



eVisa<sup>PH</sup>

**Step-by-Step Guide  
in Applying for a Philippine e-Visa**

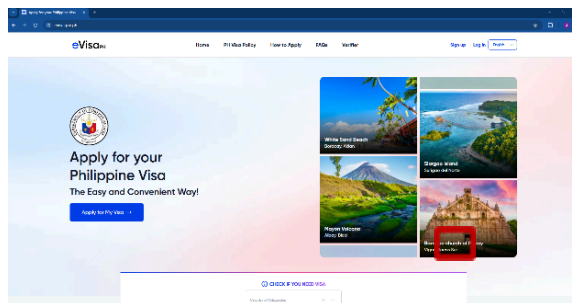




Kumusta, traveler! I'm Juan, your official guide to the Philippine e-Visa website. Let me walk you through a quick and easy guide on how to apply for your Philippine e-Visa.

01

### Register for an Account



Go to [evisa.gov.ph](http://evisa.gov.ph) → **Sign Up**.

Enter your email and create your account.

Provide details: personal info, passport

02

### Lodge e-Visa Applications



After creating your e-Visa account, you may update your personal information by clicking the **'Edit Profile'** button. Make sure all details are accurate, as they will appear in your e-Visa application.

Once ready, click the **'Visa Applications'** button to begin your Philippine e-Visa application.

03

### Reminder Message

Before proceeding with your e-Visa application, kindly review and update your personal information. Outdated or inaccurate information may result in the cancellation of your e-Visa application. Additionally, providing false or misleading information may be grounds for the rejection of your e-Visa application and exclusion from entry into the Philippines.

Please be advised that obtaining an e-Visa does not guarantee automatic admission into the country. The admission of foreign nationals into the Philippines is a function of the Bureau of Immigration at the port of entry.

Furthermore, please note that **issued Philippine e-Visas are not valid for conversion to other types of Philippine visas, and are not valid for extension of the authorized period of stay.** If you plan to convert your visa upon arrival in the Philippines, you must obtain a regular Machine Readable Visa (MRV) sticker with the appropriate annotation from a Philippine Foreign Service Post in your country of origin or legal residence.

Please remember that e-Visa applications are **non-refundable!**

For further information, please visit the **PH Visa Policy** page on the Philippine e-Visa website.

By clicking the **"Proceed"** button, you acknowledge that you have read and understood this reminder and agree to abide by the rules of the visa application process. If you need to update or review your personal information and uploaded documents, please click the **"Back"** button to edit the necessary details on the **"My Profile"** page.

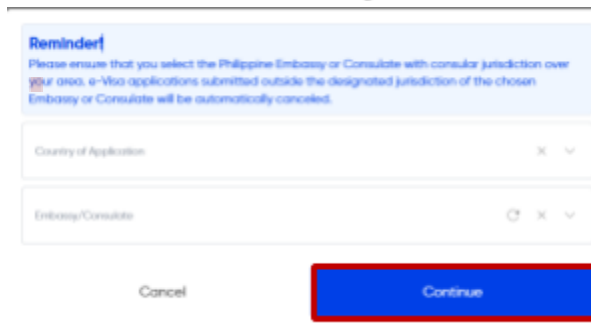
Back

Proceed

Please ensure you read the reminder regarding the visa application rules carefully before clicking the **'Proceed'** button.

04

### Select an Embassy/Consulate

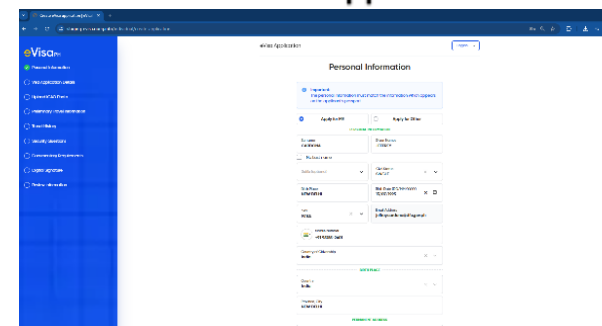


Please ensure that you **select the Philippine Embassy or Consulate with consular jurisdiction over your area.**

e-Visa applications submitted outside the designated jurisdiction of the chosen Embassy or Consulate will be automatically canceled. After making your selection, click the **'Continue'** button.

