

REQUIREMENTS FOR BUSINESS VISA

1. Duly accomplished FA Form No. 2
2. Recent passport size photograph, colored and with white background
3. Original machine-readable passport with a minimum validity of six (6) months beyond the intended stay in the Philippines
4. Photocopy of passport's data page
5. Copy of Philippine visa previously issued (if any)
6. Printed airline booking or itinerary of travel showing dates of arrival to and departure from the Philippines
7. Invitation/Confirmation Letter addressed to the Ambassador from the inviting or sponsoring private entity indicating the following:
 - a. Names of the invitee with passport details
 - b. Purpose of the travel
 - c. Whether the invitee is being funded by the inviting or sponsoring private entity
 - d. Address in the Philippines where the invitee will be staying
 - e. Guarantee for the invitee's entry, stay and exit in the Philippines
 - f. Expected date/s of travel and length of stay in the Philippines
 - g. Name and contact details of the focal person from the inviting or sponsoring private entity
8. Accommodation – Hotel reservation (if any)
9. Visa Fee
10. Return envelope preferably from DHL (Expresseeasy) or UPS (Standard)

IMPORTANT:

VISA APPLICANTS ARE STRONGLY ADVISED TO FINALIZE THEIR FLIGHT BOOKING ONLY AFTER THE VISA IS GRANTED. THE EMBASSY WILL NOT HASTEN THE VISA PROCESSING TO ACCOMMODATE THE APPLICANT'S FLIGHT SCHEDULE.

PROCESSING TIME IS FROM FIVE (5) TO TEN (10) WORKING DAYS.

PLEASE NOTE THAT NO REFUND OF THE VISA APPLICATION FEE WILL BE MADE FOR WHATEVER REASON.

PLEASE CONTACT THE EMBASSY FOR FURTHER INQUIRIES:

TEL NO: +49 (30) 864 950 105

EMAIL: visa.berlinpe@gmail.com