



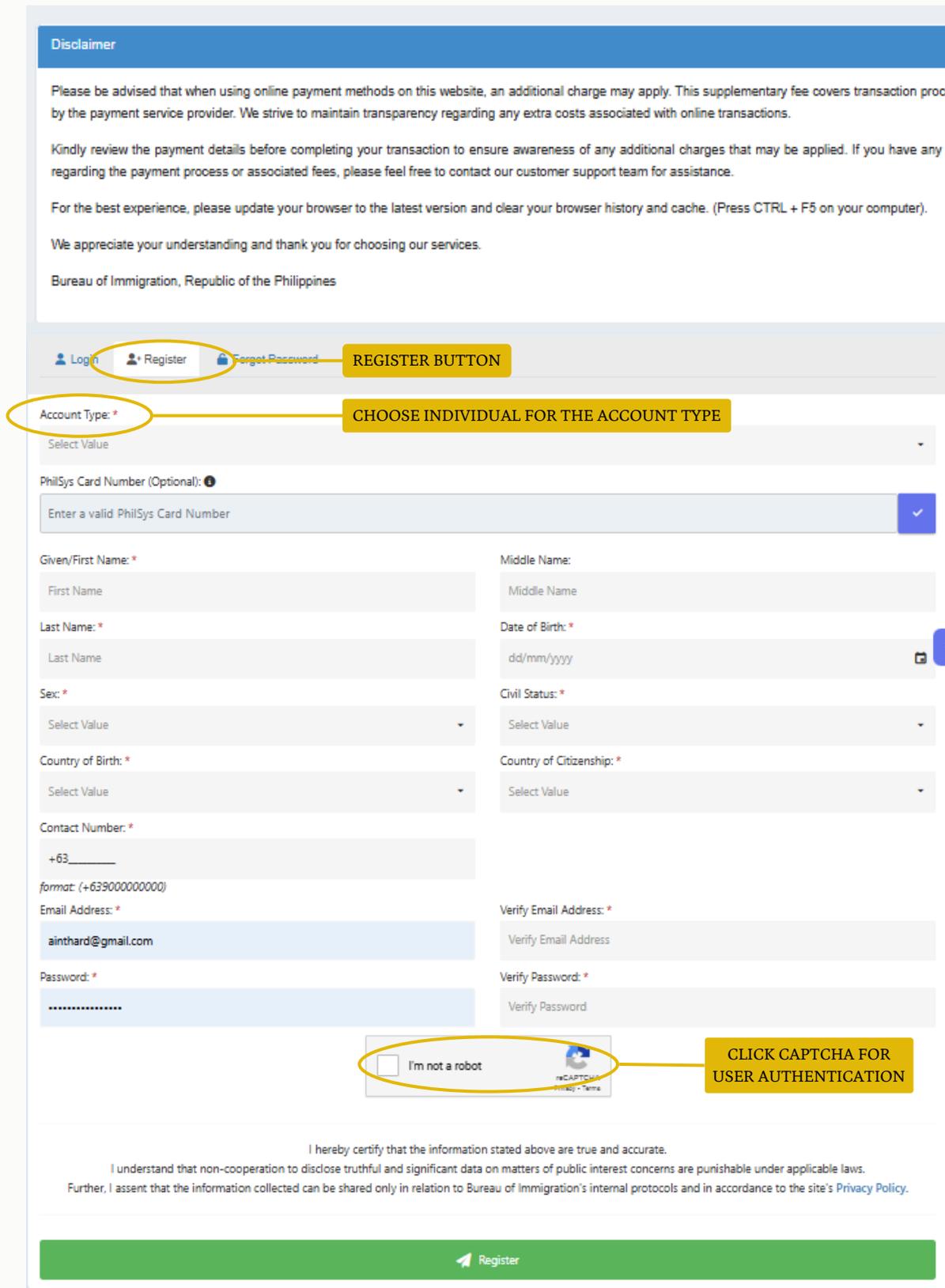
Cruise Visa Waiver User Manual

Bureau of Immigration

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1. Navigate to <https://e-services.immigration.gov.ph/>.
2. If you are a first-time user, click the Register button.
3. Fill in the required information in the provided data fields.



The screenshot shows the registration page with several annotations:

- REGISTER BUTTON:** A yellow box highlights the 'Register' button in the top navigation bar.
- CHOOSE INDIVIDUAL FOR THE ACCOUNT TYPE:** A yellow box highlights the 'Account Type' dropdown menu.
- CLICK CAPTCHA FOR USER AUTHENTICATION:** A yellow box highlights the 'I'm not a robot' checkbox and the reCAPTCHA logo.

