Cruise Visa Waiver User Manual

Bureau of Immigration

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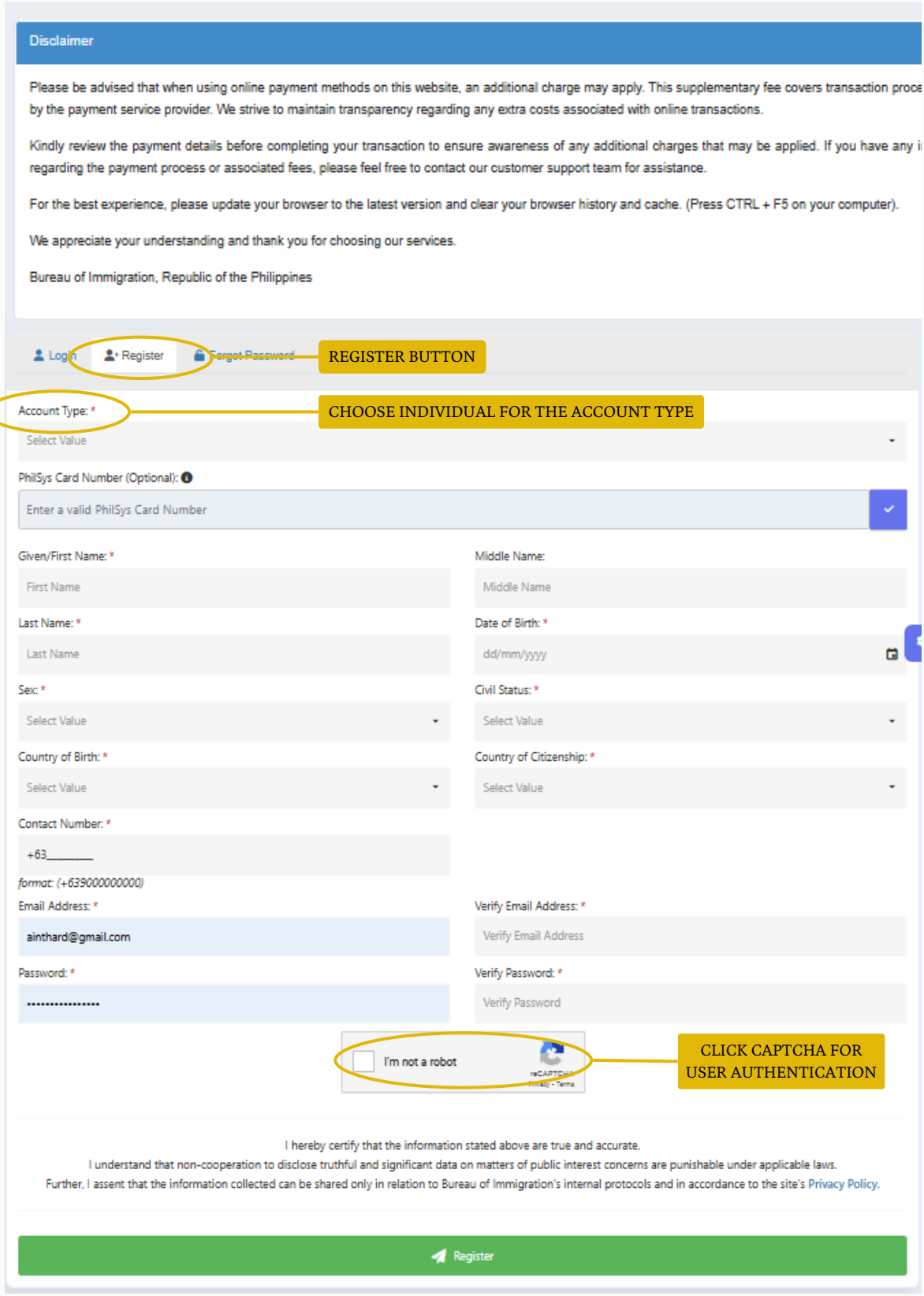
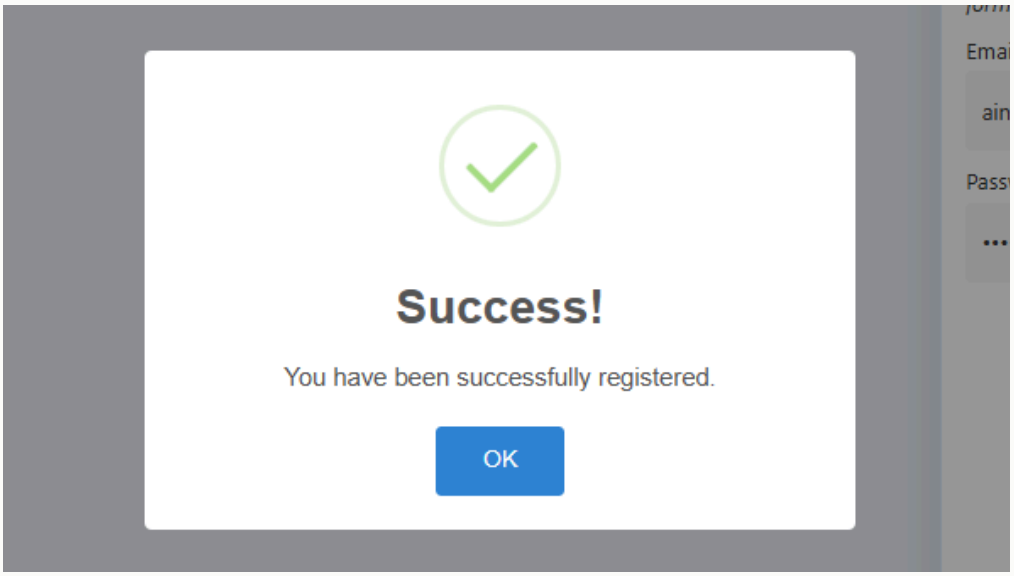
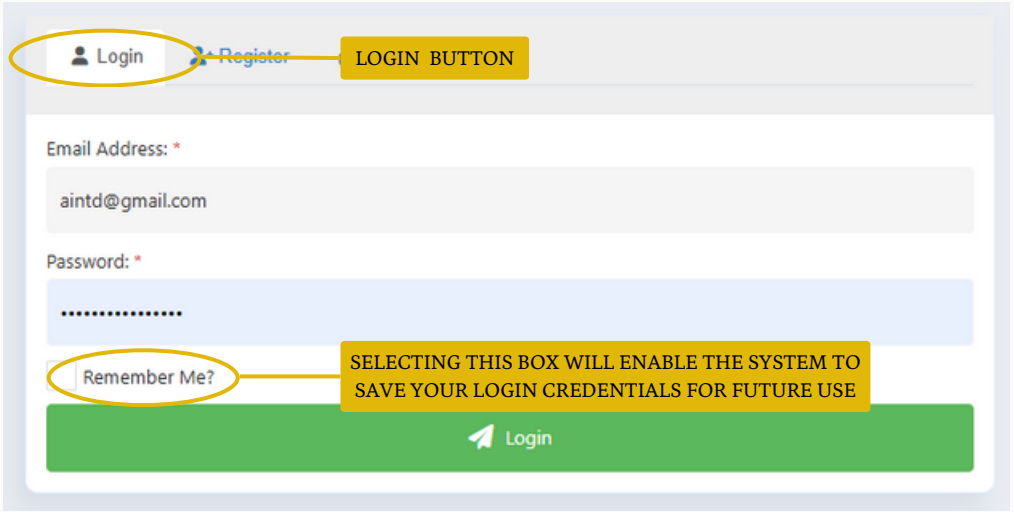
1. Navigate to https://e-services.immigration.gov.ph/.
2. If you are a first-time user, click the Register button.
3. Fill in the required information in the provided data fields.



