

# HOW TO APPLY PH VISA NON-IMMIGRANT AND IMMIGRANT

## 1. COMPLETE YOUR DOCUMENTS AT HOME

- Get a **list of requirements** from [www.philippinessanfrancisco.org](http://www.philippinessanfrancisco.org). Download and print the list.
- **Complete** the requirements (originals) in the checklist. Incomplete documents cannot be processed.
- Make **photocopies** of all originals.
- Print the **application form** from the website and fill it up.

## 2. VISIT THE CONSULATE OR MAIL YOUR APPLICATION

- At the lobby, go to the Kiosk and **get a C ticket** (one ticket per customer).
- Proceed to the Ground Floor Consular Section and wait for your number to be called.
- Approach the **Information Desk**. Present your ticket and your documents (original and photocopies).
- Your documents will be checked. If **incomplete**, you will be asked to return with the missing documents.
- Head to the **Cashier** to pay the fee.

## 3. RELEASE OF DOCUMENTS

- The visa officer will apprise you on when you may claim your visas.
- **In a rush?** We can mail your document to you. Please provide a [self-addressed stamped envelope](#)