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Park 2, Ayala Alabang, Muntinlupa,
Philippines 1780

1. Philippine Passport (At the back, Incase of Emergency)

Broken Lamination of the Photo part is not accepted

Must have Signature and have at least 2 blank pages

2. Visa Application Form * Length of Stay _____ Days*****

3. Photo 45mm x 35mm size white background/write your Name & Birthday behind Picture

4. Birth Certificate

must be from PSA main office / Serbilis Outlet Center issued within one 1 year

if Birth Certificate from PSA is unreadable, or if there is no record in PSA,

* in addition to "Certificate of non-Record" from PSA Headquarter

* if Birth Certificate from PSA " LATE REGISTRATION"

- **Birth Certificate From Local Civil Registrar**

- **Baptismal Certificate**

- **School Record (Form 137)**

- **School Yearbook (if Applicable)**

Please indicate complete address and land line (Telephone, if Applicable)

of the church in the baptismal certificate, and of the school in school record

5. Marriage Contract (if Married)

must be from PSA main office / Serbilis Outlet Center issued within one 1 year

in case of non-record, you must

Submit certificate of non-record together with the one from LOCAL CIVIL REGISTRAR

6. Daily Schedule in Japan (TAIZAI YOTEIHYO)

if applicant will shoulder part or all of his / her travel expenses

7. BANK Certificate (must be issued within 3 months)

8. Income Tax Return (Form 2316) Clear Photo Copy (Latest)

if Guarantor who live in the philippines will shoulder part or all of the applicant's travel expenses

9. Guarantee Letter

10. Proof of Relationship between Applicant & Guarantor

- Birth Certificate

- Marriage Contract

- Pictures

11. BANK Certificate (must be issued within 3 months)

12. Income Tax Return (Form 2316) clear Photo Copy (Latest)

if Applicant is not Philippines Nationality

Alien Certificate of Registration (ACR)

13. Foreign residents with long-term or permanent status in the Philippines applying for a visa

must submit, in addition to the above Requirements (Except Birth & Marriage Certificates)

a copy of their Alien Certificate of Registration (AC) issued by the Philippines government