

## TOURIST VISA CHECKLIST 旅游签材料清单

Name 姓名: \_\_\_\_\_

Date 日期: \_\_\_\_\_

**IMPORTANT: 重要提醒:**

- Fill-in FA Form No. 2 (Visa Application Form) <https://xiamenpcg.dfa.gov.ph/forms>  
填写 FA Form No. 2 (签证申请表) <https://xiamenpcg.dfa.gov.ph/forms>
- Schedule an appointment for personal appearance and to submit physical documents through the QR code: 扫描二维码预约面签及递交纸质材料时间:
- The **paid fee is non-refundable**. 已支付的费用不予退还
- If your submitted application requirements are found to be incomplete, fraudulent and/or ineligible, your application will be rejected/denied. If necessary, your name may be **blacklisted**. 如果提交的申请材料被发现不完整、不真实和/或不合格, 您将被退签/拒签。如有必要, 您的名字可能会被列入黑名单。

**REQUIREMENTS FOR 9(a-2) TEMPORARY TOURIST VISA (INDIVIDUAL APPLICANTS)****短期访问 9(a-2) 旅游签所需手续 (个人申请人)**

- Personal Appearance 申请人本人到场

**PLEASE PREPARE ALL YOUR DOCUMENTS IN THE FOLLOWING ORDER:**

请将材料按以下顺序整理好之后提交

- Filled-in FA Form No. 2 填写 FA Form No. 2**
- Signed 签名
  - Details and signature match passport 填写内容及签名与护照信息一致
  - Latest picture **pasted** (taken within 6 months, visa or passport size, white background, neutral expression, no jewelries and/or glasses)  
**贴上**近期的照片 (近 6 个月内拍摄的签证/护照尺寸白底彩照, 表情自然, 不可佩戴首饰和/或眼镜。)
  - Name, address and contact number of inviter or hotel accommodation  
邀请人或住宿酒店的名称、地址和电话
  - Latest Visa No. (if applicable) 最近的签证号 (如果有申请过)
  - Duration of last stay in the Philippines (if applicable) 最近一次在菲律宾停留的时长 (如果有去过)
  - Original passport valid for at least six (6) months beyond the authorized period of stay in the Philippines, and with at least two (2) blank pages and no visible damages (soaked, ripped, burned. etc.)  
护照/旅行证件的原件和复印件, 有效期须超出在菲律宾停留期限外至少 6 个月且留有至少两页的空白页, 且无明显损毁 (浸水, 撕破, 灼烧等)
- Clear photocopy of passport data page 护照信息页清晰的复印件
- Original Chinese National ID 中国身份证原件
- Clear photocopy of Chinese National ID with English translation 中国身份证复印件并有英文翻译
- Proof of residency or employment in Fujian or Jiangxi 在福建或江西居住或工作的证明
- If applicant was previously issued a visa and/or has been to the Philippines  
如果申请人曾取得过菲律宾签证并/或去过菲律宾
- copies of the latest Philippine visa and immigration arrival and departure stamps  
最近一次签证以及盖有移民局入境和出境章页的复印件
  - copy of visa used to enter the Philippines 入境菲律宾时所使用的签证复印件
  - passport used to enter the Philippines 入境菲律宾时所使用的护照
  - If overstayed in the Philippines, complete proof of extension of stay  
若曾在菲律宾延期滞留, 需提供完整延期凭证
- Round-trip plane ticket 往返机票
- Proof of financial capacity (**additional documents may be required**):  
经济能力证明 (以下任选其一, **但可能会要求提供其他材料**):
- Bank Statement with Bank's seal and code covering three (3) months and obtained not more than two (2) weeks prior to application 在申请前两周内取得的近 3 个月的银行流水, 需有二维码/校验码并盖银行公章
  - Proof of employment 在职证明
    - a. Original employment certificate with English translation 有英文翻译的在职证明原件
      - Company letterhead 公司行头纸
      - Number of years of service (include in detail entry date and recent promotion)  
工作年限 (包括具体入职日期及当前职位)