Disclaimer:

Please be advised that when using online payment methods on this website, an additional charge may apply. This supplementary fee covers transaction processing by the payment service provider. We strive to maintain transparency regarding any extra costs associated with online transactions.

Kindly review the payment details before completing your transaction to ensure awareness of any additional charges that may be applied. If you have any inquiries regarding the payment process or associated fees, please feel free to contact our customer support team for assistance.

For the best experience, please update your browser to the latest version and clear your browser history and cache. (Press CTRL + F5 on your computer).

We appreciate your understanding and thank you for choosing our services.

Bureau of Immigration, Republic of the Philippines

Navigation: Log In, Register, Forget Password

Account Type: Select Value

PhilSys Card Number (Optional): Enter a valid PhilSys Card Number

Personal Information:

- Given/First Name: First Name
- Middle Name: Middle Name
- Last Name: Last Name
- Date of Birth: dd/mm/yyyy
- Sex: Select Value
- Civil Status: Select Value
- Country of Birth: Select Value
- Country of Citizenship: Select Value

Contact Information:

- Contact Number: +63 _____
format: (+639000000000)
- Email Address: ainthard@gmail.com
- Verify Email Address: Verify Email Address
- Password:
- Verify Password: Verify Password

Authentication: I'm not a robot, reCAPTCHA

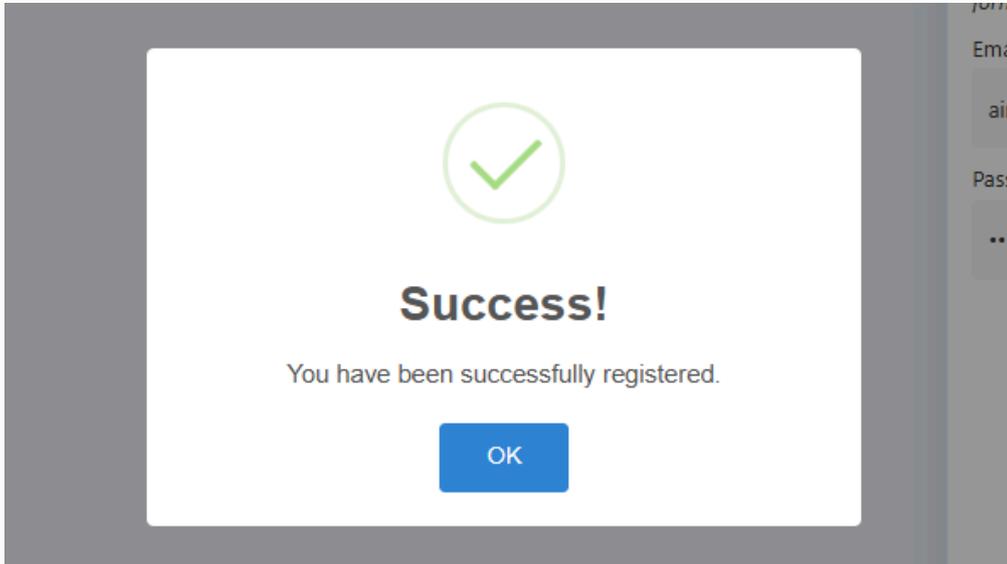
Terms and Conditions:

I hereby certify that the information stated above are true and accurate.

I understand that non-cooperation to disclose truthful and significant data on matters of public interest concerns are punishable under applicable laws. Further, I assent that the information collected can be shared only in relation to Bureau of Immigration's internal protocols and in accordance to the site's [Privacy Policy](#).

