



JORDAN VISA CHECKLIST:

GENERAL REQUIREMENTS:

Note: Not applicable to apply if have no Jordan citizen invitee

1. Duly accomplished Jordan Visa Application Form (computerized on A4 size paper) Put "N/A" if not applicable.
2. Two (2) pieces 2x2 size picture colored with white background
3. Passport original (atleast 6 months valid) old (with stamps) and new
4. Photocopy of passport biopage
5. Letter of Invitation/Purpose of Travel Letter or Letter of Intent, whichever is applicable.
 - * If Invitee is Jordanian, please include passport copy of the Jordanian national
 - * If Invitee is relative working in Jordan, please use company letterhead stating a brief description of their job and length of work in the company and to express sponsoring/supporting your Jordan trip/stay;

If Business Trip:

- *Letter of invitation from the host company in Jordan
 - *Letter from the Philippine company (on company letterhead) stating the purpose and duration of the visit
6. Hotel booking/reservation issued by an authorized Jordan tour/travel agency (if applicable);
 7. Airline booking/reservation (your ticket must be Manila-Amman-Manila and NO stopover in Israel to avoid delay in processing your visa.)
 8. Day to day itinerary
 9. Certificate or letter from Jordan tour operator with applicants' names indicated in a list as part of a tour group (if applicable);
 10. Additional supporting documents (*if invitee/spouse is Jordanian*):
 - *Passport copy, National ID, Visa request letter written in Arabic, Family book copy (if spouse is Jordanian)
 11. PSA/NSO birth certificate issued within 1 year before the travel date

Conditional Approval: If visa was approved you need to submit an additional guarantee in the form of a Manager's check amounting to issued to the Embassy of Jordan in Tokyo, Japan for the amount of JD 5,000.00 or its equivalent in US Dollars or Philippine Peso. This will be kept at the Honorary Consulate and shall be given back to the traveler upon their return.

FOR EMPLOYEES:

1. **Personal Bank Certificate (Original)** - must include account type, current balance, account opening date, 6 months average balance
2. **Certificate of Employment (COE) Original** - w/ approved leave of absence with designation date hired, compensation, address and office landline, number and email address.
3. **Bank Statement Original**
4. **Photocopy of Company ID**
5. **Photocopy of ITR with personal TIN number**

FOR BUSINESSMEN:

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|--------------------------|--|
| <input type="checkbox"/> | 1. Photocopy of Business Registration from SEC/DTI |
| <input type="checkbox"/> | 2. Photocopy of Business Permit / Mayor's Permit |
| <input type="checkbox"/> | 3. Photocopy of ITR of FORM 2316 copy |
| <input type="checkbox"/> | 4. Original Bank Certificate with 100K minimum deposit |
| <input type="checkbox"/> | 5. Original Bank Statement |

FOR MINORS/STUDENTS:

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|--------------------------|--|
| <input type="checkbox"/> | 1. Original School Certificate |
| <input type="checkbox"/> | 2. Photocopy of School ID |
| <input type="checkbox"/> | 3. Photocopy of PSA/NSO Birth certificate |
| <input type="checkbox"/> | 4. Photocopy of marriage contract of parents |
| <input type="checkbox"/> | 5. Photocopy of Parent's or sponsor's financial documents as an employee, businessman, or OFW/seafarer |
| <input type="checkbox"/> | 6. Notarized affidavit of support |

FOR OFW OR SEAFARERS

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|--------------------------|--|
| <input type="checkbox"/> | 1. Photocopy of Employment Contract or Seaman's book |
| <input type="checkbox"/> | 2. Original Bank Certificate in the Philippines - indicating the account type, balance, account opening date |
| <input type="checkbox"/> | 3. Original or certified true copy of bank statement for the last 3 months |

FOR HOUSEWIVES

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|--------------------------|---|
| <input type="checkbox"/> | 1. Photocopy of marriage contract |
| <input type="checkbox"/> | 2. Financial documents of spouse |
| <input type="checkbox"/> | 3. Notarized affidavit of support, if not applying with spouse. |

FOR SENIOR CITIZENS

- | | |
|--------------------------|--|
| <input type="checkbox"/> | 1. Photocopy of Senior Citizen ID |
| <input type="checkbox"/> | 2. Original bank certificate in the Philippines |
| <input type="checkbox"/> | 3. Original copy of bank statement for the last 3 months |

VISA CONDITIONS

- Visa approval is not guaranteed and is still under the final discretion of the consul.
- Processing time is based on average application time. It is not guaranteed and may be delayed if additional documents are required by the embassy.
- Do not purchase your tickets before your visas are issued and approved. RadarPH will not be liable for any unused travel products in the case of visa denial or if the release of visa has been delayed.
- Inflight Menu Travel Corporation will not accept visa application with departure date scheduled within 3 weeks from the date of submission.
- Any request for early release, change of application from regular to expedite processing and pulling out/cancellation of application is not permitted once submitted to the Embassy.

I have acknowledged that:

- | | |
|--------------------------|--|
| <input type="checkbox"/> | I have provided all supporting documents as requested on the checklist |
| <input type="checkbox"/> | I have not provided all supporting documents and I am aware that the result of my application is based on the decision of the embassy. |

PRINTED NAME AND SIGNATURE

DATE