



Waiver of Exclusion Ground User Manual

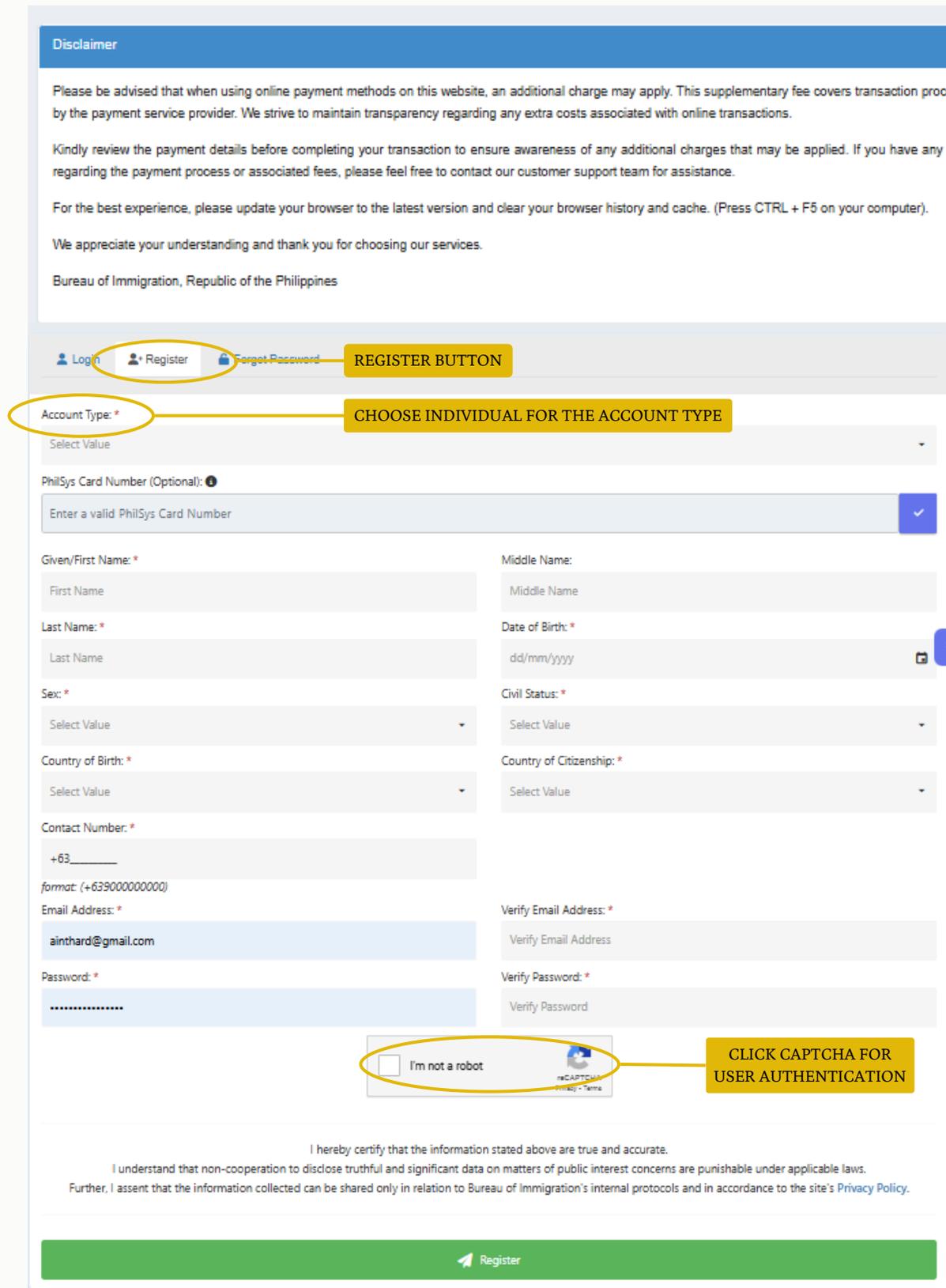
Bureau of Immigration



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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