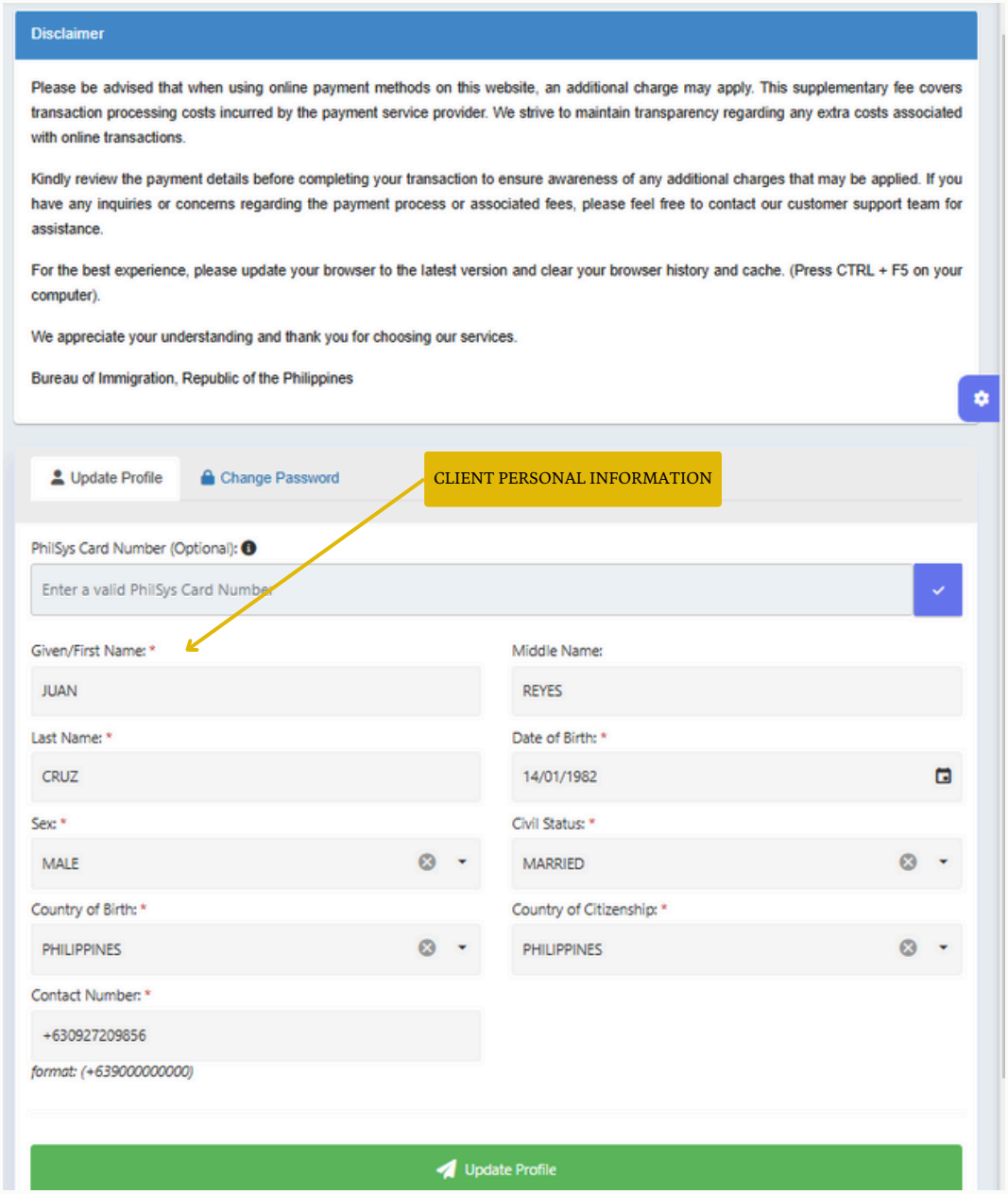
4. A confirmation message will appear upon successful registration.



