

PHILIPPINE EMBASSY

Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT :

Contact Number and Email :

VISA

IMPORTANT:

The information below can be also viewed from <https://bernepe.dfa.gov.ph/tourism-and-visa/visa>

1. Visa-free entry privilege for Swiss and Liechtenstein nationals and other nationals covered by Executive Order No. (EO) 408 for a maximum stay of 30-days in the Philippines resumed on 10 February 2022. The list of countries under EO 408 can be viewed at the following DFA weblink: <https://dfa.gov.ph/list-of-countries-for-21-day-visa>

To check if you will require a visa to enter the Philippines, please select the country that issued your passport from a drop-down menu at the bottom of the page: <https://dfa-oca.ph/visa/visa-general-info/>

Any extension of the said maximum 30-day or 59-day stay is within the purview of the Bureau of Immigration (BI), which has the sole mandate and prerogative regarding the entry, stay and exit of foreigners into the Philippines. Applications for extension of stay while in the Philippines must be lodged directly with the BI. Please visit the BI website / weblink on non-immigrant visa (Temporary 9A visa):
<https://immigration.gov.ph/entry-and-exit-guidelines-per-presidential-proclamation-no-297/>
<https://immigration.gov.ph/faqs/extensionofstay>

All temporary visitors (except those availing themselves of the Balikabayan Privilege) are required to have valid tickets for their return journey to the port of origin or next port of destination corresponding to their permitted/allowable duration of stay in the country under a valid visa or visa-free entry, as the case maybe.
2. Balikbayan Visa Privilege for the legal spouse or children of Philippine nationals and/or former Philippine nationals travelling with the said Philippine national or former Philippine national also resumed on 10 February 2022. More information on the Balikbayan Visa privilege can be viewed from: <https://immigration.gov.ph/faqs/visa-inquiry/balikbayan-privilege>
3. The application for and issuance by the Embassy of the Non Quota Immigrant Visa - [13(A)] visa has also resumed.

A 13(A) Visa is a single-entry visa, which is initially valid for one (1) year, can be issued to the qualified non-Filipino spouse (including Swiss) of a Filipino citizen. It may be renewed in the Philippines for three (3) consecutive years and on the fourth year, the applicant may apply for permanent residency in the Philippines.

For the application form and requirements, please view: <https://bernepe.dfa.gov.ph/tourism-and-visa/visa>
4. For the entry and exit guidelines for travelers arriving into and departing out of the Philippines, as of 21 July 2023, please read the [Bureau of Immigration Advisory dated 04 August 2023](#) and the [Embassy's Public Advisory No. 04-2023](#).
5. A health insurance coverage for foreign travelers is highly recommended but no longer required.

6.	<p>Applications for Temporary Visitor (Tourist) Visa for 30 or 59 days can be applied for and be issued by the Embassy. All visa applications must be initially lodged online through the Philippine Visa Online Portal, i.e., https://www.visa.gov.ph/</p> <p>Please refer to the Instruction on How to Accomplish the Philippine Visa Online Portal.</p> <p>After completing the online visa application, please email your visa application reference number (found on the upper right-hand corner, below the barcode of the application form) to the Visa Section at: bernepe.visa@dfa.gov.ph for verification.</p> <p>Note that submitting the application form through the portal does NOT mean your visa is already in process. After verification, applicants will be advised by email regarding the submission of the signed visa application form, passport, and appropriate documents based on the visa category, and fees to the Philippine Embassy by registered mail (Einschreiben).</p>
7.	<p>The Embassy is not authorized to process applications for SRRV (Special Resident Retiree's Visa) and SIRV (Special Investor's Resident Visa) or renewals thereof, including Alien Certificate of Registration (ACR). Please directly contact the concerned agency.</p> <p>For SRRV, the Philippine Retirement Agency at https://pra.gov.ph/ For SIRV, the Board of Investment at https://boi.gov.ph/uFAQs/special-investors-resident-visa/ or https://boi.gov.ph/wp-content/uploads/2019/11/SIRV-FAQ.pdf For the ACR, the Bureau of Immigration at https://immigration.gov.ph/services/alien-registration/acr-i-card-issuance and/or https://immigration.gov.ph/faqs/acr-i-card</p>
	<p>* Applications must be submitted at least three (3) weeks from the intended date of travel.</p>
	<p>* The Embassy only accepts cash payments in Swiss Francs (CHF).</p>