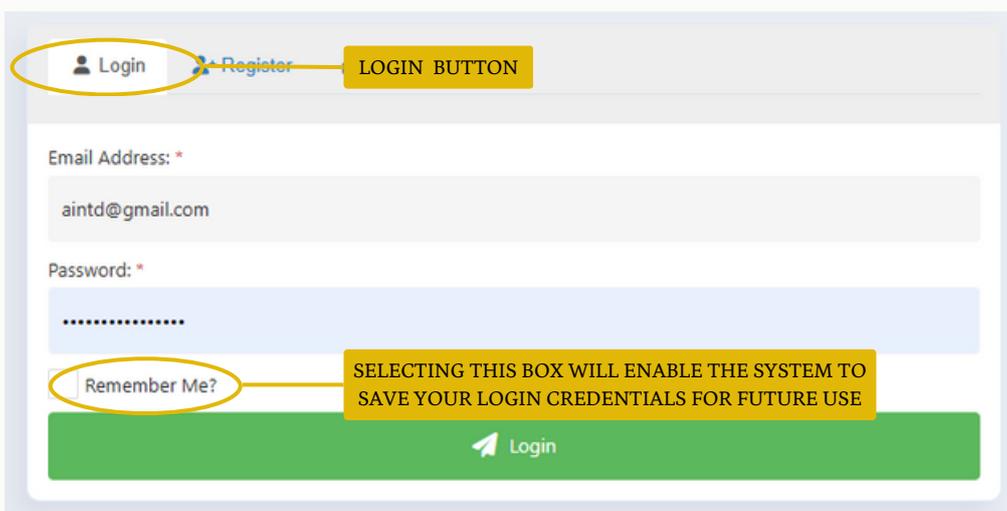
Register

4. A confirmation message will appear upon successful registration.



5. Click the login button and enter your newly registered credentials .

NOTE: For already registered users, skip the registration step and proceed directly to this step.



6. Read the 'Disclaimer' for detailed instructions and additional information.
7. Review the personal information generated by the system for accuracy, and make any necessary updates.
8. Click 'Update Profile' to confirm the changes.

Disclaimer

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[Update Profile](#) [Change Password](#)

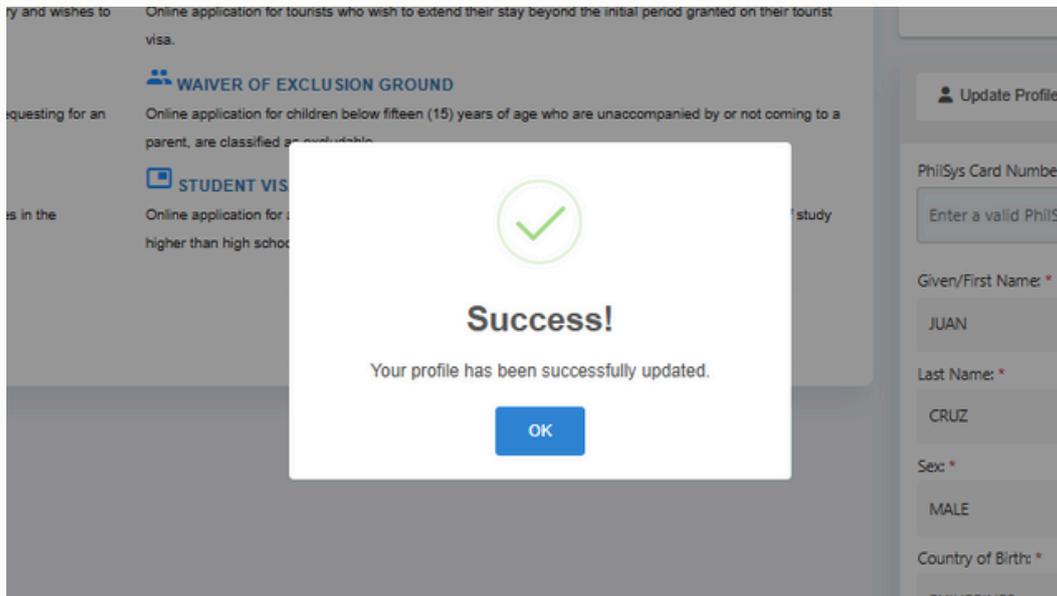
CLIENT PERSONAL INFORMATION

PhilSys Card Number (Optional):

Given/First Name: *	Middle Name:
<input type="text" value="JUAN"/>	<input type="text" value="REYES"/>
Last Name: *	Date of Birth: *
<input type="text" value="CRUZ"/>	<input type="text" value="14/01/1982"/>
Sex: *	Civil Status: *
<input type="text" value="MALE"/>	<input type="text" value="MARRIED"/>
Country of Birth: *	Country of Citizenship: *
<input type="text" value="PHILIPPINES"/>	<input type="text" value="PHILIPPINES"/>
Contact Number: *	
<input type="text" value="+630927209856"/>	
<small>format: (+639000000000)</small>	

