

1. Filing of the application duly supported by the documentary requirements enumerated above and a quick review of their completeness;
2. ICT-aided verification of travel and derogatory records, assessment of filing and other fees as well as the generation of the Order of Payment Slip (OPS), assignment/raffle of application to hearing officer, generation of Notice of Hearing indicating the tentative dates of BOC deliberation over the application;
3. Releasing of the OPS and Notice of Hearing to the applicant;
4. Payment to collecting officer and issuance of the Official Receipt (OR) evidencing payment of the required fees;
5. Evaluation and preparation of the Hearing Officer's recommendation;
6. BOC Deliberation;
7. Updating of records, preparation of Notice of BOC Action, and generation of assessment for implementation and other fees;
8. Transmittal of Notice and Assessment;
9. Payment to collecting officer and the issuance of the Official Receipt evidencing payment thereof;
10. Receiving of Passport for purposes of Visa Implementation and the releasing thereof; and
11. Documents archiving.

Common Procedures in the Processing of Applications for Visa Extension under Sections 13a in relation to LOI#33, Section 9d, Section 9g (Commercial) and Section 9g (Missionary).

Applications for extension of visa under Section 13a, 9d, and 9g (Commercial and Missionary) shall observe the following procedures, to wit:

1. Receiving of application with complete documentary requirements;
2. Verification of travel and derogatory records, assessment of filing, implementation and other fees and generation of Order of Payment Slip;
3. Releasing of OPS to applicant;
4. Payment to collecting officer and issuance of Official receipt;
5. Generation of Order of extension and approval of the Commissioner;
6. Updating of records;
7. Visa implementation and release; and
8. Document archiving.

Checklist of Requirements for Pre-Arranged Employee – Commercial

1. Duly notarized letter request from the petitioner-organization;
2. General Application Form duly accomplished and notarized (BI Form No. MCL-07-01);
3. Department of Labor and Employment (DOLE) certified true copy of Alien Employment Permit (AEP);
4. Bureau of Immigration (BI) Clearance Certificate; and
5. Plain photocopy of the applicant's passport showing admission and authorized stay.

If in the application, the applicant is joined by his/her spouse and unmarried minor children:

1. Copy of marriage contract of applicant and spouse and/or birth certificate of minor unmarried children, NSO-certified or authenticated by the Philippine embassy/consulate in or nearest the place where marriage was solemnized or place of birth, with English translation if written in other foreign language, as the case may be; and
2. Plain photocopies of their respective passports.

Checklist of Requirements for Pre-Arranged Employee – Missionary

1. Duly notarized letter request from the petitioner-organization with

- information of applicant's place of assignment;
2. General application form duly accomplished and notarized (BI Form No. MCL-07-01);
 3. Certified true copy of SEC Certificate of Registration, Articles of Incorporation and By-laws of petitioner;
 4. Certified true copy of missionary credentials;
 5. Bureau of Immigration (BI) Clearance Certificate; and
 6. Plain photocopy of the applicant's passport showing admission status and authorized stay

If in the application, the applicant is joined by his/her spouse and unmarried minor children:

1. Copy of marriage contract of applicant and spouse and/or birth certificate of minor unmarried children, NSO-certified or authenticated by the Philippine embassy/consulate in or nearest the place where marriage was solemnized or place of birth, with English translation if written in other foreign language, as the case may be; and
2. Plain photocopies of their respective passports.

An alien who is admitted as a non-immigrant cannot remain in the Philippines permanently. To obtain permanent admission, a non-immigrant alien must depart voluntarily to a foreign country and procure from the appropriate Philippine consul the proper visa and thereafter undergo examination by the officers of the Bureau of Immigration at a Philippine port of entry for determination of his admissibility in accordance with the requirements of this Act.

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