

# UK VISA ASSISTANCE (20 working days)

**RATE PER  
APPLICANT**

**P12,500**

## INCLUSIONS

- ✓ VISA CONSULTANCY
- ✓ APPOINTMENT SCHEDULING
- ✓ COVER LETTER FOR EMBASSY
- ✓ UK VISA FEE

## STEPS IN UK VISA PROCESSING (with personal appearance for Biometrics)

1. Email Accomplished Questionnaire and Scanned Copy of Passport for Free Assessment (we will advise the chances of approval)
2. Pay the visa assistance fee, email the proof of payment and your preferred schedule of appearance
3. Prepare the documents needed for the appearance, make sure everything is printed and complete because the embassy will not accept 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 is okay.
4. Pay VIA / VSF Handling fee and VISA Fee, you can also avail the passport delivery service if you are outside Metro Manila. No need to avail the text service since communication is through email.

### CHECKLIST (put ✓)

### Primary Requirements

Philippine Passport with at least 6 months validity (make sure Page 3 is signed)

Photo Copy of the Passport's Bio Page (Page 2)

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

2 pcs of Passport Sized Colored Photo (4.5cm x 3.5cm)  
Must be taken from a photo studio and should have white background

Accomplished Visa Form (printed in A4 size) and signed

Accomplished Questionnaire (Please refer on the page 2 & onwards)

Original PSA Birth Certificate should be not more than 1 year old

Original PSA Marriage Certificate (if applicable) should be not more than 1 year old

Cover Letter address to the embassy you are applying for

Day to Day Itinerary, Hotel reservation and Airline Ticket reservation Optional:  
Add P500/applicant if you want us to prepare for you

### CHECKLIST (put ✓)

### Financial Requirements

Original Bank Certificate (Ideal amount for the current balance is P300,000) Including type of account, opening date, average daily balance and current balance

Original or Photo Copy of Latest 3 months Bank Statement  
(Ideal amount for the Average Daily Balance is P200,000)

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
	ITR (Income Tax Return) Form 2316 for individual / Form 1701 or Form 1702 for companies <b>NOTE: If No ITR – kindly provide a notarized affidavit explaining why there's no ITR</b>
<b>If applicable (put ✓)</b>	<b>Additional Requirements if Employed</b>
	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	

#### Important Notes:

1. For sponsored applicants, proof of relationship / connection should be established. Sponsor will provide financial requirements. We will also provide a letter of sponsorship to be filled-up by the sponsor 2. Visa approval is at the discretion of the Visa officers. We cannot guarantee 100% approval.
3. In case we found the documents insufficient, we will return the documents and charge P500/applicant as assessment fee including the courier fee. Remaining payment will be refunded to you.
4. 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.
5. For denied application, you can re-apply after 6 months. No Refunds for the Visa Assistance fee.

#### STEPS IN UK VISA PROCESSING (with personal appearance for Biometrics)

1. Accomplish UK visa application form.
2. Email accomplished Questionnaire and Scanned Copy (preferably in .pdf per document and all documents must be in A4 size) of all the requirements for assessment at <https://getformly.app/40iNLG> (we will advise the chances of approval based on what you have submitted).
3. Pay the visa assistance fee, and tell us your preferred schedule of appearance for biometrics.
4. Prepare the documents needed for the appearance, make sure everything is printed and complete because the embassy will not accept 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 is okay.
5. On the day of your appointment, submit all the documents and have your biometrics be taken at the visa center. You can also avail the passport delivery service if you are outside Metro Manila.

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