

**Principal**

- 1. Letter of Request addressed to the Administrator/CEO
- 2. Certification of Non-Availability or CNA (for new applicant only)
- 3. Recruitment Assistance Form or RAF (for new applicant only)
- 4. Alien Employment Permit (AEP)/Certificate of Exclusion Region2
- 5. Notarized General Application Form (GAF)
- 6. Photocopy of passport Bio-Page and 9a visa page
- 7. Notarized Employment Contract
- 8. Notarized Resume/Personal Data Sheet (PDS)
- 9. Notarized Affidavit of Support
- 10. Bureau of immigration (BI) Official Receipt
- 11. Original Passport
- 12. Processing Fee

**Dependent**

- 1. Letter of Request addressed to the Administrator/CEO
- 2. Notarized General Application Form (GAF)
- 3. Photocopy of passport Bio-Page and 9a visa page
- 4. Proof of affiliation (marriage contract, birth certificate)
- 5. Certificate of translation/Certificate of Authentication of Translation by the Embassy
- 6. Principal CWV holder's CWV certificate
- 7. Affidavit of one and the same person stamped received by the BI – Main (if applicable)
- 10. Bureau of Immigration (BI) Official Receipt
- 11. Original Passport
- 12. Processing Fee