

## CANADA VISA ASSISTANCE

RATE PER APPLICANT	<b>P 13,000</b>
<b>INCLUSIONS</b>	
<ul style="list-style-type: none"> <li>✓ VISA CONSULTANCY</li> <li>✓ APPOINTMENT SCHEDULING</li> <li>✓ SUBMISSION and COLLECTION OF DOCUMENTS</li> </ul>	
<b>VISA REQUIREMENTS CHECKLIST (Files to be emailed only – no need for hard copy)</b>	
<b>STEPS IN CANADA VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)</b>	
<ol style="list-style-type: none"> <li>1. Email accomplished Questionnaire and Scanned Copy (preferably in .pdf per document) of all the requirements for assessment (we will advise the chances of approval based on what you have submitted).</li> <li>2. Pay visa assistance fee and visa fee then emails the proof of payment and soft copy of all supporting documents.</li> <li>3. We will forward the application to Canada Visa Centre, processing time is up to 20 working days after having the biometrics appointment.</li> <li>4. For the status of the application, we will send you a message once we got an update on your visa application, whether it is approved or rejected. Then, we'll tell you when the passport is ready for pick-up.</li> </ol>	
<b>CHECKLIST (put )</b>	<b>Primary Requirements</b>
	Philippine Passport with at least 6 months validity (make sure Page 3 is signed)
	Picture of the Passport's Bio Page (Page 2)
	Photocopy of passports stamps to non-visa country and previous and valid visas to the ff: USA, CANADA, UK, SCHENGEN, JAPAN, AUSTRALIA, NEW ZEALAND, KOREA
	Soft Copy of Passport Sized Colored Photo (4.5cm x 3.5cm) Must be taken from a photo studio and should have white background
	Accomplished Questionnaire (Please refer on the page 2 & onwards)
	<p style="text-align: center;">Accomplished forms</p> <p style="text-align: center;">Click the link to download, please fill-up and save the file (don't validate)</p> <p style="text-align: center;"><a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257e.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257e.pdf</a></p> <p style="text-align: center;"><a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5645e.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5645e.pdf</a></p> <p style="text-align: center;"><a href="https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257b_1.pdf">https://www.canada.ca/content/dam/ircc/migration/ircc/english/pdf/kits/forms/imm5257b_1.pdf</a></p>
	<p style="text-align: center;">Day to Day Itinerary, Hotel reservation and Airline Ticket reservation</p> <p style="text-align: center;">Optional: Add P1,000/applicant if you want us to prepare for you</p>
<b>CHECKLIST (put )</b>	<b>Financial Requirements</b>
	<p style="text-align: center;">Original Bank Certificate (Ideal amount for the current balance is P300,000)</p> <p style="text-align: center;">Including type of account, opening date, average daily balance and current balance</p>

	Original Signed Certificate of Employment (indicate applicant's position, date hired, compensation, office address, HR landline number & HR email address)
	Photocopy of Company ID
<b>If applicable (put )</b>	<b>Additional Requirements if Business Owner</b>
	Photo Copy of DTI or SEC Permit (includes Names & signatories of the corporation)
	Photo Copy of Mayor's Permit
	Photo Copy of BIR company registration
<b>If applicable (put )</b>	<b>Additional Requirements for Professionals</b>
	Photo Copy of PRC Card or IBP Card
<b>If applicable (put )</b>	<b>Additional Requirements for students</b>
	Original Copy of School Certificate
	School ID
	Original Copy of Latest 4 months Bank Statement (Ideal amount for the Average Daily Balance is P200,000)
	ITR (Income Tax Return)Form 2316 for individual / Form 1701 or Form 1702 to for companies <i>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</i>
	Please provide all proof of assets like Investments, Land Titles, Pension Pay etc.
<b>If applicable (put )</b>	<b>Additional Requirements if Employed</b>

### Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements and a letter of sponsorship.
2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. 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.
4. Processing starts after having an appointment for biometrics at the Visa Centre.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

### STEPS IN CANADA VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)

1. Accomplish the application form for Schengen Visa application.
2. Gather all the necessary documents as preparation for Canada visa application
3. Submit/Email accomplished Questionnaire and Scanned Copy of all the requirements for assessment (preferably in .pdf per document) at <https://getformly.app/OjA741> (we will advise the chances of approval based on what you have submitted).
4. Pay the visa assistance fee, visa fee, and tell us your preferred schedule of appearance for biometrics.

5. Prepare the documents needed for the appearance, make sure everything is printed and complete because the embassy will not accept an incomplete application. It's best to show us the requirements so we can double check everything before your schedule of appearance. If not, soft copy sent thru email is okay.
6. Be 15-30 minutes early on the day of your appointment.
7. For the status of the application, we will send you a message once we got an update on your visa application, whether it is approved or rejected. Then, we'll tell you when to pick-up the passport.

NOTE: Ensure that the submitted documents are complete and ready for filling. We will charge an additional fee of PHP 100.00 per applicant for the re-assessment fee if submitted documents are incomplete and need to be returned for completion.

## VISA INQUIRIES

Email: [visa@gladextours.com](mailto:visa@gladextours.com)  
Gladex Visa Hotline - 09811735417