

AUSTRALIA - VISA APPLICATION (30-40 WORKING DAYS)

RATE PER APPLICANT

P 11,000

INCLUSIONS:

EXCLUSIONS:

- ✓ **Visa Consultation from Visa Specialist**
- ✓ **Non-appearance (Submission and Collection)** ✓ **Visa Fee**

a. **Day-to-Day Itinerary, Hotel Reservation, Airline Ticket (we can arrange but with a corresponding fee for each document)**

PRIMARY VISA REQUIREMENTS

Scanned Copy **Philippine Passport** with at least 6 months validity + Old Passport if with stamps

Scanned Copy of the **Passport's Bio Page** (Page 2 & 3) (make sure Page 3 is signed)

Scanned Copy of **previous and valid advanced visa** for frequent travelers.
(USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA)

Accomplished and Questionnaire (document file to be provided)

Scanned Copy of the **Original PSA Birth and Marriage** (if applicable) **Certificate** should be no more than 1 year old.

NOTE: * If "LATE REGISTRATION", submit **Baptismal Certificate and School Record (Form 137)**

* If no record of Marriage in PSA, submit **CENOMAR**

Cover Letter (explaining why you want to visit Australia)

NOTE: It isn't required but it would help a lot on the chances of approval of your application.

FINANCIAL REQUIREMENTS

Scanned Copy of the **Original Bank Certificate** (Ideal amount for the current balance is P100,000)

Including type of account, opening date, average daily balance and current balance

Scanned Copy of the **Original Bank Statement** (last 3 months)

(Ideal amount for the Average Daily Balance is P50,000)

ITR (Income Tax Return) Form 2316 for individual / **Form 1701 or Form 1702** to for companies

NOTE: It must have amount of gross income and a stamp of recipient, if tax is not withheld

You may provide all **Proof of Assets** like

Investments, Land Titles, Pension Pay, Credit Card Statement, Pay slips, etc. (if available)

ADD'L REQUIREMENTS IF EMPLOYED

ADD'L REQUIREMENTS IF BUSINESS OWNER

Scanned Copy of **Original Certificate of Employment**
(Indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)

Scanned Copy of **DTI or SEC Permit** (Includes Names & signatories of the corporation)

Evidence of Leave

Scanned Copy of **Business Registration and Permits**

Scanned Copy of **Company ID**

Scanned Copy of **BIR company registration**

Scanned Copy **PRC or IBP Card** – for Professionals

Scanned Copy of **Finance Sheets** (Profits and Losses)

ADD'L REQUIREMENTS IF SPONSORED	ADD'L REQUIREMENTS IF STUDENT
Letter of Invitation	Scanned Copy of Original School Certificate
Identification Documents of Sponsor	Scanned Copy of School ID

STEPS IN VISA PROCESSING

FOR B2B APPLICANTS:

1. Email Scanned Copy of all the requirements to visa@pinoyonlinebiz.com. (Your agency email must be the one to be used in submitting all the requirements to us, not your customer's email).
2. Once all the documents have been assessed and it is okay to be submitted, you may pay the visa assistance fee. Make sure everything is complete because the embassy will not accept incomplete documents. (In case we found the documents insufficient, we will charge P300/applicant as new assessment fee.)
3. Forward the payment slip to our email for verification.
4. We will forward the application to Australia Embassy after we received all the documents; processing time is up to 3040 working days.
5. A decision will be notified to you once available.

IMPORTANT NOTE: Do not disclose to your customer any details of the transaction of your agency to us, as you are carrying your own brand and we do not want your clients to go directly to us. No agency dropping. Once your customer has transacted directly on us, it will be considered as our direct client and no commission shall be given to your agency.

IMPORTANT REMINDERS:

Visa approval is at the discretion of the Visa officers. **We cannot guarantee 100% approval.**

Visa submission is within 3 working days after the receipt of complete documents and if there are no additional requirements needed. We strongly suggest applying at least 1 month prior to travel date because there are times where the visa officer is **requesting for additional documents**.

All submitted documents are **considered as FILED** and **no refunds** shall be made in case you may have a change of mind on your application.

For **denied application**, you can **re-apply after 6 months**. **No Refunds** shall be made for the Visa Assistance fee regardless of the decision made on your application.

VISA INQUIRIES

Email: visa@gladextours.com
 Gladex Visa Hotline - 09811735417