



Travel Online Tours

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UK VISA ASSISTANCE

(15-20 Working Days)

TYPE OF VISA	RATE PER PERSON
4 applicants and above	PHP 17,499
2-3 applicants	PHP 17,999
Single applicant	PHP 18,499

INCLUSIONS	EXCLUSIONS
<ul style="list-style-type: none"> ➤ Visa Consultancy ➤ Appointment Scheduling (Manila only) ➤ UK Visa Fee & Visa Application Center Fee ➤ Accomplished Application Visa Form ➤ Flight and Hotel Reservations ➤ Application Cover Letter ➤ Travel Itinerary 	<ul style="list-style-type: none"> ✘ ₱5,750 - Appointment Scheduling in Cebu ✘ ₱953 - Courier Fee ✘ ₱78,500 - Super Priority Visa Processing ✘ ₱39,250 - Priority Visa Processing ✘ ₱6,599 - Keep My Passport While Applying <p>Note: Price may change without prior notice</p>
	<p>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 UK 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>
	<p>After your application is lodged, we will schedule your biometric appointment with VFS UK 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 • All required documents provided by your assigned Visa Consultant • Cash payment for the courier fee, should you opt to have your passport delivered once the results are released
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 now wait for the results from the Embassy.</p> <p>Once results are out you will be receiving an email notification for the instructions how to claim your passport(s).</p>

LIST OF REQUIREMENTS

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

APPLICANT'S PRIMARY REQUIREMENTS

- VALID PHILIPPINE PASSPORT with at least 6 months validity (**make sure page 3 is signed**)
- Scanned copy of Current and Old Passport travel stamps to non-visa country, previous and valid visas to the following countries: USA, Canada, UK, Schengen, Japan, Australia, New Zealand and South Korea
- Accomplished Questionnaire
- Scanned copy of PSA Birth Certificate
- Scanned copy of PSA Marriage Certificate (if applicable)

APPLICANT'S FINANCIAL REQUIREMENTS

- Scanned copy of Bank Certificate with OR from the Bank
 - Ideal current balance is PHP 350,000 and ADB is PHP 200,000
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be a commercial bank
 - Must be address to the Embassy where you are applying
 - Must be issued within 20 days prior to your appointment
- Scanned copy of Bank Statement for the past 6 months
 - From online banking is okay
- Land Title or Proof of Ownership (if applicable)
- Other supporting documents (Investments, Time Deposit, etc.)

ADDITIONAL REQUIREMENTS IF APPLICANT IS EMPLOYED

- Scanned copy of Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - Must be issued within 20 days prior to your appointment
- Scanned copy of Approved Leave of Absence
- Scanned copy of Company ID
- Scanned copy of latest ITR (Income Tax Return)
 - Form 2316 for individual
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Scanned copy of PRC Card or IBP Card
- Payslips from the last 6 months

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

- Scanned copy of Valid DTI or SEC Permit (must include the Name & Signatories of the Corporation)
 - If SEC Permit, please include the GIS (General Information Sheet)
- Scanned copy of Valid Mayor's or Business Permit
- Scanned copy of BIR Company Registration

- Scanned copy of Latest ITR (Income Tax Return)
 - Form 1701 or Form 1702
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Scanned copy of PRC Card or IBP Card
- Other supporting documents (Investments, Time Deposit, etc.)

ADDITIONAL REQUIREMENTS IF APPLICANT IS A STUDENT

- Scanned copy of School Certificate of Enrollment
- Scanned copy of School ID
- Scanned copy of School Calendar Year

ADDITIONAL REQUIREMENT IF APPLICANT IS SENIOR CITIZEN / RETIRED

- Scanned copy of Senior Citizen ID
- Retirement Certificate from the Last Employer (if applicable)
- Pension Certificate, Pension Bank Certificate and Statement (Past 6 months)

ADDITIONAL REQUIREMENTS IF VISITING FAMILY / FRIEND

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

ADDITIONAL REQUIREMENTS FOR SPONSORED APPLICANTS

- Scanned copy of Sponsor Passport
- Scanned copy of Proof of Relationship to the Applicant (Ex. PSA Birth Certificate, Marriage Certificate, Pictures together)
- Scanned copy of Sponsor's Bank Certificate (Ideal amount for the current balance is ₱ 500,000 and Ideal amount for the Average Daily Balance is ₱ 200,000)
 - Must include the type of account, opening date, average daily balance and current balance
 - Must be a commercial bank
 - Must be address to the Embassy where you are applying
 - Must be issued within 20 days prior to your appointment
- Scanned copy of Bank Statement for the past 6 months
 - From online banking is okay
- Scanned copy of Notarized Affidavit of Support and Guarantee Letter

ADDITIONAL REQUIREMENTS IF SPONSOR IS EMPLOYED

- Scanned copy of Signed Certificate of Employment
 - Indicate applicant's position, date hired, compensation, office address, HR landline number and email address
 - Must be issued within 20 days prior to your appointment
- Scanned copy of sponsor's Company ID
- Scanned copy of sponsor's latest ITR (Income Tax Return)
 - Form 2316 for individual
 - If no ITR, please provide a notarized Affidavit explaining the absence of ITR
- Scanned copy of sponsor's payslips for the last 6 months
- Scanned copy sponsor's of PRC Card or IBP Card

- Other supporting documents (Investments, Time Deposit, etc.)

ADDITIONAL REQUIREMENTS IF SPONSOR IS SELF-EMPLOYED / BUSINESS OWNER

- Scanned copy of DTI or SEC Permit (must include the Name & Signatories of the Corporation)
 - If SEC Permit, please include the GIS (General Information Sheet)
- Scanned copy of Mayor's or Business Permit
- Scanned copy of BIR Company Registration
- Scanned copy of 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
- Scanned copy of 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

TERMS AND CONDITIONS

- Visa approval is at the discretion of the Embassy. We cannot guarantee a 100% approval.
- Visa processing is 15 to 20 working days however Travel Online Tours does not have any control over the processing and evaluation of the embassy thus we shall not be liable if results are not released within the given time frame.
- For a denied application, you can re-apply after 6 months.
- No refunds for the Visa Assistance Fee.
- 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.