the appropriate government agency within three (3) days from termination of employment of the foreign national.
 - b. Favorable recommendation by the appropriate government office, agency or subdivision, or instrumentality thereof, including GOCCs and their subsidiaries, as the case may be.
 - c. Valid passport/s of the foreign national/s with validity of at least six (6) months at the time of filing, showing the admission stamp and period of authorized stay. If applying together with the spouse and/or dependent child/ren, their respective passports as well. Subject of the application, and when required by the Department of Justice, his/her/their latest re-entry permit/s to port of embarkation or country of origin;
 - d. Photocopy of the existing valid visa of the foreign national. If applying together spouse and his/her dependents, their respective existing valid visas;

- e. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business;
- f. Certificate from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm;
- g. A copy of Employment Contract between the private firm and the foreign national;
- h. Confirmation of appropriate agency or private firm utilizing the foreign national's services;
- i. Certificate by Employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities;
- j. Copy of the Contract/Agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm, if applicable;
- k. Marriage Contract for dependent spouse, if applying together or for the spouse;
- l. Birth Certificate/s for dependent child/ren, if applying together or for the child/ren;
- m. Affidavit of support and guaranty of return fare by the sponsor/applicant if spouse or dependent child is included in the application.

B. Extension/Further Extension

- 1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
- 2. Letter Request;
- 3. Copy of the previous DOJ Indorsement granting the request for change of admission status, extension, or further extension of the 47 (a) (2) visa;
- 4. Supporting documents:
 - a. Sworn Certification and Undertaking executed by the employer/sponsor company, stating that:
 - i. The foreign national subject of the application is being admitted to the Philippines pursuant to a contract entered into by the former with a government office, agency, or subdivision, or with a private firm;
 - ii. The employment of the foreign national is required in the operation of the company, with an indication of the number and nationality of other personnel employed in the same category as that of the foreign national;
 - iii. The foreign national has no derogatory record or pending case against him in his domicile, in the Philippines, or in any other country where the foreign national has resided for the past five (5) years;
 - iv. In cases where the application is for the issuance of a 47(a)(2) visa whose period of validity exceeds one (1) year, the sponsor

- company shall comply with the monitoring requirements provided under the Guidelines;
- v. The sponsor company shall secure clearance from the appropriate government agency before allowing the foreign national subject of the application to transfer employment to any company and/or take up any additional employment; and
 - vi. The sponsor company shall notify the DOJ, copy furnished the appropriate government agency within three (3) days from termination of employment of the foreign national.
- b. Favorable recommendation by the appropriate government office, agency or subdivision, or instrumentality thereof, including GOCCs and their subsidiaries, as the case may be.
 - c. Valid passport/s of the foreign national/s with validity of at least six (6) months at the time of filing, showing the admission stamp and period of authorized stay. If applying together with the spouse and/or dependent child/ren, their respective passports as well. Subject of the application, and when required by the Department of Justice, his/her/their latest re-entry permit/s to port of embarkation or country of origin;
 - d. Photocopy of the existing valid visa of the foreign national. If applying together spouse and his/her dependents, their respective existing valid visas;
 - e. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business;
 - f. Certificate from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm;
 - g. A copy of Employment Contract between the private firm and the foreign national;
 - h. Confirmation of appropriate agency or private firm utilizing the foreign national's services;
 - i. Certificate by Employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities;
 - j. Copy of the Contract/Agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm, if applicable;
 - k. Marriage Contract for dependent spouse, if applying together or for the spouse;
 - l. Birth Certificate/s for dependent child/ren, if applying together or for the child/ren;
 - m. Affidavit of support and guaranty of return fare by the sponsor/applicant if spouse or dependent child is included in the application.

C. Implementation

1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
2. Duly notarized letter request, stating the reason/s why the visa was not properly implemented;
3. Copy of the previously submitted Department of Justice (DOJ) General Application Form and Checklist and other documentary requirements upon which the DOJ approval for the grant of visa was based;
4. Passport of the foreign national, which should be valid for a period of at least six (6) months at the time of filing, showing the admission stamp and period of authorized stay;
5. Original DOJ Indorsement approval.