Log In Register Forget Password

Account Type: *
Select Value

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

Given/First Name: *
First 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 Number: *
+63 _____
format: (+639000000000)

Email Address: *
ainthard@gmail.com Verify Email Address: *
Verify Email Address

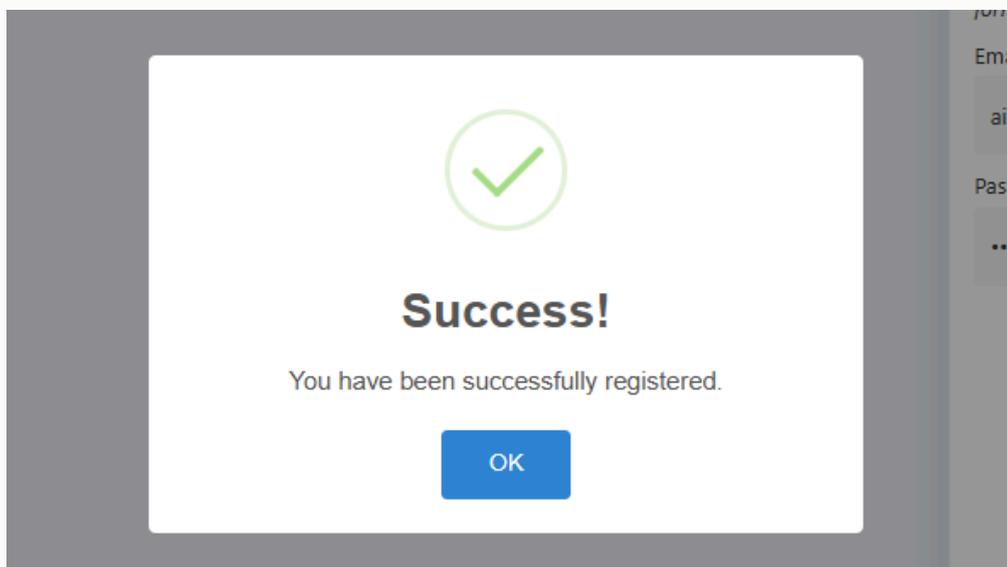
Password: *
..... Verify Password: *
Verify Password

I'm not a robot

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](#).

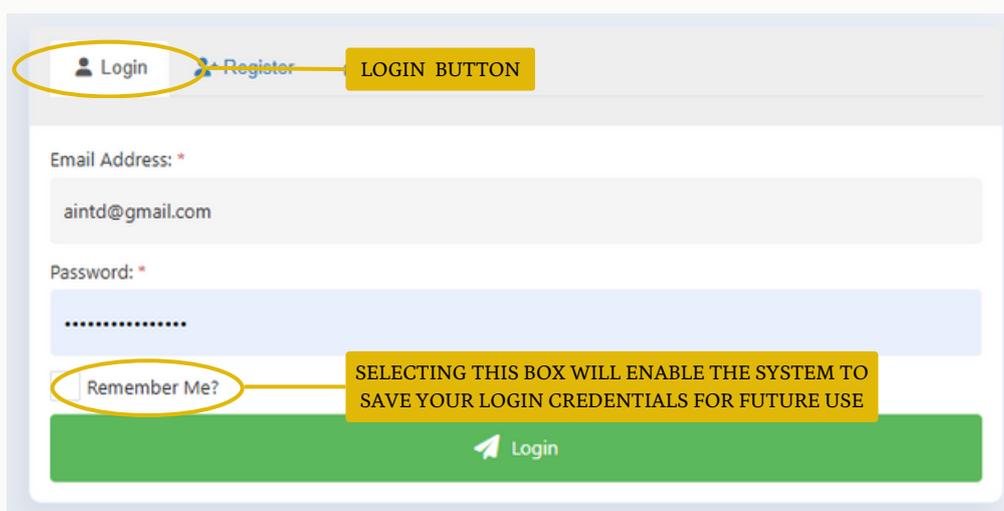
Register

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.