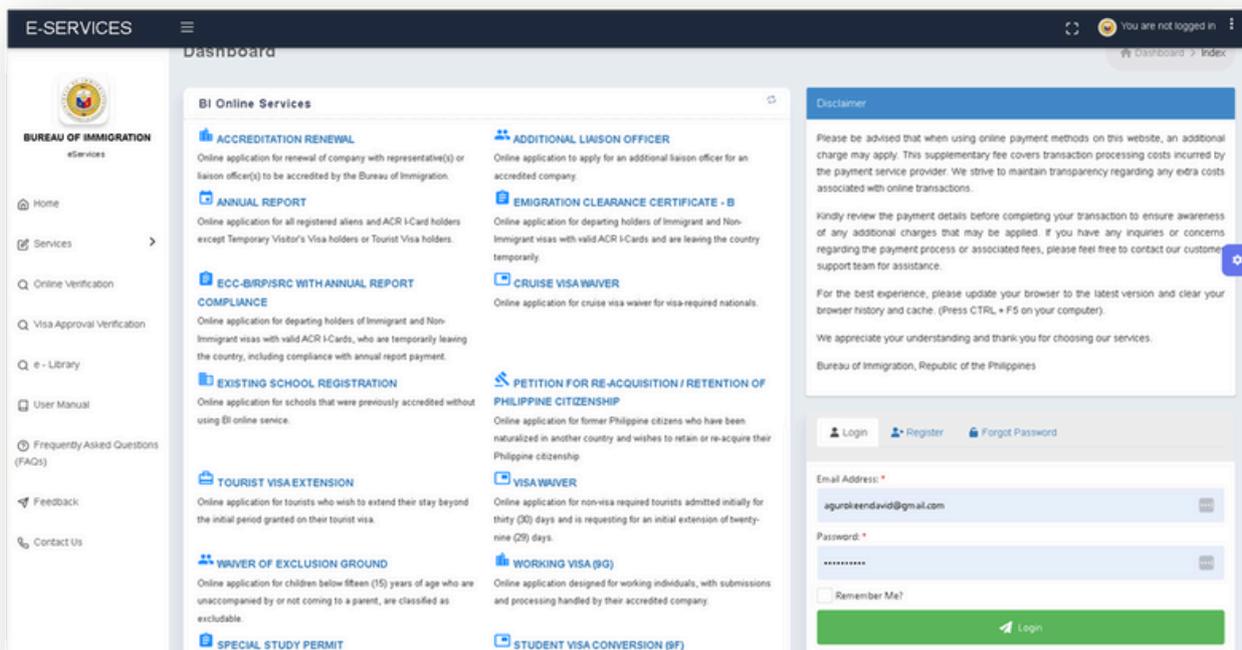
[Update Profile](#)

9. A notification will appear confirming that the client profile has been successfully updated.
NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.

