

List of Requirements for 9g Visa Application

1. Completed Consolidated General Application Form (CGAF) – Form c/o ISM to be completed by the Applicant/Expat
2. Signed Letter Request for the 9g Visa Application – c/o ISM to be signed by the ISM representative and Applicant/Expat
3. Passport
4. Photos – 10 pcs of 2x2 photos (colored, in white background, no eye glasses)*
5. Completed ISM Application Form – to be completed by the Applicant/Expat
6. Notarized Contract Summary – c/o ISM to be signed by the Superintendent and Applicant/Expat
7. Job Description – c/o ISM to be signed by the Applicant/Expat
8. Authenticated Marriage Certificate – c/o the Applicant/Expat (with spouse)**
9. Authenticated Birth Certificate/s – c/o the Applicant/Expat (with dependent children)**

*The photos are required for visa processing. If you send us different photos, you will have to re-do it again here in Manila. We understand that the 2x2 size may not be available in other countries. In that case, have your photos taken when you are already in Manila and submit them during the orientation week.

**The authenticated marriage and birth certificates (of children) are required for visa processing. Please keep in mind that documentation processing can take anywhere between 1-4 months therefore you should start processing these documents immediately after you are hired. The authentication is done at the Philippine Embassy where the marriage and birth certificates (of children) were issued. The authenticated documents (especially the original marriage/birth certificate) will not be returned so make sure that you keep a personal copy too.