

**HOW TO APPLY FOR A PRE-ARRANGED EMPLOYMENT VISA UNDER  
SECTION 9 (g) OF THE PHILIPPINE IMMIGRATION ACT OF 1940**

Pre-arranged employment visas under Section 9(g) of the Immigration Act are issued to aliens proceeding to the Philippines to engage in any lawful occupation, whether for wages or salary or for other form of compensation where bona fide employer-employee relations exist. They may be professors and teachers for educational institutions, doctors and nurses for hospitals, scientists, professionals and other workers for banking, commercial, industrial, agricultural and other business enterprises.

A pre-arranged employment visa is issued only upon receipt, by the Consular Office having jurisdiction over applicant's place of residence, of authority to issue such a visa from the Department of Foreign Affairs (DFA) in Manila. This authority is secured on petition, under oath, filed by the prospective employer in Manila with the Department of Labor and Employment (DOLE) for the contracting of services of an alien employee. When DOLE's requirements are met, it endorses the matter to the Philippine Bureau of Immigration for the entry into the Philippines of the alien employee. If meritorious, the Commissioner of the Immigration transmits his approval to the DFA. The DFA then authorizes the appropriate consular office to issue the visa.

The applicant must appear personally at the Consular Section of the Embassy or the Consulate concerned and submit the following:

1. Passport valid for at least six (6) months;
2. Duly accomplished application (Form No. 2), accomplished in two copies by each applicant;
3. Four identical pictures of each applicant (passport size) signed on the front bottom of each;
4. Medical and physical examination report by an authorized physician. It must also include the chest x-ray film, laboratory reports and a certificate that the applicant is free from AIDS. The medical examination report is acceptable only if submitted to the quarantine officer at the port of entry in the Philippines, together with the visa application, within six (6) months from the date the examination is conducted;
5. Police Clearance, issued by the Australian Federal Police or the police authorities of the place where the applicant resides. (Police Certificate based on fingerprint check); and
6. Visa Application Fee for each applicant (payable in cash, bank draft or postal money order to the Philippine Embassy or Consulate) - *(Please refer to Schedule of Fees <http://www.philembassy.au.com/con-fees.htm>).*

If the spouse is accompanying or joining the principal in the Philippines within six months from the date of the principal's admission, the spouse must submit their marriage certificate.

Unmarried children under twenty-one years of age accompanying or joining their parent in the Philippines within six months from the date of the parent's admission, must submit their birth certificates showing the names of their parents.

NOTE: Originals of the required documents must be shown and two (2) photocopies of each should be submitted upon filing of application.

The Consular Officer may require the submission of additional supporting documents as he/she may deem fit under the circumstance

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PHILIPPINE EMBASSY  
CANBERRA, AUSTRALIA