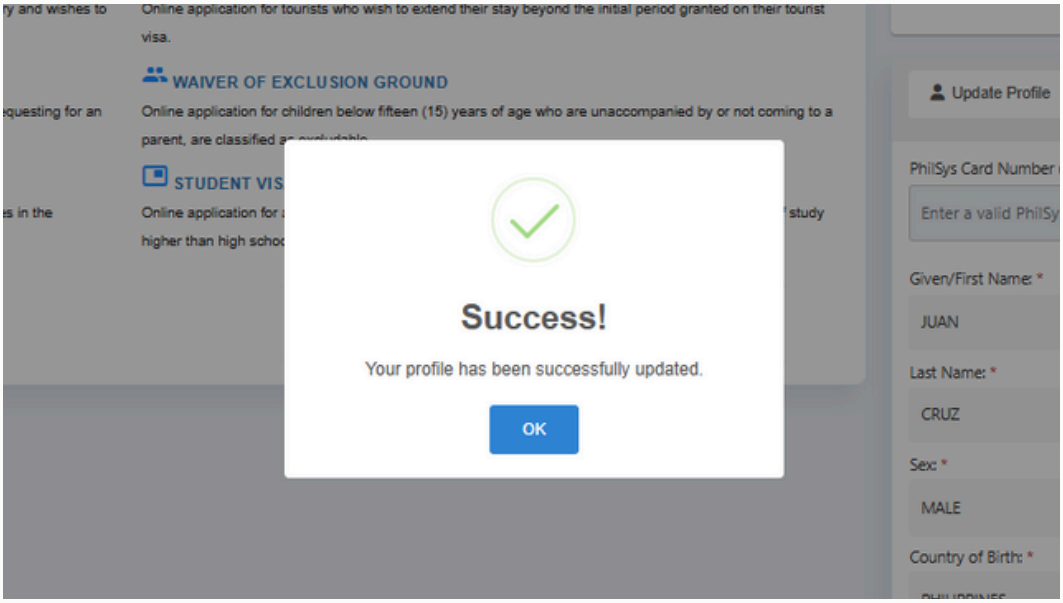
5. Click the login button and enter your newly registered credentials .
NOTE: For already registered users, skip the registration step and proceed directly to this step.