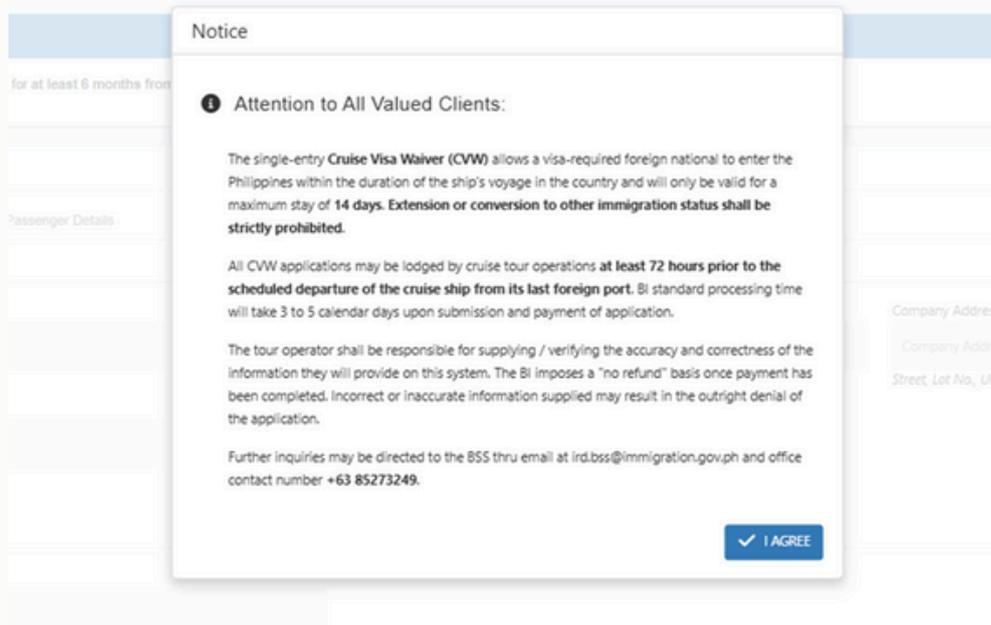


10. Click the 'Cruise Visa Waiver' icon from the list of available online services on the E-Services main page.

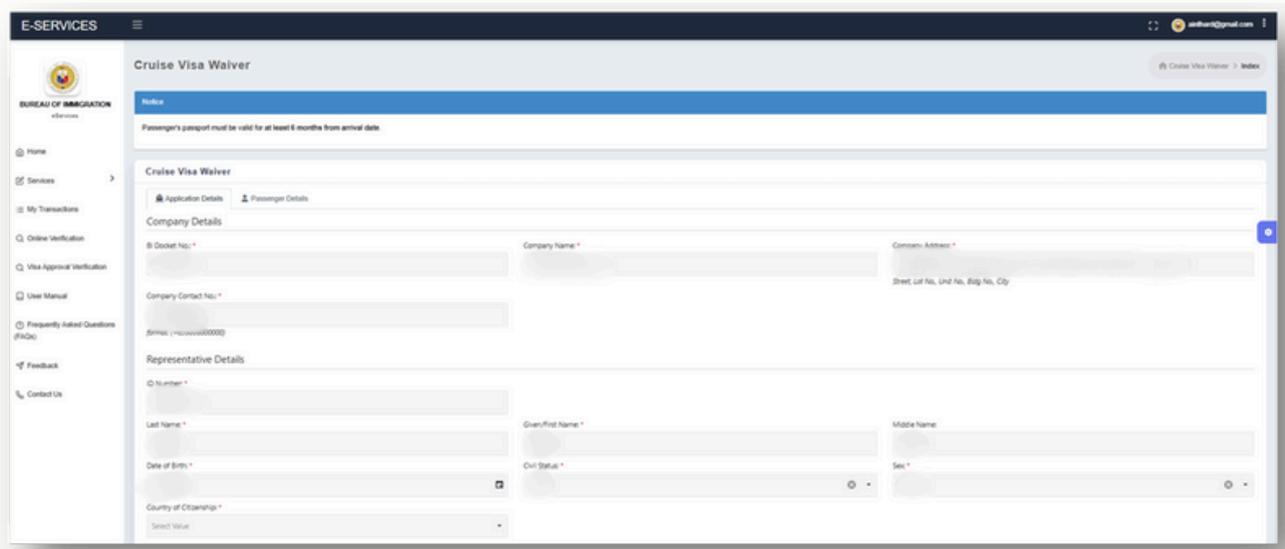
Note: Only Bureau of Immigration-accredited BI Tour Operators are allowed to use the Cruise Visa Waiver application.



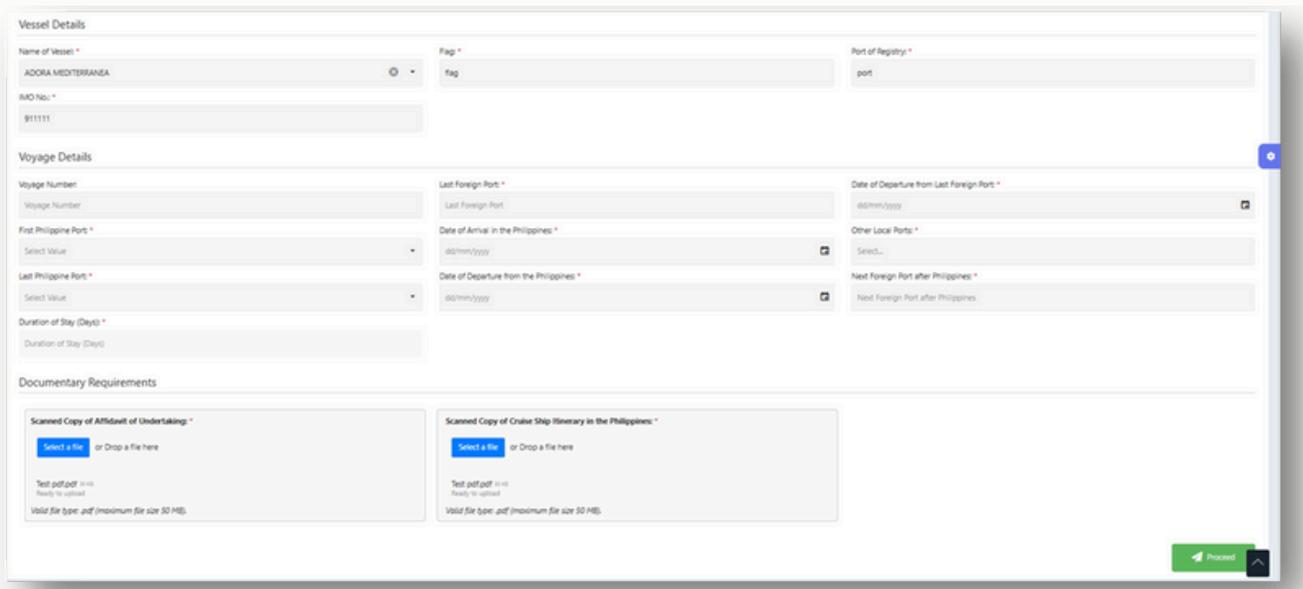
11. Review the 'Disclaimer/Notice' for detailed instructions and additional information.