PHILIPPINE EMBASSY

Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT :

Contact Number and Email :

VISA

TEMPORARY VISITOR 9(A) VISA

Check (✓) to confirm availability for submission

1.	Passport valid for six (6) months beyond the intended period of stay in the Philippines, and one (1) copy of the passport data page	
2.	One (1) photograph (size: 4.5 cm x 3.5 cm), taken within the last 6 months	
3.	Duly-signed visa application form generated from the Philippine Visa Online Portal	
4.	Photocopy of airline ticket with portion indicating return travel or onward travel to another country or a travel confirmation from the travel agency	
5.	Proof of bona fide status as tourist or businessman (e.g. bank statement, employment certificate, etc.)	
6.	For visitors travelling for business purpose: Document issued by the endorsing agency or inviting agency in the Philippines	
7.	Copy of Swiss Residency Permit (for visa-required nationals only)	
8.	Fees: CHF 30.00 - for single entry visa (maximum 59 days each entry) valid for entry within 3 months from the date of the issuance) * CHF 40.00 - Single entry visa (maximum 30/59 days each entry) for nationals not listed in EO 408 (visa-required nationals) CHF 60.00 - for multiple entry visa (maximum 59 days each entry) valid for multiple entry within 6 months from the date of issuance) * CHF 90.00 - for multiple entry visa (maximum 59 days each entry) valid for multiple entry within one year from the date of issuance) * Plus (+) CHF10.00 - Expedite Fee The Embassy only accepts cash payments in Swiss Francs (CHF).	
9.	Self-addressed envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document. Please ensure that the envelope size is appropriate for the documents to be returned. Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office.	
	Note: After completing the online visa application, please email your visa application reference number (found on the upper right-hand corner, below the barcode of the application form) to the Visa Section at: bernepe.visa@dfa.gov.ph for verification.	

** For nationals of countries included in E.O. 408*

**The Embassy does not process applications with incomplete documents. Original and copies are required.*

**The Embassy reserves the right to require additional document/s from the client/s.*

**For clarifications or other concerns regarding visa, please send an email to: bernepe.visa@dfa.gov.ph.*

PHILIPPINE EMBASSY

Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT :

Contact Number and Email :

VISA

NON-QUOTA IMMIGRANT 13(A) VISA

**Check (✓) to
confirm
availability for
submission**

- | | | |
|----|--|--|
| 1. | Three (3) original duly accomplished and signed Application for Quota/Non-Quota Immigrant Visa (FA Form No 3) (Note: application should not be done through the Philippine Visa Online Portal) | |
| 2. | Original valid passport and three (3) copies of the passport data page | |
| 3. | Three (3) photos (size: 4.5 cm x 3.5 cm), white background, taken within the last 6 months | |
| 4. | Original and three (3) copies of Birth Certificate with English translation with the Apostille Certificate of the State Chancellery / Chancery of the Canton where the applicant was born. (Note that the Swiss and Liechtenstein authorities issue an international version of the document with the details written in four languages, including English) | |
| 5. | Three (3) copies of Curriculum Vitae (<i>in English</i>) | |
| 6. | Three (3) copies of evidence of financial support (bank statements, title of property, pensions, etc.) (<i>English translation is required if the document is not in English</i>) | |
| 7. | Original and two (2) photocopies of Police Clearance from the Swiss Federal Office of Police (<i>Bundesamt für Polizeiwesen</i>) with the Apostille Certificate of the Federal State Chancellery (<i>English translation is required if the document is not in English</i>) | |
| 8. | Original and two (2) photocopies of Medical Clearance (FA Form No. 11) including:

a. Laboratory reports (item no. 3 of FA Form No. 11), to be issued by any authorized physician, duly signed by the Cantonal Health Office and legalized by the State Chancellery / Chancery of the physician's canton (<i>English translation is required if the document is not in English</i>)

b. X-ray result (<i>preferably in cd format; English translation is required if the document is not in English</i>)

<i>Note: The Medical Clearance Form and its attached documents should be submitted to the quarantine official(s) of the Bureau of Immigration within the period of six (6) months after the physician performs the medical examination</i> | |
| 9. | Original and two (2) photocopies of the Philippine Statistics Authority (PSA)-authenticated Marriage Contract (MC, if married in the Philippines) or PSA Report of Marriage (ROM, if married abroad). The applicant can secure a copy from the PSA website .