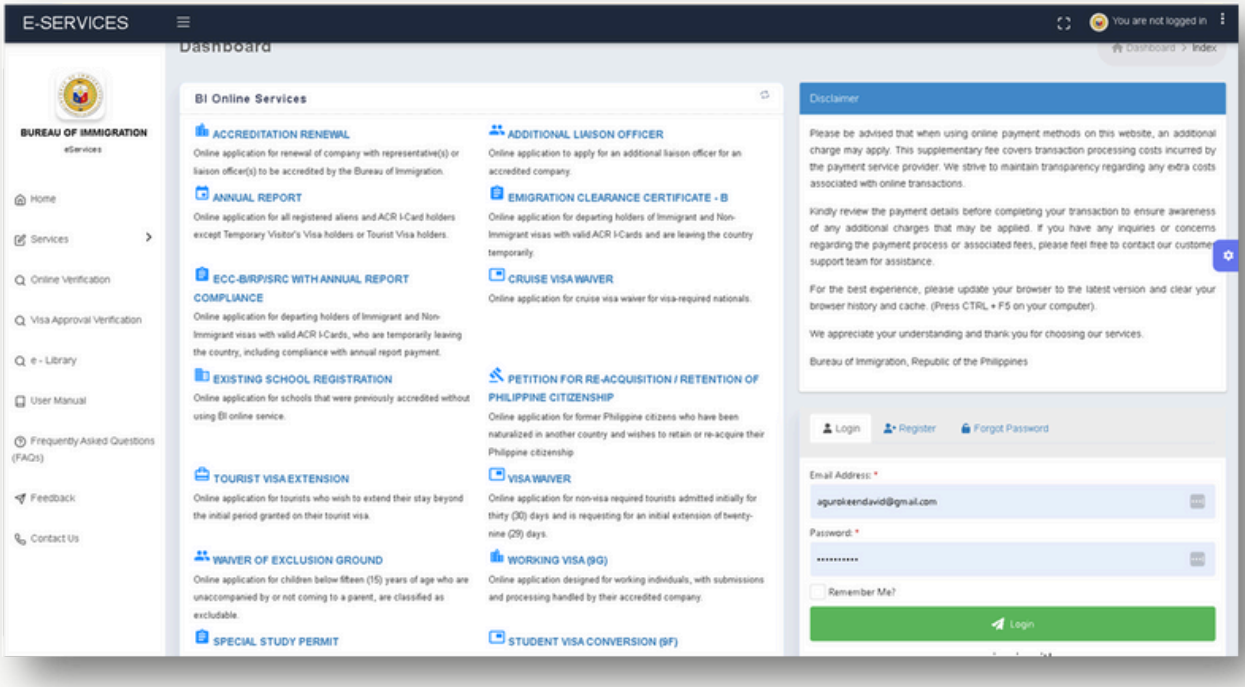
6. Read the 'Disclaimer' for detailed instructions and additional information.
7. Review the personal information generated by the system for accuracy, and make any necessary updates.
8. Click 'Update Profile' to confirm the changes.