12. Fill in all required fields in the 'Application Details' tab.

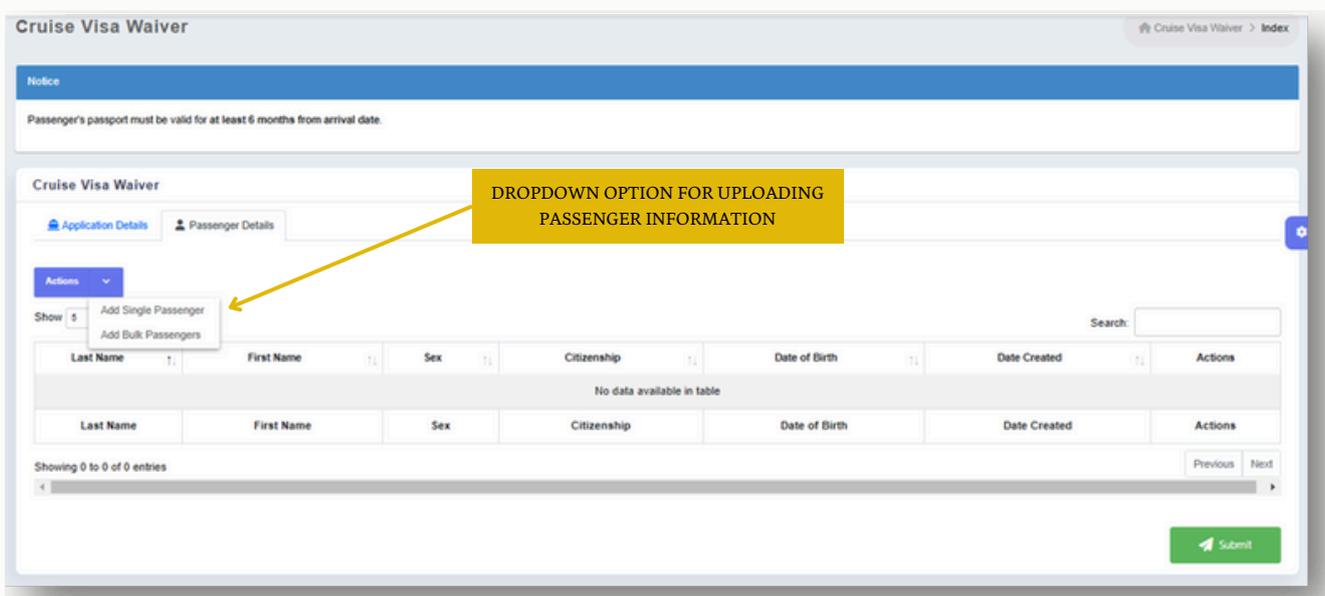


13. Scroll down to view the additional required details and complete the 'Documentary Requirements' section by uploading all necessary documents. Then, click 'Proceed' to move to the next step.