If the marriage contracted outside of the Philippines has not been reported yet to the Philippine Embassy or Consulate (or the Philippine Foreign Service Post / FSP) with consular jurisdiction over the place of marriage, the applicant and his/her spouse are encouraged to first file the requisite ROM. For those married in Switzerland (except in the Cantons of Geneva and Vaud) and Liechtenstein, please file the ROM at the Philippine Embassy. For more information on ROM | |

	filing, please visit the Civil Registry webpage. For applicants who were married in another country and such marriage was not reported at the FSP with consular jurisdiction over the place of marriage, please contact the FSP concerned through the details indicated in the DFA Consular Office website.	
10.	Three (3) photocopies of valid Philippine passport of Filipino/Filipina spouse	
11.	Envelope for the documents submitted (must also fit the chest x-ray film if not in cd format)	
12.	Other documents which the Consular Officer may deem necessary	
13.	Fees: a. CHF 150.00 – for the 13-A immigrant visa b. CHF 25.00 per document – for the notarization of document/s	
	<p>Applicants are advised to:</p> <ul style="list-style-type: none"> • Mail the required documents to the Embassy for prior evaluation and provide their contact details at least six (6) weeks before their intended flight to the Philippines • Propose date/s for the interview for the Embassy’s confirmation. The date/s should be at least four (4) weeks before their intended flight to the Philippines. • View the information and download the required forms from the visa page of the Embassy’s website • Enclose a self-addressed envelope with stamp worth at least CHF6.80 along with their consular documents for pre-evaluation and processing of the Consular Section’s Visa Unit. <p>For the stamps that will be required for the return of your parcels, please consult with your local Post Office for the: 1) postage required for the return of your documents, if bulky/heavy, and 2) purchase the stamps from them. Postal fees may be checked from the website of Die Post.</p> <ul style="list-style-type: none"> • Send an email to bernepe.visa@dfa.gov.ph for questions and clarifications • For clients based in the Cantons of Geneva and Vaud, please contact the: <p>The Philippine Consulate General in Geneva Address: Allee David-Morse 14, 1202 Geneva Email: genevapcg.consular@dfa.gov.ph Website: https://genevapcg.dfa.gov.ph/ Tel. No.: +41 (02) 22 716 1930 Mobile No.: +41 (0) 79 136 9114</p>	
	<p>*The Embassy does not process applications with incomplete documents. Original and copies are required.</p> <p>*The Embassy reserves the right to require additional document/s from the client/s.</p> <p>*For clarifications or other concerns regarding visa, please send an email to: bernepe.visa@dfa.gov.ph.</p>	

PHILIPPINE EMBASSY

Berne, Switzerland

CHECKLIST FOR CONSULAR SERVICES (as of 08 January 2024)

NAME OF APPLICANT :

Contact Number and Email :

VISA

SPECIAL NON-IMMIGRANT 47(A)(2) VISA

**Check (✓) to
confirm
availability for
submission**

1. Duly accomplished and signed Application for Non-Immigrant Visa (FA Form No. 2-A) (Note: application should not be sent through the Philippine Visa Online Portal)

2. Passport valid for six (6) months beyond the intended period of stay in the Philippines, and one (1) copy of the passport data page

3. One (1) photograph (size: 4.5 cm x 3.5 cm), taken within the last 6 months

4. Contract of agreement between the local sponsor and foreign national (applicant)

5. Appointment of foreign national (applicant) by the host or receiving organization, institution, or foundation.

6. Proof of financial support

7. Confirmed airline ticket

8. **Fees:**
Visa fee: To be determined based on the classification / program of the applicant
CHF 25.00 – Notarization of documents (if any)

The Embassy only accepts cash payments in Swiss Francs (CHF).

9. Self-addressed envelope with postal stamps worth CHF6.80 (minimum, for registered mail) for the return of the document. Please ensure that the envelope size is appropriate for the documents to be returned.

Cost of stamps for registered mail may vary depending on the weight of the documents and destination of mail. Please secure the needed stamps from the Post Office.

Note: Applicant should present/submit the original and one (1) copy of item numbers 4, 5, 6, and 7 above.

****The Embassy does not process applications with incomplete documents. Original and copies are required.***

****The Embassy reserves the right to require additional document/s from the client/s.***

****For clarifications or other concerns regarding visa, please send an email to: bernepe.visa@dfa.gov.ph.***