05

### Fill Out the Application

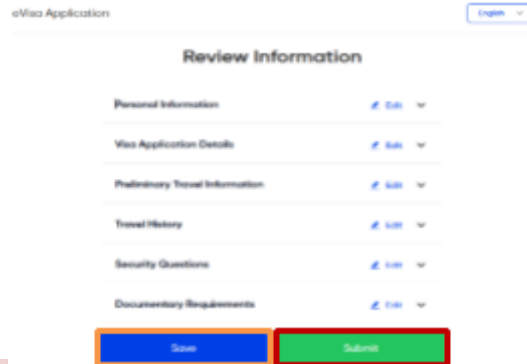


**Start your eVisa application.**

Provide details: personal info, passport, travel dates, purpose.

Upload your scanned passport info page, ICAO photo, proof of travel (tickets/hotel), financial proof/articulate intent (itinerary, invitation, etc.)

06



Make sure all your information is accurate and your uploaded documents are clear before clicking the 'Submit' button.

You can also save your application and come back to it later by clicking the 'Save' button.

08.1

### Pay fee (Onsite Payment)

**ONSITE PAYMENT**  
To pay your transaction, please visit your selected post. Refer to the address information below for guidance.  
Philippine Embassy in Tokyo, 5-15-5 Roppongi Minato-ku, Tokyo 106-8571

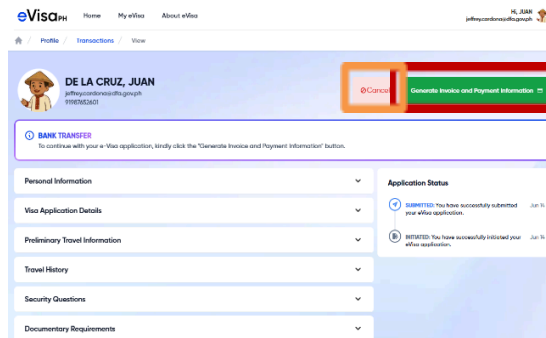
#### Payment Guide for Onsite Payment.

Make sure to pay the full visa fee directly to the cashier at the Philippine Embassy or Consulate.

After making the payment, the cashier will provide you with a receipt, and your application will be tagged as "Paid."

07

### Generate Invoice



Click the 'Generate Invoice and Payment Information' button for the e-Visa fee.

You may still review your application on this page, but editing is no longer possible. If you need to make any changes, you can cancel the application and start over by clicking the 'Cancel' button.

09

### Track Your Application



**Excellent!** You have completed your e-Visa application. You can track its status under the 'Application Status' section or through your registered email address.

Once approved, you may download your e-Visa from the portal.

08

### Pay Fee



#### Payment Guide for Bank transfer.

Make sure to pay the full visa fee indicated in the **Invoice Information** section. Please note that any additional fees incurred from using a bank transfer or making a payment outside the platform will be your responsibility.

After making the payment, click the 'Upload Proof of Payment' button to fill out the payment form and upload your transfer slip.

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### Download e-Visa



**Congratulations!** Your e-Visa application has been approved.

To view and download your e-Visa, click the 'View My e-Visa' button.

Also, don't forget to click the 'Register to eTravel' button to sign up on the e-Travel website within 72 hours before your flight for a smoother entry into the Philippines.

### Tips and Quick Reminders:

1. Apply only at [www.evisa.gov.ph](http://www.evisa.gov.ph).
2. Register with an **active email address**, as all updates will be sent to your email.
3. Please remember that **e-Visa applications are non-refundable**.
4. Before lodging your application, please **prepare clear and complete documents**.
5. The **visa fee must be paid in full**; upload the payment slip immediately afterward.
6. Processing time of e-Visas will be **7-12 working days for single entry** and **15-21 working days for multiple entries**.
7. Don't forget to register at [www.etravel.gov.ph](http://www.etravel.gov.ph) **72 hours before arrival**.
8. Download your e-Visa to your mobile phone or print a copy, but **do not affix** it to your passport.
9. **Present your e-Visa** to the airline and to Philippine immigration officers upon arrival.
10. Please note that issued **Philippine e-Visas are not valid for conversion to other types of Philippine visas, and are not valid for extension of the authorized period of stay**. If you plan to convert your visa upon arrival in the Philippines, you must obtain a regular Machine Readable Visa (MRV) sticker with the appropriate annotation from a Philippine Foreign Service Post in your country of origin or legal residence.



Thank you for using the Philippine e-Visa website as your gateway to the Philippines! Once again, I'm **Juan**, signing off for now. Safe travels and see you next time! *Paalam!* (Bye!)