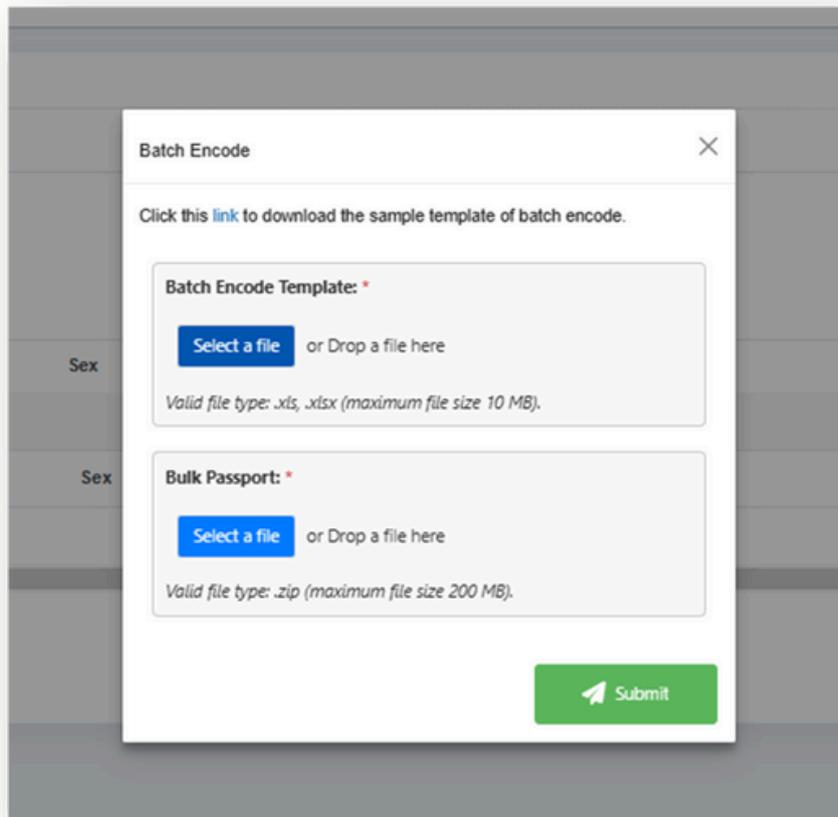
The screenshot shows the 'Vessel Details' and 'Documentary Requirements' sections of the application form. The 'Vessel Details' section includes fields for Name of Vessel (ADORA MEDITERRANEA), IMO No. (911111), Flag, Port of Registry (port), Voyage Number, Last Foreign Port, Date of Departure from Last Foreign Port, First Philippine Port, Date of Arrival in the Philippines, Other Local Ports, Last Philippine Port, Date of Departure from the Philippines, Next Foreign Port after Philippines, and Duration of Stay (Days). The 'Documentary Requirements' section has two upload areas: 'Scanned Copy of Affidavit of Undertaking' and 'Scanned Copy of Cruise Ship Itinerary in the Philippines'. Both areas have a 'Select a file' button and a 'Drop a file here' instruction. A 'Proceed' button is located at the bottom right.

14. In the 'Passenger Details' section, the 'Action' button offers options to upload passenger information either individually or in bulk.



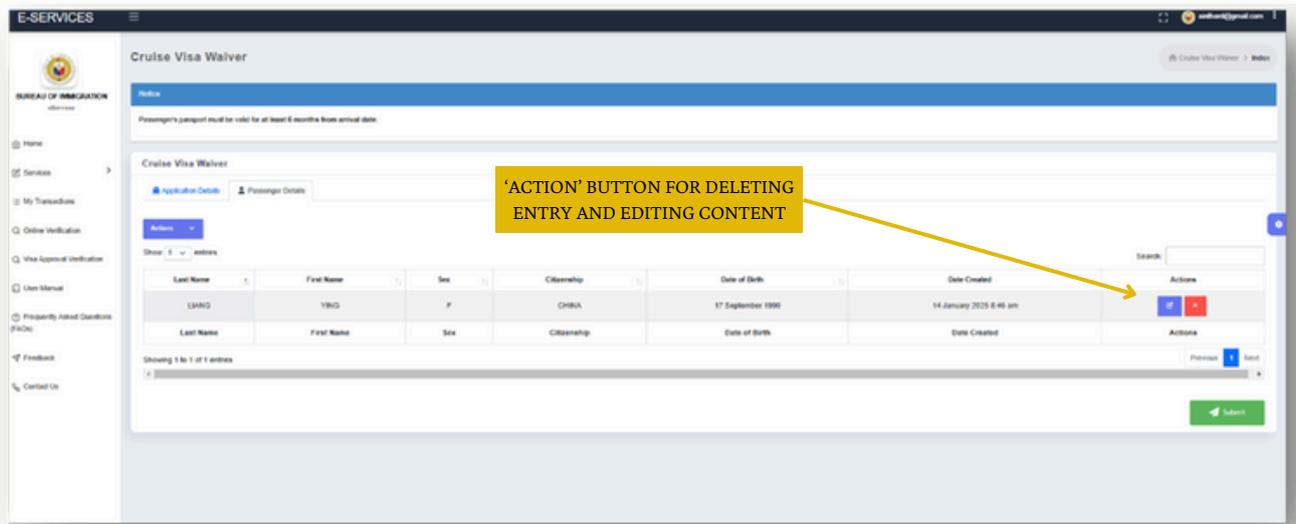
The screenshot shows the 'Passenger Details' section of the application form. A yellow callout box with the text 'DROPDOWN OPTION FOR UPLOADING PASSENGER INFORMATION' points to the 'Actions' dropdown menu. The dropdown menu is open, showing two options: 'Add Single Passenger' and 'Add Bulk Passengers'. Below the dropdown is a table with columns: Last Name, First Name, Sex, Citizenship, Date of Birth, Date Created, and Actions. The table is currently empty, displaying 'No data available in table'. A search bar is located to the right of the table. At the bottom, there is a 'Showing 0 to 0 of 0 entries' indicator and a 'Submit' button.