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

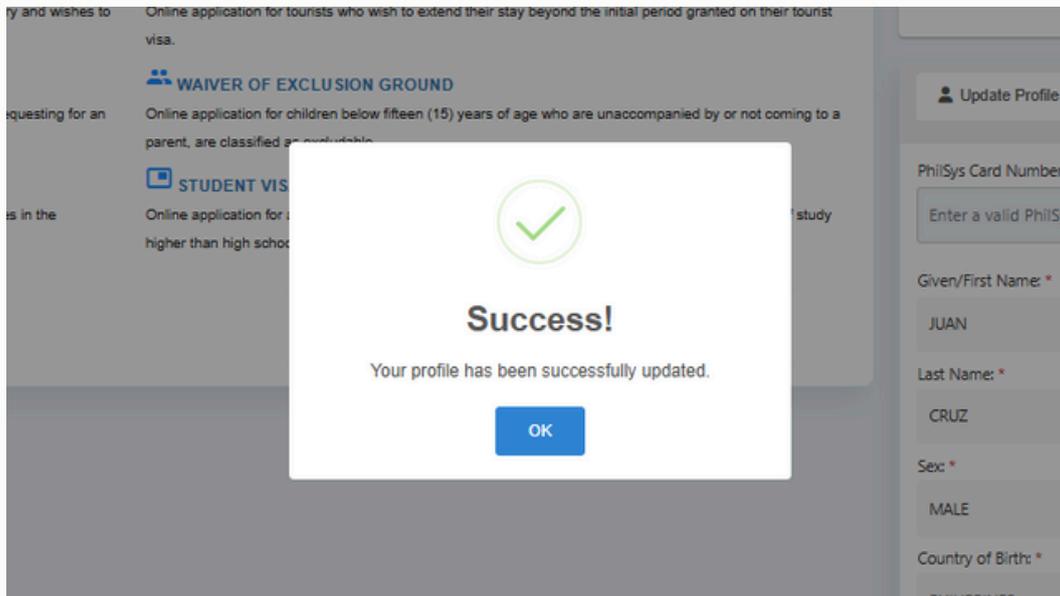
CLIENT PERSONAL INFORMATION

PhilSys Card Number (Optional):

