

US VISA REQUIREMENTS (TOURIST)

1. original passport at least 6 mos. Valid from the date of your intended date of travel in the United States
2. Payment receipt for the visa fees
3. Filled up non immigrant visa application form from US embassy website: <http://evisaforms.state.gov>
4. Two (2) pictures (2x2) inches (50x50mm) with white background (taken for the last 6 mos.)
5. employment certificate which should indicate your designation, salary and tenure,
6. guarantee letter (from the company if official trip)
7. Approved leave of absence
8. Booking Itinerary
9. invitation letter or purpose of trip
10. original and Xerox copy of SEC registration or business name, if self employed
11. original and Xerox of Annual Income Tax Return (ITR)
12. original 3 monthly bank statements and current and former bank accounts passbooks
13. Original credit cards billing statements for prior 3 mos.
14. original land title, if any
15. original car registration, if any
16. Professional license (PRC Card, Integrated Bar Card, if applicable)
17. DSWD certificate for minor to travel abroad without any parent
18. all previously issued passports or affidavit of loss (required)
19. original birth certificate or marriage contract (if married) issued by the NSO security paper
20. affidavit of support of employer / parents / husband
21. All Documents should be original

PROCEDURE: After assisting with the application form

- We will secure the receipt which we can get by paying the visa fee amounting to USD160.00 (subject to change depending on the fees dictated by the embassy)
- We will call the embassy's call center to secure an appointment.
- Waiting time for the appointment – approximately 1-2 months
- On your appointment date, please proceed to Gate 3, of US embassy at least 1 hour prior to your appointment and bring the above documents
- Cellular phone, laptop, electronic devices, etc. are not allowed inside the embassy