

**EMBASSY OF THE REPUBLIC OF THE PHILIPPINES  
AMBASSADE I REPUBLIKKEN FILIPPINERNE  
COPENHAGEN, DENMARK**

**NON-IMMIGRANT VISA**

**9(A) for Temporary Visitors for Business and Pleasure**

**Checklist of Core Requirements:**

- Confirmed online appointment
- Personal appearance of applicant
- Duly accomplished application form. Access document templates by clicking **Downloadable Forms**
- One (1) passport size photograph with white background
- Current passport and one (1) photocopy of its data page. Passport must be valid at least six (6) months beyond the intended period of stay in the Philippines
- Residence permit or proof of legal residence
- Flight details/itinerary
- Hotel reservation/ email confirmation / certificate issued by visa applicant's hotel in the Philippines
- For Chinese nationals: Social Insurance Record Certificate registered for at least six (6) months at the time of the submission of the visa application with English translation. Exempted are Chinese students who will be required to submit proof of enrolment in English and retirees above 55 years of age.
- **Temporary Visitors Coming for Pleasure** (sightseeing, amusement, sports and recreation, health reasons, or to visit family and friends)
  1. Proof of financial capacity in English:
    - If gainfully employed:
      - Proof of income (such as bank statement)
    - If retired/pensioner:
      - Bank statement
    - If unemployed:
      - Letter of Guarantee from spouse or parents or other guarantor,
      - Copy of Guarantor's valid ID
      - Guarantor's bank statement
  2. Proof of Occupation in Denmark
    - If student, Certificate of Enrollment issued by school authorities
    - If employed, Certificate of Employment issued by employer, giving the name of workplace and address, nature of employment, financial remuneration of visa applicant
    - If self-employed, Certificate of Business Registration issued by Danish government authorities
    - If retired/unemployed, must state the fact that applicant is retired/unemployed in the application form
  3. Notarized Letter of Support and Guarantee
    - Must be from inviting party/sponsor in the Philippines, if applicable, attesting to guarantee all financial expenses of the foreign visitor and his/her compliance with Philippine laws while in the Philippines.
- **Temporary Visitors Coming for Business** (attending international conferences, scientific, education, commercial, and/or professional workshops, conventions, lectures, contract negotiations, and other business meetings and company-related activities of similar nature)
  1. If being sent by a Denmark-based company/corporation:
    - Letter of Endorsement from the Denmark-based company/employer certifying the visa applicant's employment with the company, the purpose of travel/nature of the business trip to the Philippines, flight details, and place of residence/hotel while in the Philippines
  2. If being invited by a Philippine-based company/corporation:
    - If student, Certificate of Enrollment issued by school authorities,
    - If employed, Certificate of Employment issued by employer, giving workplace name and address, nature of employment, financial remuneration of visa applicant
- **Temporary Visitors Coming for Internship** (attending field studies program facilitated by foreign schools/universities conducted in the Philippines, internship of foreign students at Philippine school/universities and/or Philippine organizations)
  - Letter of Endorsement from a Denmark or foreign-based school or university certifying the visa applicant's internship or field study with a school/university or office/organization in the Philippines, the purpose of travel/nature of the field study/internship to the Philippines, flight details, and place of residence/hotel while in the Philippines

Service and expedite fees for the following services, as applicable:

9A Temporary Visa - Single entry, three (3) months - DKK 320.00

9A Temporary Visa - Multiple entry, six (6) months - DKK 560.00

9A Temporary Visa - Multiple entry, one (1) year - DKK 800.00

9A Temporary Visa (Restricted) - single entry, 3 months - DKK 400.00

*If with a Danish bank account, payment via instant bank transfer is preferred. Payment instructions will be provided upon receipt of your appointment confirmation.*

*Note: Foreign tourists are not permitted to study, practice their profession, or seek employment in the Philippines without appropriate clearance/Study Permit or Special Work Permit from the Philippine Bureau of Immigration. Foreigners who shall receive compensation from Philippine sources after having been admitted to the Philippines under a category 9(a) temporary visit visa need to coordinate with their Philippine office counterpart for the issuance of a Special Work Permit (SWP) as may be deemed necessary by the Philippine Bureau of Immigration.*

**Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.**