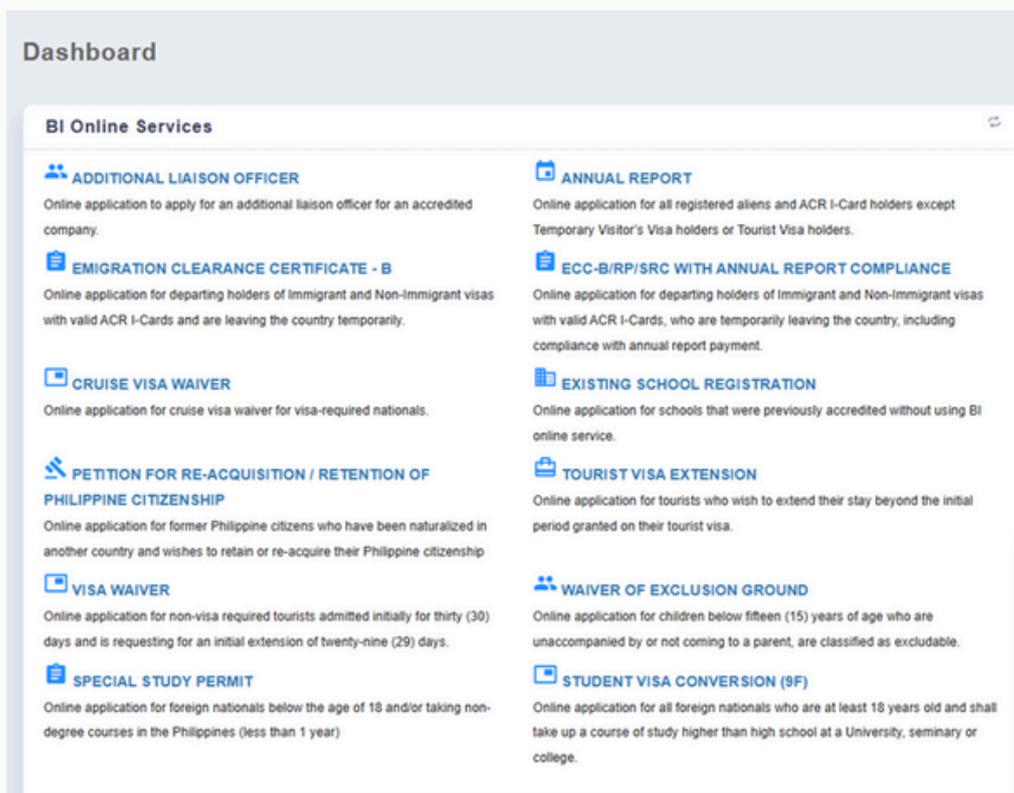
Given/First Name: *	Middle Name:
<input type="text" value="JUAN"/>	<input type="text" value="REYES"/>
Last Name: *	Date of Birth: *
<input type="text" value="CRUZ"/>	<input type="text" value="14/01/1982"/>
Sex: *	Civil Status: *
<input type="text" value="MALE"/>	<input type="text" value="MARRIED"/>
Country 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](#)

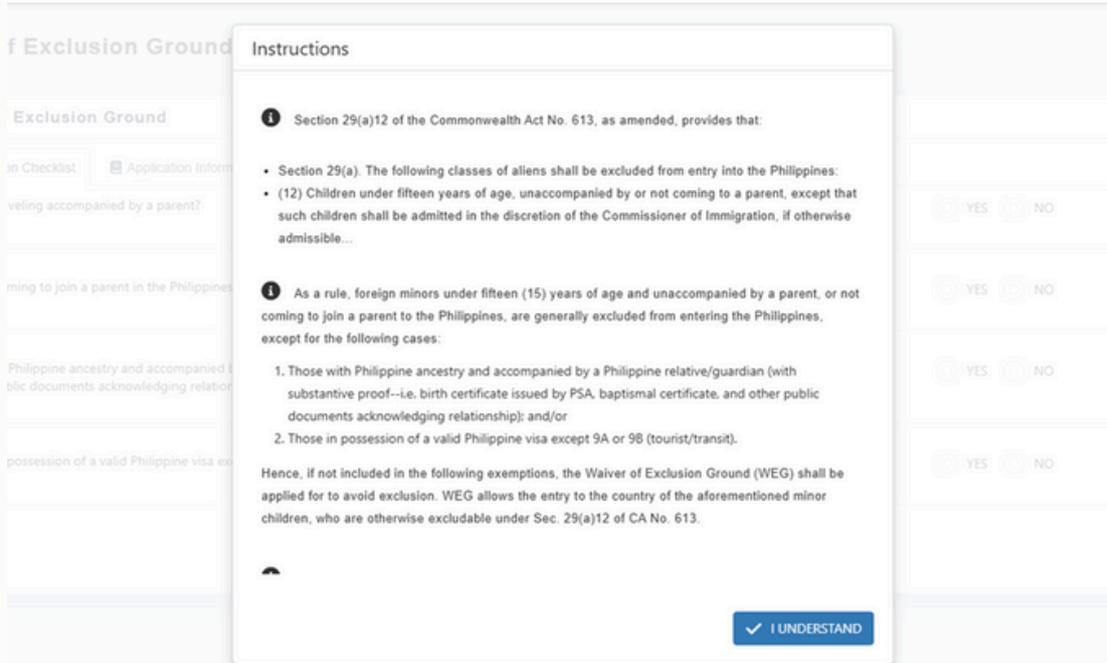
9. A notification will appear confirming that the client profile has been successfully updated.
- NOTE: If there are no updates required to the client's profile information, skip steps 7 and 8.



