



Travel Online Tours

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CANADA VISA ASSISTANCE

Tourism and Visiting Family Purposes
 (30-35 Working Days)

NO. OF APPLICANTS	RATE PER PERSON
4 applicants and above	PHP 14,999
2 – 3 applicants	PHP 15,500
Single applicant	PHP 15,999

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ✓ Visa Consultancy ✓ Visa Application Fee ✓ Biometrics Fee at VFS Canada ✓ Flight Reservations ✓ Hotel Reservations ✓ Travel Itinerary ✓ Application Cover Letter 	<ul style="list-style-type: none"> ✗ Courier Fee for Passport Submission and Return <p style="text-align: center;">OPTIONAL SERVICE:</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 CANADA 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 & REQUIREMENTS SUBMISSION

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 along with the scanned copy of requirements.

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 1-2	The assigned Visa Consultant will review your submitted requirements and advise if any additional documents are needed. If everything is in order, they will proceed with the processing of your application(s).
Day 3-7 (Timelines may vary depending on the completeness and accuracy of the submitted documents.)	Once all documents are in order, the assigned Visa Consultant will be arranging everything for submission including creation of travel itinerary, flight reservations, hotel reservations (if applicable) and cover letter then lodge the application to the Canadian Embassy.
Day 8-12	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 Canada based on your earliest availability.
Biometric Appointment	You must bring your valid passport (for identification only) along with the Appointment Letter provided by your assigned Visa Consultant.
The processing time is based on the information indicated in the header on the first page of this file.	<p>After the biometrics, 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: Please proceed with the next steps outlined below. • If refused: Your Visa Consultant will provide you with a copy of the refusal letter and offer recommendations on how to strengthen your application should you wish to reapply.
	Once approved, you must submit your valid passport to our Makati Office (Ground Floor, H.V. Dela Costa Makati City) within 5 working days after notification. Contact person will be provided by your assigned Visa Consultant.
	After we receive your valid passport, our Liaison Officer will submit it to the Embassy the next working day to finalize your visa sticker.
Within 5-7 working days after submission to the Embassy	Once your passport with the visa is released by the Embassy, our Liaison Officer will retrieve it and notify you to arrange the return.

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- It is encouraged to apply at least four (4) 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 denied application(s); no refunds for the Visa Assistance Fee and you can re-apply after 6 months
- 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 [Application Form](#)
NOTE: Form could be only opened using Adobe Acrobat Reader
- ☐ Accomplished [Family Information Form](#)
- ☐ If applying with a minor or a dependent: Accomplished [Use of Family Member Representative Form](#)
- ☐ Philippine Passport's bio page with at least 6 months validity (make sure page 3 is signed)
- ☐ All pages in valid passport with travel stamps, valid visa and expired visa
- ☐ Old Passport's Bio Page and all pages with passport stamps, valid visa and expired visa from the past 10 years is there
- ☐ Passport size photo (4.5cm x 3.5cm)
 - Must be taken from a photo studio and should have white background
 - Taken from the past 6 months

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
 - If employed, include your Payroll Bank Account
 - If business owner, include bank account under your Business Name
 - Must be issued within 30 calendar days upon submission
- ☐ Bank Statement for the past four (4) months
 - Must demonstrate stable and credible cash flow
 - Must be issued within 30 calendar days upon submission

ADDITIONAL REQUIREMENT IF APPLICANT IS EMPLOYED

- ☐ Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - Must be issued within 30 calendar days upon submission
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
 - Form 2316
- ☐ Affidavit of No Income Tax Return (only if latest ITR is not available)

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 (Form 2303)
- ☐ Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
- ☐ Affidavit of No Income Tax Return (only if latest ITR is not available)
- ☐ Latest Audited Financial Statement

ADDITIONAL REQUIREMENT SHOWING TIES HERE IN THE PHILIPPINES

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

ADDITIONAL REQUIREMENT IF APPLICANT IS STUDENT

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

ADDITIONAL REQUIREMENT IF APPLICANT IS RETIRED/SENIOR CITIZEN

- ☐ Senior Citizen ID
- ☐ Certificate of Retirement (if applicable)

ADDITIONAL REQUIREMENT IF APPLICANT IS VISITING A FAMILY/FRIEND

- ☐ Invitation Letter from Family/Friend
 - Must indicate the following information:
 - Applicant's full name, date of birth, complete address, purposes of the trip, relationship to the Inviter, duration of stay, where the to stay
 - Inviter's full name, date of birth, complete address and telephone number, job title, citizenship status
- [Sample Invitation Letter](#)
- ☐ Proof of Relationship to the Applicant
- ☐ Copy of Passport bio page of Family/Friend
- ☐ Permanent Resident Card of Family/Friend (if applicable)
- ☐ Guarantee Letter from Family/Friend who will provide you with your accommodation

ADDITIONAL REQUIREMENT IF APPLICANT IS SPONSORED

- ☐ Proof of Relationship to the Applicant (birth certificate or marriage certificate)
- ☐ Copy of Passport bio page
- ☐ Sponsor's Financial Requirements
 - Bank Certificate: issued within 30 calendar days upon submission
 - Bank Statement: issued within 30 calendar days upon submission, from the past four (4) months, and must demonstrate stable and credible cash flow
- ☐ Notarized Affidavit of Support and Guarantee Letter

ADDITIONAL REQUIREMENT IF SPONSOR IS EMPLOYED

- ☐ Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - Must be issued within 30 calendar days upon submission
- ☐ Company ID
- ☐ Latest ITR (Income Tax Return)
 - Form 2316 for individual
- ☐ If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- ☐ PRC Card or IBP Card

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

- ☐ 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
- ☐ Business Financial Statement
- ☐ PRC Card or IBP Card