



Travel Online Tours

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AUSTRALIA VISA ASSISTANCE

Tourism, Business or Visiting Family Purposes
 (15-20 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 14,999
2 – 3 applicants	PHP 15,499
Single applicant	PHP 15,999

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ➤ Visa Consultancy ➤ Appointment Scheduling ➤ Visa Fee for up to 90 days (Depending on Embassy) ➤ Flight and Hotel Reservations ➤ Travel Itinerary ➤ Application Cover Letter 	<ul style="list-style-type: none"> ✘ Biometrics Fee To be Paid at VFS (around PHP 900/applicant)
	<p style="text-align: center;">OPTIONAL SERVICES:</p> <ul style="list-style-type: none"> ➤ Door-to-door pick up and return of hard copy documents for scanning PHP 500 – within QC, Makati & Manila PHP 1,000 - Antipolo, Taytay, Marikina & Pasig PHP 1,500 - Paranaque ➤ PHP 20/page - Scanning of documents

STEPS IN AUSTRALIA VISA PROCESSING (with PERSONAL APPEARANCE for biometrics)

STEP 1: ASSESSMENT

Read and sign our [Data Privacy Agreement & Visa Waiver](#) then email it together with the accomplished [Questionnaire](#) for Free Assessment, this will allow us to evaluate your chances of approval. Kindly send these to our Visa Department by sending a message through:

➤ <https://www.facebook.com/TravelOnlineTours>

STEP 2: PAYMENT

After the assessment and should you wish to proceed with the application, our Visa team will then provide your invoice. Proceed to settle then send your proof of payment.

STEP 3: ENDORSEMENT & PROCESSING

The Visa Team will endorse you to the next available Visa Consultant, who will verify your payment before proceeding with the processing of your application.

WHAT TO EXPECT AFTER PAYMENT VERIFICATION

Expected turnaround time based on working days	ACTIVITY / PROGRESS
Day 1-3	<p>The assigned Visa Consultant will provide you the drafted Application Form for you to review.</p> <p>Important: Please carefully review the encoded information to ensure its accuracy. Should there be any corrections or revisions, kindly inform your Visa Consultant immediately. This step is crucial in avoiding any issues or delays with your visa application.</p> <p>The list of requirements will also be provided for you to comply.</p>
Day 3-7 (Timelines may vary depending on the completeness and accuracy of the submitted documents.)	<p>Once the Application Form is finalized, your Visa Consultant will review all documents and ensure that everything is in order, then assigned Visa Consultant will be arranging all requirements for submission including creation of travel itinerary, flight reservations, hotel reservations (if applicable) and cover letter then lodge the application to the Embassy.</p>
Day 8-9	<p>After your application is lodged, we will await the Biometric Instructions Letter from the Embassy. Once it is available, your assigned Visa Consultant will immediately notify you and proceed to schedule your biometric appointment with VFS Australia based on your earliest availability.</p>
	<p>On the day of your Biometric Appointment, please ensure to bring the following:</p> <ul style="list-style-type: none"> • Your valid passport (for identification purposes only) • The Appointment Letter provided by your assigned Visa Consultant • Cash payment for the Biometrics Fee, which is to be paid directly at VFS Australia
The processing time is based on the information indicated in the header on the first page of this file.	<p>After your biometrics appointment, we will await the results from the Embassy. Your assigned Visa Consultant will notify you immediately once the results are available.</p> <ul style="list-style-type: none"> • If approved: You will be provided with a copy of your Electronic Visa. • If refused: Your Visa Consultant will share a copy of the refusal letter and offer recommendations on how to strengthen your application, should you wish to reapply.

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- It is encouraged to apply three (3) months prior your intended travel date.
- If the applicant decides not to proceed with the application after payment has been made and processing has begun, only 50% of the total payment will be refundable.
- For a denied application, you can re-apply after 6 months.
- No refunds for the Visa Assistance Fee for denied applications.
- We do not require any confirmed Airline Ticket and Hotel Accommodation for every visa application thus in any case of delayed results and/or refusal of application, Travel Online Tours shall not be held liable for the costs of airline ticket/s and hotel accommodation/s.

