

USA VISA CHECKLIST:

GENERAL REQUIREMENTS:

- ☐ 1. Duly accomplished Visa Application Form DS160 (A4 size typewritten/handwritten)
- ☐ 2. One (1) piece 2x2 size picture colored with white background
- ☐ 3. Passport original (atleast 6 months valid) old (with stamps) and new
- ☐ 4. Photo copy of passport biopage
- ☐ 5. PSA/NSO birth certificate issued within 1 year before the travel date
- ☐ 6. PSA Marriage certificate
- ☐ 7. Daily itinerary in USA
- ☐ 8. Original Bank Certificate
- ☐ 9. Income Tax Return
- ☐ 10. Guarantee letter
- ☐ 11. Proof of relationship with the guarantor (birth certificate and bank certificate, ITR)

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:

- ☐ 1. Photocopy of Business Registration from SEC/DTI
- ☐ 2. Photocopy of Business Permit / Mayor's Permit
- ☐ 3. Photocopy of ITR of FORM 2316 copy
- ☐ 4. Original Bank Certificate
- ☐ 5. Original Bank Statement

FOR STUDENTS:

- ☐ 1. Original School Certificate
 - ☐ 2. Photocopy of School ID
 - ☐ 3. Photocopy of PSA/NSO Birth certificate
 - ☐ 4. Photocopy of marriage contract of parents
 - ☐ 5. Photocopy of Parent's or sponsor's financial documents as an employee, businessman, or
 - ☐ 6. Notarized affidavit of support
- If traveling without both parents:**
- ☐ 4. Travel Permit, issued by the Philippine Department of Social Welfare and Development (DSWD); please contact the DSWD for further information.

FOR OFW OR SEAFARERS

- ☐ 1. Photocopy of Employment Contract or Seaman's book
- ☐ 2. Original Bank Certificate in the Philippines - indicating the account type, balance, account opening date
- ☐ 3. Original or certified true copy of bank statement for the last 3 months

FOR HOUSEWIVES

- ☐ 1. Photocopy of marriage contract
- ☐ 2. Financial documents of spouse
- ☐ 3. Notarized affidavit of support, if not applying with spouse.

FOR SENIOR CITIZENS

- ☐ 1. Photocopy of Senior Citizen ID
- ☐ 2. Original bank certificate in the Philippines
- ☐ 3. Original copy of bank statement for the last 3 months

IF INVITED;

- ☐ 1. **If personally invited**- invitation letter, photocopy of passport biopage, financial documents
- ☐ 2. **If invited by Company in USA**- invitation letter, photocopy of Company Business Permit, financial documents

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:

- ☐ I have provided all supporting documents as requested on the checklist
- ☐ 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**