### Check List of Documents to be submitted for Philippines

<table>
<thead>
<tr>
<th>No.</th>
<th>Documents</th>
<th>No. Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Class 12 Board Mark-sheet</td>
<td>Original – 1 &lt;br&gt;Photocopy - 3</td>
</tr>
<tr>
<td>2.</td>
<td>Class 10 Board Mark sheet</td>
<td>Original – 1 &lt;br&gt;Photocopy - 3</td>
</tr>
<tr>
<td>3.</td>
<td>Original Date of Birth / Affidavit</td>
<td>Original – 1 &lt;br&gt;Photocopy - 3</td>
</tr>
<tr>
<td>4.</td>
<td>Bank statement of Father or Mother to be stamped and signed by the Bank for the last 6 months &lt;br&gt;(Original Bank Stamp to be on the statement &amp; sign of Manager) &lt;br&gt;Minimum Closing balance should be Rs 3 Lacs</td>
<td>Original – 1</td>
</tr>
<tr>
<td>5.</td>
<td>Police Clearance Certificate for Philippines (Can be sent Later)</td>
<td>Original – 1 &lt;br&gt;Photocopy - 3</td>
</tr>
<tr>
<td>6.</td>
<td>Passport (1st and Last page) Can be mailed later</td>
<td>Original – 1 &lt;br&gt;Photocopy - 3</td>
</tr>
<tr>
<td>7.</td>
<td>Visa form &lt;br&gt;(with photo - one sign on photo + one sign on 2nd page. Photo to be less than 6 months old.)</td>
<td>Original – 2</td>
</tr>
<tr>
<td>8.</td>
<td>Affidavit of Financial Support (Format enclosed)</td>
<td>Original – 1</td>
</tr>
<tr>
<td>9.</td>
<td>Authority Letter (Letter Enclosed, Sign and Send)</td>
<td>2</td>
</tr>
<tr>
<td>10.</td>
<td>Cover Letter to Embassy (Letter enclosed, Sign and Send)</td>
<td>1</td>
</tr>
<tr>
<td>11.</td>
<td>Passport Size Photo (With White Background)</td>
<td>10</td>
</tr>
</tbody>
</table>

**Notes:**

1. **NOTE:** The students should courier us the above original documents as soon as possible via BLUE DART / DTDC or any other reliable courier.
(On Rs 10 / 20 Stamp Paper)

AFFIDAVIT

I, ______________________(Name of Student), S/o ___________________(Name of Father), R/o (Address), do hereby solemnly affirm and declare as Under:-

1. That my Date of Birth is ______________

2. That I was born at ________________ (Place of Birth as given in Passport)

3. That I am Holder of Passport No. ______________, and I am Indian Citizen.

Deponent

Verification:

Verified at __________(City)on this _________(Date) that the contents of the above are true and correct.

Identified by me and signed in my Presence

Advocate
Please Apply for Police Clearance for Philippines after Issue of Passport from the Passport website, details are given below

After this we can apply for the Visa

### Online Form Submission for Police Clearance Certificate Submission

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Register through the Passport Seva Portal. (Click on &quot;Register&quot; link under the Online Application Filling section on the Home Page).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 2</td>
<td>Login to the Passport Seva Portal with the User ID created in Step 1.</td>
</tr>
<tr>
<td>Step 3</td>
<td>Click &quot;Apply for Police Clearance Certificate&quot; link.</td>
</tr>
<tr>
<td>Step 4</td>
<td>Fill in the required details in the form and submit.</td>
</tr>
<tr>
<td>Step 5</td>
<td>Click the &quot;Schedule Appointment&quot; link on the &quot;View Saved/Submitted Applications&quot; screen to schedule an appointment.</td>
</tr>
<tr>
<td></td>
<td><strong>Online Payment</strong> has been made mandatory for booking appointments at all Passport Seva Kendras. Online Payment can be made using any one of the following modes:</td>
</tr>
<tr>
<td></td>
<td>o Credit/Debit Card (MasterCard &amp; Visa)</td>
</tr>
<tr>
<td></td>
<td>o Internet Banking (State Bank of India (SBI) and Associate Banks Only)</td>
</tr>
<tr>
<td></td>
<td>o SBI Bank Challan</td>
</tr>
<tr>
<td>Step 6</td>
<td>Click the &quot;Print Application Receipt&quot; link to print the application receipt containing Application Reference Number (ARN)/Appointment Number.</td>
</tr>
<tr>
<td>Step 7</td>
<td>Visit the Passport Seva Kendra (PSK) where appointment has been booked, along with original documents.</td>
</tr>
</tbody>
</table>

**Note:**

- Only emergency/medical cases and preapproved categories may visit Passport Seva Kendra without appointment. Service will be provided at the discretion of Passport Seva Kendra in-charge/Passport Officer.
- Minor applicants below 4 years of age need to carry a recent coloured passport size (4.5 x 3.5 cm) photograph with a white background while visiting Passport Seva Kendra. Other applicants need not carry any photograph as photograph will be captured at the Passport Seva Kendra.
- Resubmission of application form is required, in case the applicant does not visit the Passport Seva Kendra within 90 days from the online form submission.
On Rs 10 / 20 Stamp Paper

Affidavit of No Objection and financial Support by parents

I, Mr………………………..…… (Name of father) hereby declare that I am the father of Master/ Miss ……………….…. (Name of Student) who is holder of Indian Passport number …………………..do hereby declare as follows:

That, I have NO objection to my son/daughter proceeding to the Philippines for Higher education.

I, Mrs…………………….… (Name of Mother) hereby declare that I am the Mother of Master/ Miss ……………………….. (Name of Student) who is holder of Indian Passport number …………..… do hereby declare as follows:

That, I have NO objection to my son/daughter proceeding to the Philippines for Higher education.

Signature: Deponent

___________________________:    _________________________________
(Name of Father)    (Signature of Father)

___________________________:    _________________________________
(Name of Mother)    (Signature of Mother)

Address:

Identified by Me:
Attorney:
Authorization for Visa and document filing and collection

I, Master / Ms……………………………………………….. am holder of passport number ...................................... I hereby authorize the following persons to file for my documents and passport for legalization and visa processing for Philippines with the Embassy of Philippines in India

1.

2.

3.

Name of Student:………………………………………..

Signed:……………………………………………………………..
Sub: Request for Issue of 59 day Tourist Visa for Philippines

Visa Section
Embassy of Philippines
New Delhi

Dear Sir

I have been invited to study in the Philippines by the “AMA School of Medicine”, Manila. Please find attached the following documents in support of my Application for issue of a 59 day tourist visa - Single entry.

The University will convert this to a STUDENT visa after I reach Philippines

1. Completed Application form for Tourist Visa
2. Fees for Tourist Visa
4. Police Clearance Certificate (PCC) for Philippines stamped on the passport.
5. Statement of Marks in Class 12 and 10.

Kindly issue a 59 day tourist visa to enable me to visit the Philippines and join class. Also: I request for notarization / attestation of the following documents for the conversion purpose in the Philippines:

a. Bank Statement and affidavit of support
b. Class 10 and 12 mark sheet
c. PCC

Signed:

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Name of Student:………………………………..