LIST OF REQUIREMENTS

(All documents need to be scanned and sent to email only – no need for hard copy)

APPLICANT'S PRIMARY REQUIREMENTS

- ☐ Accomplished [Questionnaire](#)
- ☐ Philippine Passport's bio page with at least 6 months validity (**make sure page 3 is signed**)
- ☐ All pages on Valid Passport with travel stamps, valid visa and expired visa
- ☐ Old Passport's bio page and all pages with travel stamps, valid visa and expired visa
- ☐ PSA Birth Certificate
- ☐ If Married: PSA Marriage Certificate
- ☐ If Widowed: PSA Death Certificate of Spouse

APPLICANT'S FINANCIAL REQUIREMENTS

- ☐ Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 250,000 and ideal Average Daily Balance of PHP 100,000
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be issued within 30 days upon submission
- ☐ Bank Statement for the past 3 months
 - Must demonstrate a stable and credible cash flow
 - Must be issued within 30 days upon submission

ADDITIONAL REQUIREMENT IF APPLICANT IS EMPLOYED

- ☐ Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, approved leaves, office address, HR landline number and email address
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
 - Form 2316
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Pay slips from the last 6 months

ADDITIONAL REQUIREMENTS IF APPLICANT IS A BUSINESS OWNER/SELF-EMPLOYED/CORPORATION

- ☐ Valid DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- ☐ Valid Mayor's or Business Permit
- ☐ BIR Company Registration
- ☐ Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ Latest Business Annual Financial Statement

ADDITIONAL SUPPORTING DOCUMENTS SHOWING TIES HERE IN THE PHILIPPINES (if applicable)

- Valid PRC or IBP Card
- Land Title
- Proof of Vehicle Ownership: OR and CR
- Investments, Time Deposit, Insurance Policies, etc

ADDITIONAL REQUIREMENT IF APPLICANT IS STUDENT

- School Certificate or Enrollment Certificate
- School ID
- School Calendar Year

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN

- Senior Citizen ID
- Retirement Certificate (if applicable)
- Pension Certificate, Pension Bank Certificate and Statement (Past 6 months)

ADDITIONAL REQUIREMENT IF APPLICANT IS VISITING A FAMILY/FRIEND

- Invitation Letter from Family/Friend
- Passport Copy of Family/Friend
- Guarantee Letter from Family/Friend who will provide you with your accommodation

ADDITIONAL REQUIREMENT IF APPLICANT IS SPONSORED

- Notarized Affidavit of Support and Guarantee Letter
- Proof of Relationship to the Applicant
- Copy of Sponsor's Passport's bio page
- Sponsor's Financial Requirements (Bank Certificate and Bank Statement for 3 months)

ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED

- Sponsor's Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
- Sponsor's Company ID
- Sponsor's Latest ITR (Income Tax Return)
 - Form 2316
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Sponsor's PRC Card or IBP Card
- Other supporting documents (Investments, Time Deposit, etc.)

ADDITIONAL REQUIREMENTS IF SPONSOR IS A BUSINESS OWNER/SELF-EMPLOYED

- DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)

- Mayor's or Business Permit
- BIR Company Registration
- Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Business Financial Statement
- PRC Card or IBP Card

ADDITIONAL REQUIREMENTS IF SPONSORED BY COMPANY/ORGANIZATION:

- Affidavit of Support and Guarantee letter to Employee
- DTI or SEC Permit
 - If SEC Permit, include the GIS (General Information Sheet)
- Mayor's or Business Permit
- BIR Company Registration
- Company Financial Documents (Bank Certificate, Bank Statement)
- Latest Company ITR (Income Tax Return)
 - Form 1701 or Form 1702
- If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Other Supporting Documents