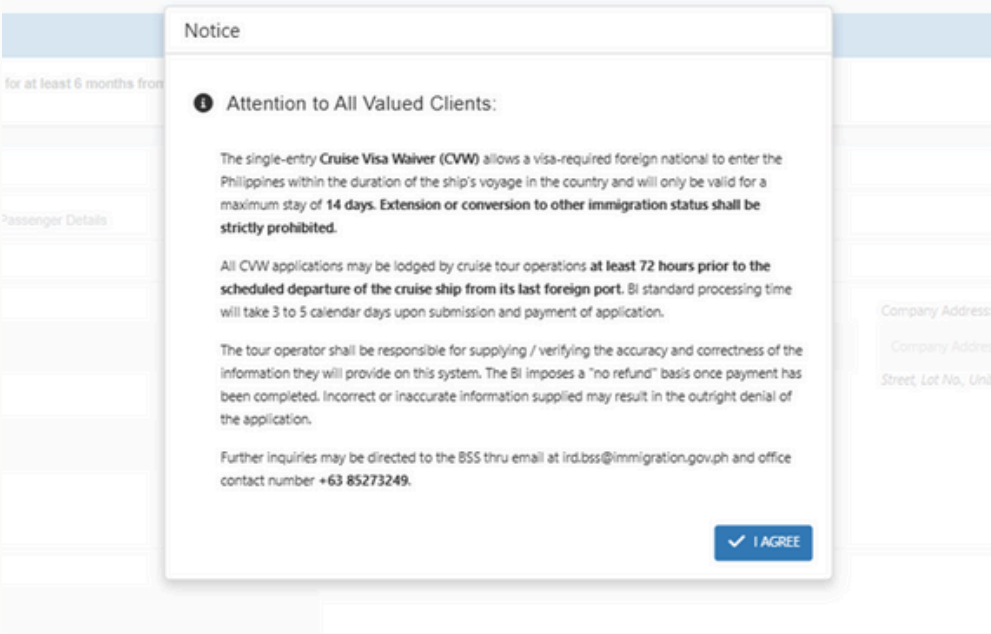
9. A notification will appear confirming that the client profile has been successfully updated.
NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.



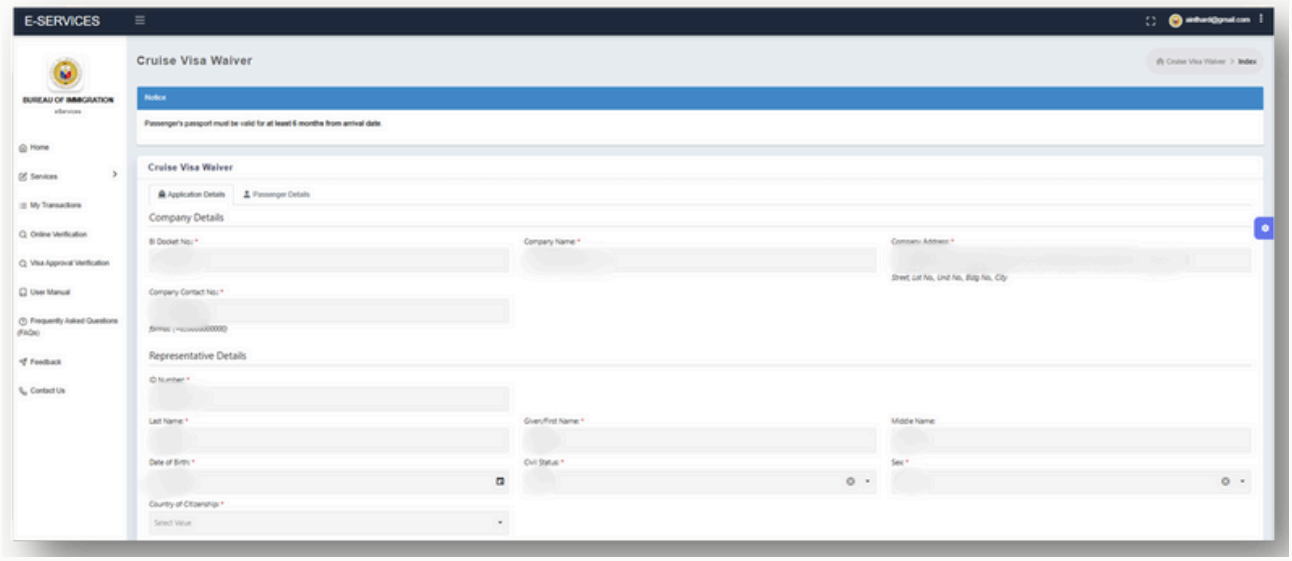
10. Click the 'Cruise Visa Waiver' icon from the list of available online services on the E-Services main page.
Note: Only Bureau of Immigration-accredited BI Tour Operators are allowed to use the Cruise Visa Waiver application.