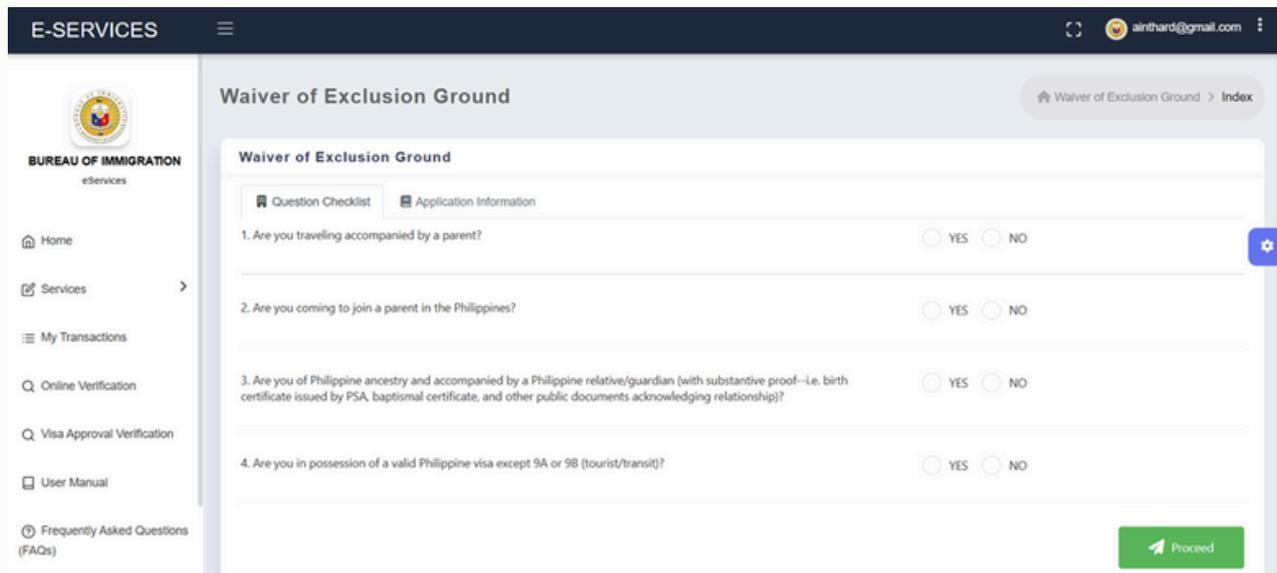
10. Click on 'Waiver of Exclusion Ground' from the list of available online services in the menu on the E-Services main page.



