

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

**NON-IMMIGRANT VISA**

**9(G) for Pre-arranged Employees.** Foreigners proceeding to the Philippines to engage in any lawful occupation be it for wages or salary, or other forms of compensation where bona fide employer-employee relations exist fall under this category of entry visa. Applicants may range from various professions, inclusive of medical practitioners, nurses, professors, technical experts, scientists, and other skilled professionals for banking, commercial, industrial, agricultural, business, and similar enterprises. Prior approval from the Department of Foreign Affairs is required prior to issuance of a visa under this category.

**Procedure:**

1. The employing company in the Philippines shall file the application for a pre-arranged employment visa under category 9(G) of the Philippine Immigration Act, and submit the necessary documents to the Philippine Bureau of Immigration (B.I.).
2. After assessment and evaluation of the submitted documents, approved applications are communicated by the B.I. to the Department of Foreign Affairs in Manila.
3. The Department of Foreign Affairs gives authority to the corresponding Philippine Embassy for the issuance of a 9(G) visa abroad.
4. The foreign applicant gets an appointment to file his/her visa application.
5. The foreigner issued a 9(G) visa by the Philippine Embassy in Denmark shall register with the Philippine Bureau of Immigration for the issuance of appropriate certificates/alien registration card, within seven (7) days upon arrival in the Philippines.

**Checklist of Core Requirements:**

- Confirmed online appointment
- 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
- Letter of Endorsement from the accepting/employing company or organization based in the Philippines, duly notarized by a Philippine notary public
- Police clearance issued by the Danish police authorities in English, and legalized/apostilled by the Danish Ministry of Foreign Affairs (MFA)
- Original and one (1) copy of medical health certificate in English accomplished by a General Practitioner in Denmark and legalized/apostilled by the Danish MFA. The medical certificate must also include the x-ray results with CD, laboratory reports, etc. The certificate will be acceptable within six (6) months from the date the examination was conducted.
- Written authority from DFA Manila must first be received by the Embassy
- 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.
- Service and expedite fees for 9G Pre-Arranged Employee Visa - DKK 3,280.00  
*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: Please upload PDF or JPEG copies of all documentary requirements applicable to you when you book an appointment.**