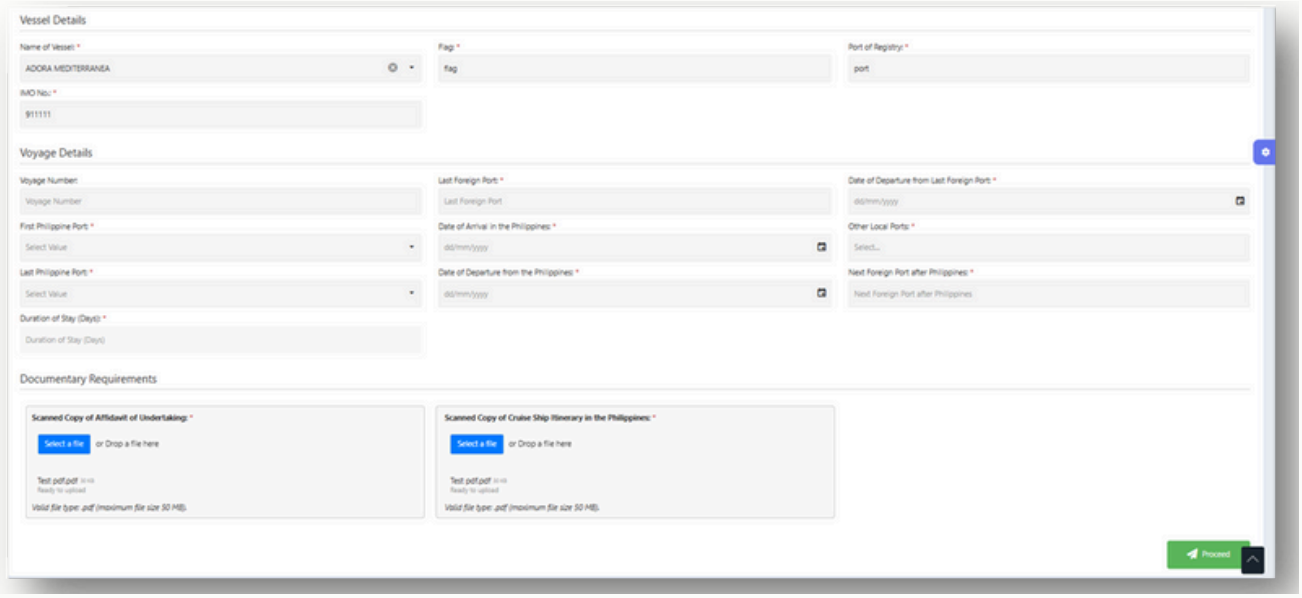
11. Review the 'Disclaimer/Notice' for detailed instructions and additional information.



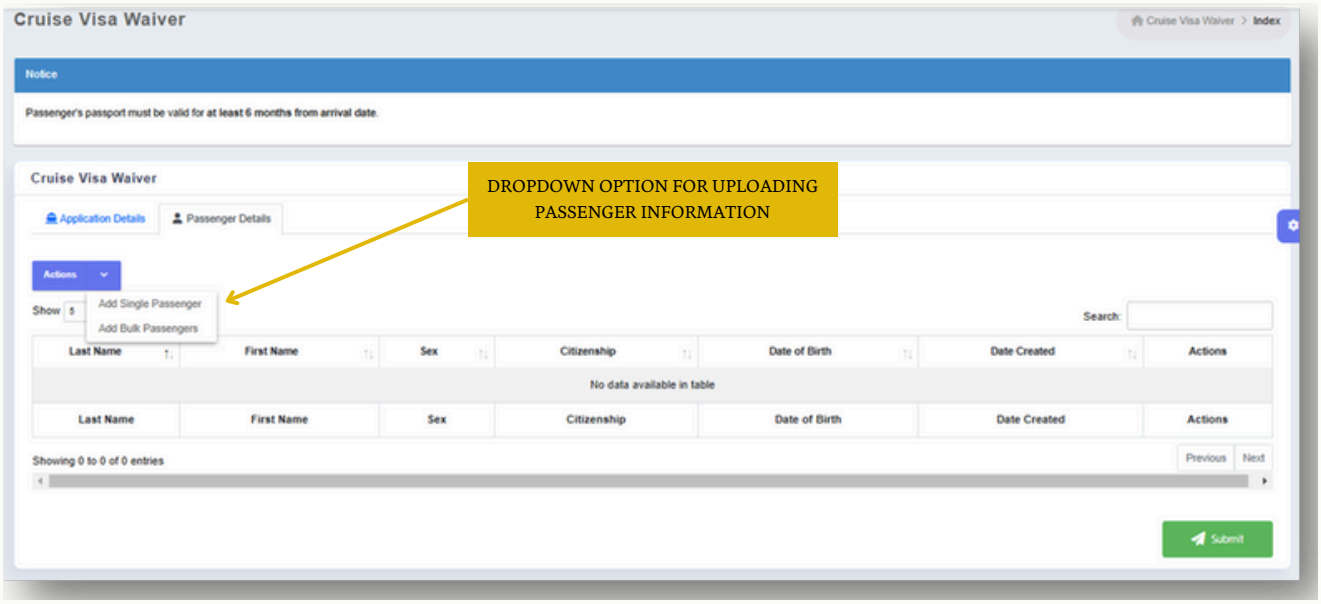
12. Fill in all required fields in the 'Application Details' tab.



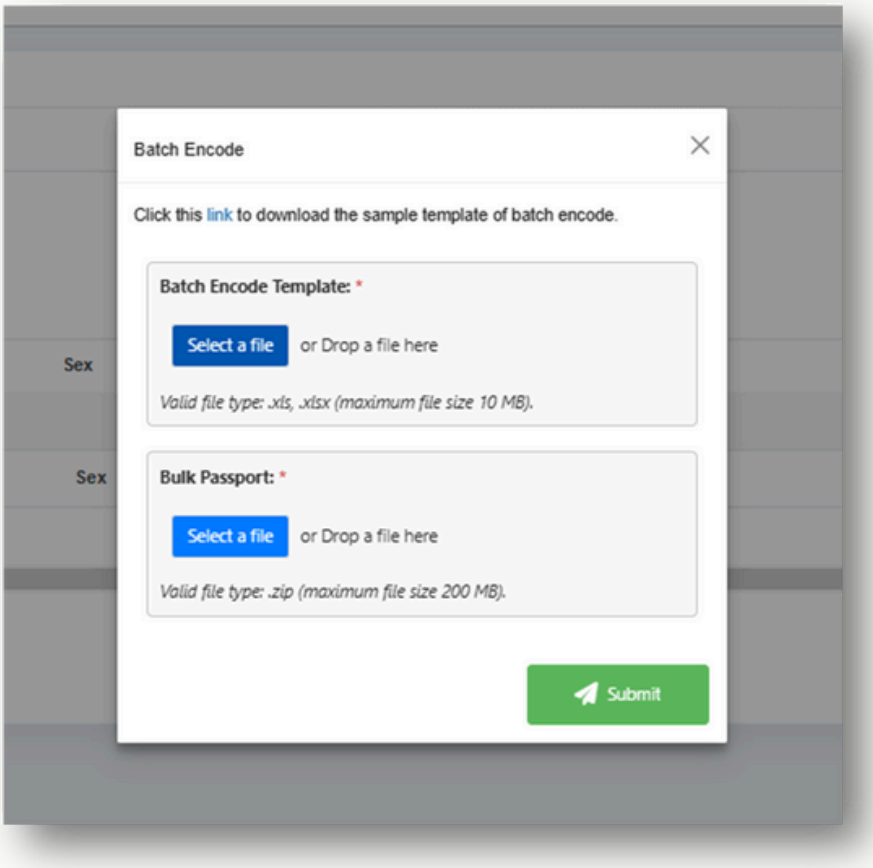
13. Scroll down to view the additional required details and complete the 'Documentary Requirements' section by uploading all necessary documents. Then, click 'Proceed' to move to the next step.



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

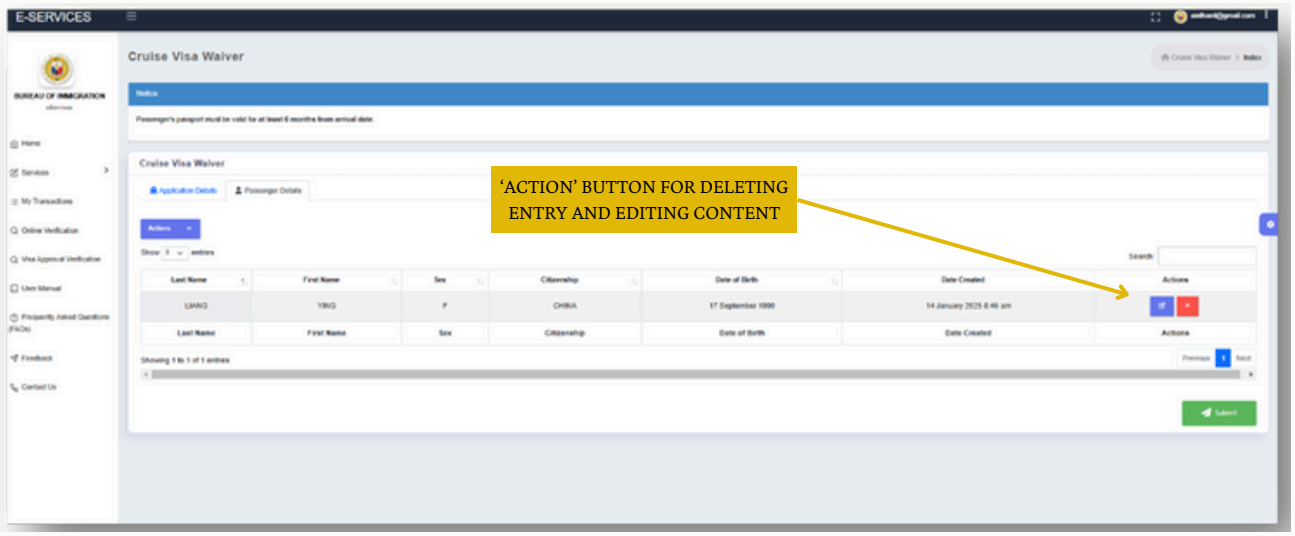


15. Select 'Batch Encode Template' to upload an .xls (Excel) file containing the names of individual passengers or a batch of passengers applying for the cruise visa waiver. The 'Bulk Passport' button allows you to upload zip pdf files containing the passport bio page of either an individual passenger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

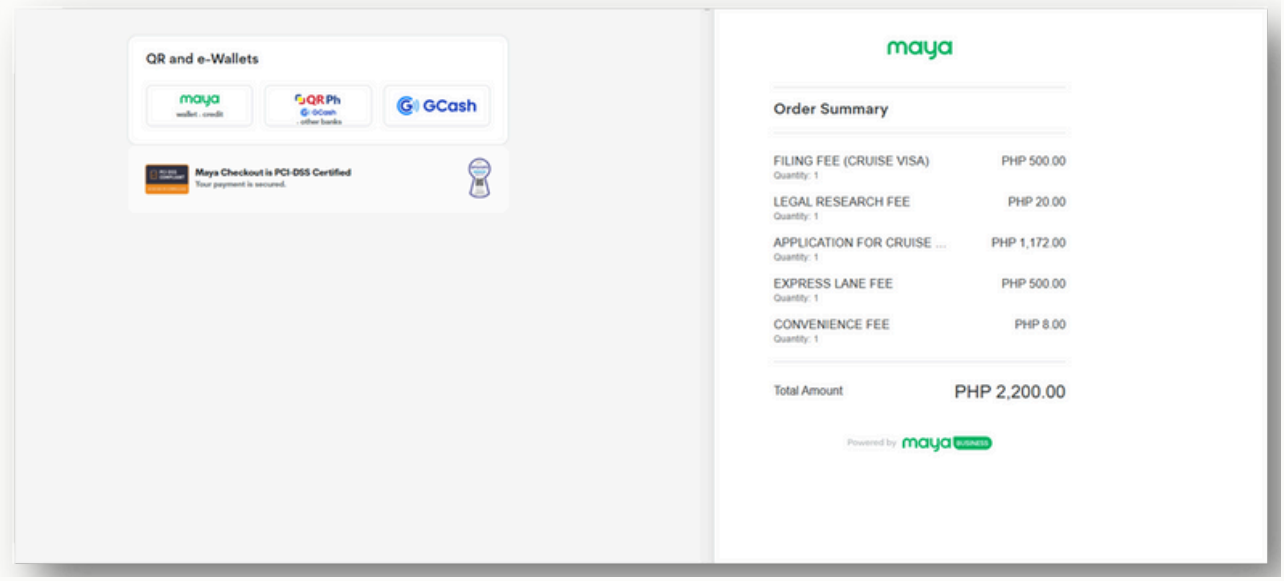


NOTE: Each .pdf passport bio page file contained in the zip file must be named after the passport number. Any other naming convention will result in a matching error with the data in the uploaded .xls (Excel) file.

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 000-564-640-000

OFFICIAL RECEIPT
CRUISE VISA WAIVER (ONLINE)
MISCELLANEOUS FEES

OR NUMBER : EM242D077106681
REFERENCE NUMBER : BI242D077106681
PRINTED DATE : 8 November 2024

BI242D077106681

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