

### DOCUMENTS CHECKLIST

## USA TOURIST VISA APPLICATION CHECKLISTS

### EMBASSY REQUIREMENTS

- APPLICATION FORM WITH SIGNATURE AND PERSONAL INFORMATION
- PASSPORT ORIGINAL OLD AND NEW VALID FOR 6 MONTHS WITH PHOTOCOPIES ( A4 SIZE )
- 4 COPIES OF RECENT ID PICTURE **WHITE BACKGROUND** 2X2 US EMBASSY FORMAT
- CERTIFICATE OF EMPLOYMENT AND LEAVE OF ABSENCE & SALARY DECLARATION
- BANK CERTIFICATE WITH BANK STATEMENT FOR 3 MONTHS
- INCOME TAX RETURN LATEST (**PHOTO COPY**) A4 SIZE
- XEROX COPY OF CREDIT CARD A4 SIZE (OPTIONAL)
- MARRIAGE CONTRACT IF **MARRIED** / BIRTH CERTIFICATE IF **SINGLE**
- COPY OF FLIGHT TICKETS AND ACCOMMODATION.
- IF NOT TRAVELING WITH SPOUSE AND PARENTS
  - \* AFFIDAVIT OF CONSENT and SUPPORT
  - \* DSWD CLEARANCE ( Children travelling without both and one parent)

### ADDITIONAL IF SELF EMPLOYED

- BUSINESS REGISTRATION & D.T.I. / S.E.C. (**PHOTO COPY**) A4 SIZE
- INCOME TAX RETURN OF BUSINESS (**PHOTO COPY**) A4 SIZE
- ANNUAL DECLARATION OF INCOME

### ADDITIONAL REQUIREMENTS

- SCHOOL REGISTRATION/ SCHOOL CERTIFICATE (STUDENT)
- SCHOOL ID (FRONT & BACK ) PHOTOCOPY

### IF INVITED BY COMPANY

- SUPPORTING DOCUMENTS OF THE COMPANY REGARDING THE VISIT
- INVITATION LETTER FROM THE U.S. COUNTERPART
- GUARANTEE LETTER & ENDORSEMENT LETTER OF THE COMPANY WHO WILL PROVIDE ALL OF THE EXPENSES
- COPY OF BUSINESS DOCUMENTS OF THE GUARANTOR SUCH AS BUSINESS PERMITS, DTI OR SEC, BANK CERTIFICATE AND BANK STATEMENTS. ETC.

Above is the list of basic requirements any additional documents may require by the embassy ,it is the discretion of the embassy.