As of 8 August 2025

- Monthly salary 月工资
  - Contact number/s of company 公司联系电话
  - Company seal and signature of employer/representative 雇主或其代表的签名及公司印章
- b. Photocopy of the company's business license in China (with QR code) with English translation  
中国公司（有二维码的）营业执照复印件并有英文翻译
- If unemployed, proof of source of income 若未在职，提供收入来源证明
- Proof of accommodation in the Philippines (any **one** of the following) 住宿证明（以下任选其一）：
  - **Invitation/sponsorship from inviting party in the Philippines** 菲律宾邀请方的邀请/担保函
    - Notarized letter of invitation 经公证的邀请函
      - Guarantee of support included 包含资助担保内容
    - If inviting party is a Filipino national, photocopy of passport/Philippine Government-issued ID  
如果邀请方是菲律宾人，须提供护照/菲律宾政府签发的身份证件复印件
    - If inviting party is a Chinese national, photocopy of valid and current passport and visa status/identification card  
如果邀请方是中国人，须提供邀请人当前有效的护照和签证/身份证件复印件
    - Inviting party's proof of relationship with invitee (if immediate family member)  
邀请人与被邀请人的关系证明（若双方是直系亲属）
  - **If without invitee/sponsor**, proof of hotel booking in the Philippines  
如果没有邀请人/担保人，须提供菲律宾的酒店订单
- For applicants below 18: 18 周岁以下的申请人须提供：**
  - For minors born in the Philippines, the passport should have a notation bearing their name as reflected in the Philippine Birth Certificate  
在菲出生的儿童，护照应备注菲律宾出生证上所示的姓名
  - Original and photocopy of birth certificate with English translation written on the photocopy  
出生证明原件和复印件，且复印件上需有英文翻译
  - Copies of passport data page, round-trip plane ticket of accompanying adult  
同行成年人的护照信息页复印件及往返机票
  - Proof of financial capacity of accompanying adult or adult who will shoulder the trip  
同行成年人或该趟行程费用成年承担者的财力证明
  - Minor applicants 0-14 years old whose visa applications are not filed together with either parent  
0-14 岁的未成年人，未与父母任意一方一起申请签证的，须提供：
    - photocopy of the passport data page of either parent 父母任意一方的护照首页复印件
    - valid Philippine visa of either parent 父母任意一方的有效菲律宾签证：
  - Minor applicants 0-14 years old travelling without either parent or not going to join parent/s in the Philippines 0-14 岁的未成年人，未与父母任意一方同行或其父/母不在菲律宾的，须提供
    - Affidavit of Request, Consent and Guaranty for Travel of Alien Child (below 15 years of age) to the Philippines Unaccompanied by Parents (for issuance of WEG) at the Bureau of Immigration; please apply at the Consulate General 外国儿童(15 岁以下)没有父母陪同前往菲律宾的担保同意宣誓书 (即办理 WEG)，可在总领事馆办理
  - **Applicants 15-17 years old travelling alone 15-17 岁独自旅行的申请人，须提供：**
    - Letter of consent and guarantee in English from parent(s) 父/母的英文担保同意书
    - photocopy of Chinese national ID or passport of said parent(s) with English translation  
父/母的中国公民身份证或护照复印件并附上英文翻译
- For Taiwanese, Hong Kong, Macau citizens only 持台湾、香港或澳门护照的申请人，须提供：**
  - Valid re-entry permit 有效的台湾居民往来大陆通行证或港澳居民往来大陆通行证
- Additional Document/s (as may be required by the Visa Signing Officer 签证官可能要求的 )其他文件：  
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- Remarks 备注：  
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\_\_\_\_\_  
\_\_\_\_\_
- Fee RMB \_\_\_\_\_ via bank transfer 费用\_\_\_\_\_元人民币，通过银行转账

For other visa queries, please email 若需咨询其他签证问题，请发邮件至 [xiamenpcg.visa@dfa.gov.ph](mailto:xiamenpcg.visa@dfa.gov.ph)