D. Revalidation

1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
2. Duly notarized letter request, stating the reason/s why the visa was not properly implemented;
3. Copy of the previously submitted Department of Justice (DOJ) General Application Form and Checklist and other documentary requirements upon which the DOJ approval for the grant of visa was based;
4. Passport of the foreign national, which should be valid for a period of at least six (6) months at the time of filing, showing the admission stamp and period of authorized stay;
5. Original DOJ Indorsement approval.

E. Issuance

1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
2. Official DOJ Receipt;
3. Letter Request;
4. Supporting documents:
 - a. Sworn Certification and Undertaking executed by the employer/sponsor company, stating that:
 - i. The foreign national subject of the application is being admitted to the Philippines pursuant to a contract entered into by the former with a government office, agency, or subdivision, or with a private firm;
 - ii. The employment of the foreign national is required in the operation of the company, with an indication of the number and nationality of other personnel employed in the same category as that of the foreign national;

- iii. The foreign national has no derogatory record or pending case against him in his domicile, in the Philippines, or in any other country where the foreign national has resided for the past five (5) years;
 - iv. In cases where the application is for the issuance of a 47(a)(2) visa whose period of validity exceeds one (1) year, the sponsor company shall comply with the monitoring requirements provided under the Guidelines;
 - v. The sponsor company shall secure clearance from the appropriate government agency before allowing the foreign national subject of the application to transfer employment to any company and/or take up any additional employment; and
 - vi. The sponsor company shall notify the DOJ, copy furnished the appropriate government agency within three (3) days from termination of employment of the foreign national.
- b. Favorable recommendation by the appropriate government office, agency or subdivision, or instrumentality thereof, including Government-owned and controlled corporations (GOCCs) and their subsidiaries, as the case may be.
 - c. Valid passport/s of the foreign national/s with validity of at least six (6) months at the time of filing, showing the admission stamp and period of authorized stay. If applying together with the spouse and/or dependent child/ren, their respective passports as well. Subject of the application, and when required by the DOJ, his/her/their latest re-entry permit/s to port of embarkation or country of origin;
 - d. Certificate of registration issued by appropriate agency, of the employer/sponsor, if engaged in business;
 - e. Certificate from the applicant employer/sponsor that the prospective special non-immigrant is being admitted to the Philippines pursuant to a contract entered into by the former with a government office/agency or subdivision or private firm;
 - f. A copy of Employment Contract between the private firm and the foreign national;
 - g. Confirmation of appropriate agency or private firm utilizing the foreign national's services;
 - h. Certificate by Employer on the number of personnel employed in the same category as that of the subject foreign national and their nationalities;
 - i. Copy of the Contract/Agreement entered into by the employer/sponsor of the prospective special non-immigrant with a government office, agency or subdivision or a private firm, if applicable;
 - j. Marriage Contract for dependent spouse, if applying together or for the spouse;
 - k. Birth Certificate/s for dependent child/ren, if applying together or for the child/ren;
 - l. Affidavit of support and guaranty of return fare by the sponsor/applicant if spouse or dependent child is included in the application.

F. Inclusion of Dependents

1. Duly Accomplished and Notarized Department of Justice (DOJ) Application Request Form and Checklist;
2. Official DOJ Receipt;
3. Duly notarized letter request signed by the sponsor, company, organization, institution, agency or foundation, and conformed to by the foreign national;
4. Sworn affidavit executed by the sponsor, company, organization, institution, agency or foundation indicating that the dependent/s shall be guaranteed support and fare, with attached proof of financial capacity for the said purpose;
5. Copies of the following documents:
 - a. Documentary requirements and visa approval pertaining to the principal foreign national;
 - b. Copy of the Department of Justice (DOJ) indorsement of the principal foreign national;
 - c. Copy of the valid passport and Birth Certificate of the dependent child/ren born in the Philippines.