

## CHECKLIST FOR SUBORDINATE EMPLOYEMENT (LONG TERM)

<b>1.</b>	<b>ENTRY VISA APPLICATION FORM</b>
	COMPLETELY filled in "National Visa D" <a href="#">APPLICATION FORM</a> (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable.)
<b>2.</b>	<b>PHOTO</b>
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
<b>3.</b>	<b>TRAVEL DOCUMENT</b>
	Old (if available) and current valid passports (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by the Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
<b>4.</b>	<b>PROOF OF TRAVEL</b>
	Flight Booking
<b>5.</b>	<b>NULLA OSTA</b>
	Nulla Osta issued by the Sportello Unico (Unified Immigration Desk)
<b>6.</b>	<b>VISA FEE</b>
	Visa Processing Fee + Service Fee in Cash ( Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" ( application through Courier Service)

*Notes:*

*Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted*