

Cruise Visa Waiver User Manual

Bureau of Immigration

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

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We appreciate your understanding and thank	you for choosing our services		
Bureau of Immigration, Republic of the Philipp	ines		
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First Name		Middle Name	
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Last Name		dd/mm/yyyy	
ex: *		Civil Status: *	
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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.

Login Register	LOGIN BUTTON
Email Address: *	
aintd@gmail.com	
Password: *	
Remember Me?	SELECTING THIS BOX WILL ENABLE THE SYSTEM TO SAVE YOUR LOGIN CREDENTIALS FOR FUTURE USE
	🚀 Login



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			
Please be advised that when using onli transaction processing costs incurred by with online transactions.	ne payment methods on thi the payment service provid	s website, an additional charge may apply. er. We strive to maintain transparency regar	This supplementary fee covers ding any extra costs associated
Kindly review the payment details before have any inquiries or concerns regardin assistance.	completing your transaction g the payment process or	to ensure awareness of any additional cha associated fees, please feel free to contact	rges that may be applied. If you our customer support team fo
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We appreciate your understanding and the	nank you for choosing our se	rvices.	
Bureau of Immigration, Republic of the P	hilippines		
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Update Profile Change Pa	ssword CLIE	NT PERSONAL INFORMATION	
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PhilSys Card Number (Optional): Enter a valid PhilSys Card Number Given/First Name: * JUAN Last Name: * CRUZ Sex: * MALE Country of Birth: * PHILIPPINES Contact Number: *	S • S •	Middle Name: REYES Date of Birth: * 14/01/1982 Civil Status: * MARRIED Country of Citizenship: * PHILIPPINES	 ✓ ✓ ✓ ✓
PhilSys Card Number (Optional): Enter a valid PhilSys Card Number Given/First Name: * JUAN Last Name: * CRUZ Sex: * MALE Country of Birth: * PHILIPPINES Contact Number: * +630927209856	© • © •	Middle Name: REYES Date of Birth: * 14/01/1982 Civil Status: * MARRIED Country of Citizenship: * PHILIPPINES	 ✓ ✓ ✓ ✓ ✓ ✓
PhilSys Card Number (Optional): Enter a valid PhilSys Card Number Given/First Name: * JUAN Last Name: * CRUZ Sex: * MALE Country of Birth: * PHILIPPINES Contact Number: * +630927209856 format: (+6390000000)	⊘ •	Middle Name: REYES Date of Birth: * 14/01/1982 Civil Status: * MARRIED Country of Citizenship: * PHILIPPINES	 ✓ ✓ ✓ ✓ ✓ ✓



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.

ry and wishes to	Online application for tourists who wish to extend their stay beyond the initial period granted on their tourist	
	visa.	
	WAIVER OF EXCLUSION GROUND	Lupdate Profile
questing for an	Online application for children below fifteen (15) years of age who are unaccompanied by or not coming to a	
	parent, are classified an ovel-white	
	STUDENT VIS	PhilSys Card Number
is in the	Online application for a	Enter a valid PhilSy
	higher than high school	
		Given/First Name: *
	Success!	JUAN
	Your profile has been successfully updated.	Last Name: *
	ок	CRUZ
		Sex: *
		MALE
		Country of Birth: *
		00000000

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.

E-SERVICES			C 😔 🕫	u are not logged in
	Dashboard		Ŷ	Dashboard > Index
•	BI Online Services	a	Disclaimer	
UREAU OF IMMIGRATION eServices	ACCREDITATION RENEWAL Online application for renewal of company with representative(s) or Saison officer(s) to be accredited by the Bureau of Immigration.	Control application to apply for an additional fasison officer for an accredited company.	Please be advised that when using online payment methods on this w charge may apply. This supplementary fee covers transaction process the payment service provider. We strive to maintain transparency rega	rebsite, an additional ing costs incurred by rding any evera costs
Home Services	Chine application for all registered aliens and ACR I-Card holders except Temporary Visitor's Visa holders or Tourist Visa holders.	EMIGRATION CLEARANCE CERTIFICATE - 8 Online application for departing holders of limmigrant and Non- Immigrant visues with wald ACR I-Cards and are leaving the country temporarily	associated with online transactions. Kindly review the payment details before completing your transaction to of any additional charges that may be applied. If you have any in regarding the payment process or associated fees, please feet free to unconstruction the samplement.	to ensure awareness rquiries or concerns contact our customer
Online Verification	ECC-BIRPISRC WITH ANNUAL REPORT COMPLIANCE	CRUISE VISA WAIVER Online application for cruise visa waiver for visa-required nationals.	For the best experience, please update your browser to the latest ve	rsion and clear your
Visa Approval Verification	Online application for departing holders of Immigrant and Non- Immigrant visas with valid ACR I-Cards, who are temporarily leaving the country, including compliance with annual record payment.		We appreciate your understanding and thank you for choosing our serv	sces.
e - Library	EXISTING SCHOOL REGISTRATION		Bureau of Immigration, Republic of the Philippines	
User Manual Frequently Asked Questions	Online application for schools that were previously accredited without using BI online service.	PHILIPPINE CITIZENSHIP Online application for former Philippine citizens who have been naturalized in another country and wishes to retain or re-acquire their Philippine citizenship	Login 🛓 Register 🖨 Forget Password	
-1	TOURIST VISA EXTENSION	VISAWAIVER	Email Address: *	
eedback	Online application for tourists who wish to extend their stay beyond the initial period granted on their tourist visa.	Online application for non-visa required tourists admitted initially for thirty (30) days and is requesting for an initial extension of twenty-	agurokeendavid@gmal.com	
Contact Us		nine (29) days.	Password: *	
	WAIVER OF EXCLUSION GROUND	working visa (9G)		
	Online application for children below fibern (15) years of age who are unaccompanied by or not coming to a parent, are classified as excludible.	Online application designed for working individuals, with submissions and processing handled by their accredited company.	Remember Me?	
		CTUDENT MEA CONSTRUCT OF	A Login	
	SPECIAL STUDT PERMIT	STUDENT VISA CONVENSION (9F)		



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



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

E-SERVICES	Ξ.		[] 😑 ainterdigenation
0	Cruise Visa Walver		f Cruise Visa Walver $>$ 364
NREAU OF IMBEGRATION	Notor		
elevine	Passenger's passport must be valid for at least 6 months from arrival date.		
riome			
Services >	Cruise Visa Waiver		
A Transactions	Application Details		
	Company Details		
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tea Approval Verification			Prest Lot No. Lind No. Biol No. Zhu
Joer Manual	Company Contact No: *		The set of the set of the set of the
Trequently Asked Questions N)	famme (~~200400000)		
reduck	Representative Details		
Contact Us	O turber 1		
	Lad Name *	Giver/Ent Name *	Midde Name:
	Date of Birth 1	Cvi Stella *	Sec 1
	a	0.	0.
	country of citation in a		

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.

Vessel Details					
ame of Vessel: *		Fag *		Port of Registry: *	
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ID Noc *					
11111					
oyage Details					
Jage Number:		Last Foreign Port *		Date of Departure from Last Foreign Port =	
bysge Number		Last Foreign Port		dd/mm/yyyy	
st Philippine Port *		Date of Arrival in the Philippines *		Other Local Ports *	
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ration of Stay (Days): *					
Duration of Stay (Days)					
locumentary Requirements					
Scanned Copy of Affidavit of Undertaking: *		Scanned Copy of Cruise Ship Hinesary in the Philippines: *			
Select a file or Drop a file here		Served a file or Drop a file here			
Test polipoli in m		Test policies in a second			
Valid file type: and (maximum file size 50 MB).		Volid file (poer auf (maximum file size 50 MB).			

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

					*	Cruise Visa Waiver > Ind
ce .						
senger's passport must be valid	for at least 6 months from arrival da	ate.				
uise Visa Waiver		DRC	PDOWN OPTION FO	RUPLOADING		
Application Details	Passenger Details		PASSENGER INFORM	MATION		
Actions 🗸 🗸						
ow 5 Add Single Passeny Add Bulk Passenge	per 4				Search:	
Last Name 1.	First Name	ti Sex ti	Citizenship	Date of Birth	Date Created	Actions
			No data available in ta	ble		
	First Name	Sex	Citizenship	Date of Birth	Date Created	Actions
Last Name	r nativalite				Cont Created	Proventia



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.

E	latch Encode X
c	Nick this link to download the sample template of batch encode.
L	Batch Encode Template: *
	Select a file or Drop a file here
Ŀ	Valid file type: .xls, .xlsx (maximum file size 10 MB).
	Bulk Passport: *
	Select a file or Drop a file here
	Valid file type: .zip (maximum file size 200 MB).
	Submit

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.

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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.

E-SERVICES	=						📋 🥹 sisteri@protors
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Hane							
2 Services >	Cruise Visa Walver						
	Analysis Date 1 Per	enger Oxfalls		'ACTION' BUTTO	N FOR DELETING		
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Cher Manual	Last Name 1	Find Name	5 Sec 5	Citernship .	Date of Birth	Date Created	Actions
C Property AmeriCandore	LIMNG	YING		CHINA	17 September 1990	14 January 2025 8:46 am	
FRON	Last Name	First Name	Sex	Citteenship	Date of Birth	Date Created	Actions
of Feedback	Showing 1 to 1 of 1 entres						Previous 1 head
L. Contact Un	*						
							of Land

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.

Maya Checkovi la PCH-DSS Certified Tor preprint la serveral.	Order Summary FILING FEE (CRUISE VISA) Quantity: 1	
Mays Checkout is PCI-DSS Certified Too payment is second.	FILING FEE (CRUISE VISA) Guantity: 1	
		PHP 500.00
	LEGAL RESEARCH FEE Quantity: 1	PHP 20.00
	APPLICATION FOR CRUISE I Quantity: 1	PHP 1,172.00
	EXPRESS LANE FEE Quantity: 1	PHP 500.00
	CONVENIENCE FEE Guartity: 1	PHP 8.00
	Total Amount PHP	2,200.00
	Powered by Maya assure	



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 000-964-640-600	
OFFICIAL RECEIPT CRUISE VISA WAIVER (ONLINE)	
MISCELLANEOUS FEES	
OR NUMBER : EM242D077106681 REFERENCE NUMBER : BI242D077106681 PRINTED DATE : 8N ovember 2D24	
PAYON NAME : PERFCCA GUISTILO GAI ZOTE	
CITIZENSKIP PHILIPPINES	
DATE OF BIRTH : 21 November 1990	
PAR TICULARS	ACCD AMOUNT 131 10.00
FILING FEE (CRUISE VISA)	628 500.00
	TOTAL : PHP 510.00
FIVE HUNDRED TEN PESOS ONLY	