

## REQUIREMENTS FOR VISA REQUIRED NATIONALS

1. Duly accomplished FA Form No. 2 (Chinese nationals must use FA Form No 2 in Chinese)
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 (Nationals that are required prior approval from Manila will be asked to submit the original passport on a later date)
4. Photocopy of passport's data page
5. Photocopy of valid German residence permit
6. Printed airline booking or itinerary of travel showing dates of arrival to and departure from the Philippines
7. Proof of financial capacity (most recent bank statement and/or latest three (3) month payroll slip (*Lohnabrechnung*))
8. Company-issued Employment Certificate stating applicant's employment status and monthly income
9. Travel insurance
10. Accommodation – Hotel reservation (if any) or invitation letter from sponsor including a copy of his/her passport (if staying with a family in the Philippines)
11. Visa Fee
12. Return envelope preferably from DHL (Expresseeasy) or UPS (Standard)

### ADDITIONAL REQUIREMENT IF APPLYING FOR BUSINESS VISA

13. 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

### 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.

PAYMENTS MADE ARE NON-REFUNDABLE FOR WHATEVER REASON.

MULTIPLE ENTRY VISA NEEDS PRIOR APPROVAL FROM THE DEPARTMENT OF FOREIGN AFFAIRS.

PLEASE CONTACT THE EMBASSY FOR FURTHER INQUIRIES:

TEL NO: +49 (30) 864 950 105

EMAIL: [visa.berlinpe@gmail.com](mailto:visa.berlinpe@gmail.com)