15. Select 'Batch Encode Template' to upload an .xls (Excel) file containing the names of individual passengers or a batch of passengers applying for the cruise visa waiver. The 'Bulk Passport' button allows you to upload zip pdf files containing the passport bio page of either an individual passenger or a batch of passengers.



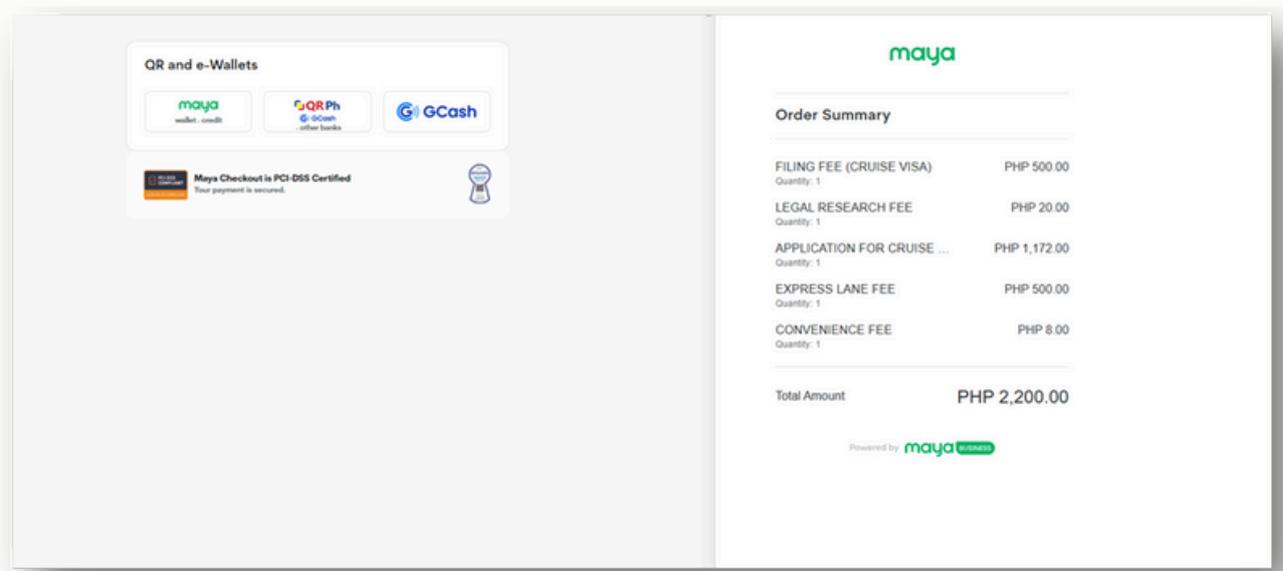
NOTE: Each .pdf passport bio page file contained in the zip file must be named after the passport number. Any other naming convention will result in a matching error with the data in the uploaded .xls (Excel) file.

16. The table displays the recently uploaded list of passengers along with their basic information as indicated in the .xls (Excel) sheet. The status of the application can be viewed under 'My Transactions' in the menu on the left side panel of the E-Services main page.



17. Choose from the list of available payment options. The breakdown of fees will be displayed for your reference.

Note: A convenience fee, based on the selected payment option, will be added to the order summary.



18. An official receipt will be sent to the email address used during the registration process in the E-services.

REPUBLIC OF THE PHILIPPINES
BUREAU OF IMMIGRATION
TIN 000-964-640-000

**OFFICIAL RECEIPT
CRUISE VISA WAIVER (ONLINE)
MISCELLANEOUS FEES**

OR NUMBER	: EM2420077106681
REFERENCE NUMBER	: BI2420077106681
PRINTED DATE	: 8 November 2024


BI2420077106681

PAYOR NAME	: REBECCA GUSTILO GALZOTE
CITIZENSHIP	: PHILIPPINES
DATE OF BIRTH	: 21 November 1990

PARTICULARS	ACCD	AMOUNT
LEGAL RESEARCH FEE	131	10.00
FILING FEE (CRUISE VISA)	628	500.00
***** NOTHING FOLLOWS *****	TOTAL : PHP	510.00

FIVE HUNDRED TEN PESOS ONLY

