

9(G) PRE-ARRANGED EMPLOYMENT VISA PROCESS MAP

STEP 9: COLLECTION OF 9(G) VISA

Once the Bureau of Immigration publishes the approval, the applicant's passport must be submitted for endorsement with the 9(g) visa stamp. The passport with 9(g) visa stamp as well as the BI Order granting the application are released within 2 to 3 working days from submission of the passport for implementation.

STEP 8: ALIEN CERTIFICATE OF REGISTRATION

All applicants under this work visa route must attend the Bureau of Immigration office nearest to their place of work to apply for the ACR I-Card.
Processing time: 1-4 weeks

STEP 7: 9(G) PRE-ARRANGED EMPLOYMENT VISA APPLICATION

The 9(g) visa application should be made to the Bureau of Immigration, within fifteen days of the issuance of the Alien Employment Permit (AEP). Fingerprints and a biometric photograph will be taken. A company representative must also attend the interview. Applications sponsored by the Top 1000 corporations in the Philippines are exempt from the interview/hearing requirement for 9(g) visas.
Processing time: 3-4 months

STEP 6: PROVISIONAL WORK PERMIT APPLICATION

Applicants who need to start work before the issuance of the 9(g) Pre-arranged Employment Visa must obtain a Provisional Work Permit (PWP) from the Bureau of Immigration, after submitting an application for an Alien Employment Permit at the Department of Labour and Employment. The applicant can start work after this step.
Processing time: 3-4 weeks.



STEP 1: INITIATION

Client initiates the case with FGI. FGI assesses work permit category and sends document checklist to the client. Client sends the documents listed on the checklist to FGI.

STEP 2: VISITOR VISA APPLICATION

An application for a 9(a) Visitor Visa must be submitted at the Philippine consulate in the country of residence or nationality.
Processing time: 2 weeks

STEP 3: ENTRY TO THE PHILIPPINES

The applicant and any accompanying family members may enter Philippines with their passport(s) and endorsed visa(s), which should be stamped at the port of entry.

STEP 4: TAX ID & TIN IDENTITY CARD APPLICATION

The principal applicant must obtain a Tax Identification Number (TIN) from the Bureau of Internal Revenue (BIR) Revenue District Office (RDO) with jurisdiction over their place of work.
Processing time: 1 week

STEP 5: ALIEN EMPLOYMENT PERMIT APPLICATION

The Alien Employment Permit (AEP) application is made to the Department of Labour and Employment (DOLE).
Processing time: 3-4 weeks