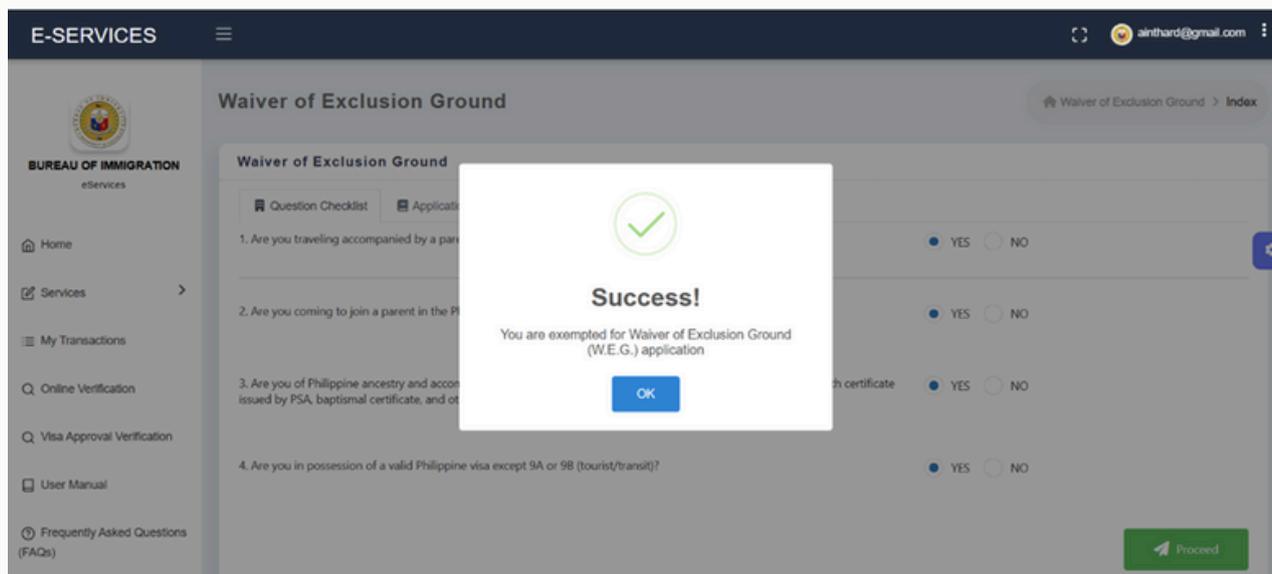
11. Kindly Read the 'Instructions' for detailed information's and important reminders related to WEG transaction.



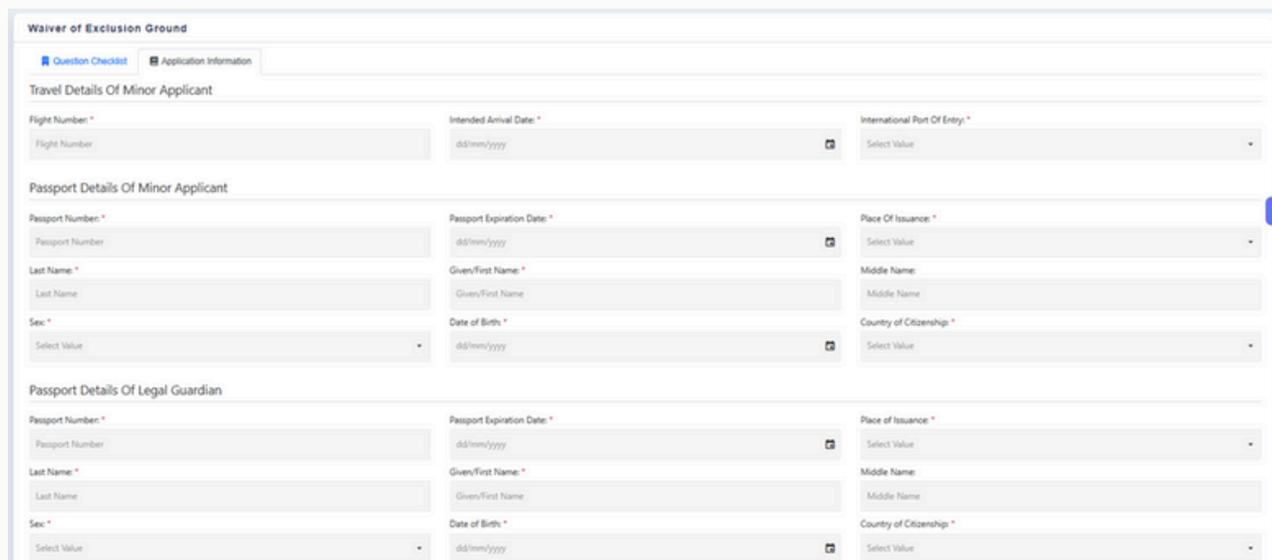
12. The 'Question Checklist' tab includes checkboxes that evaluate the client's eligibility for a WEG application.



13. Based on the answer to the eligibility question, a notification will appear to inform the user in the event of a WEG exception.

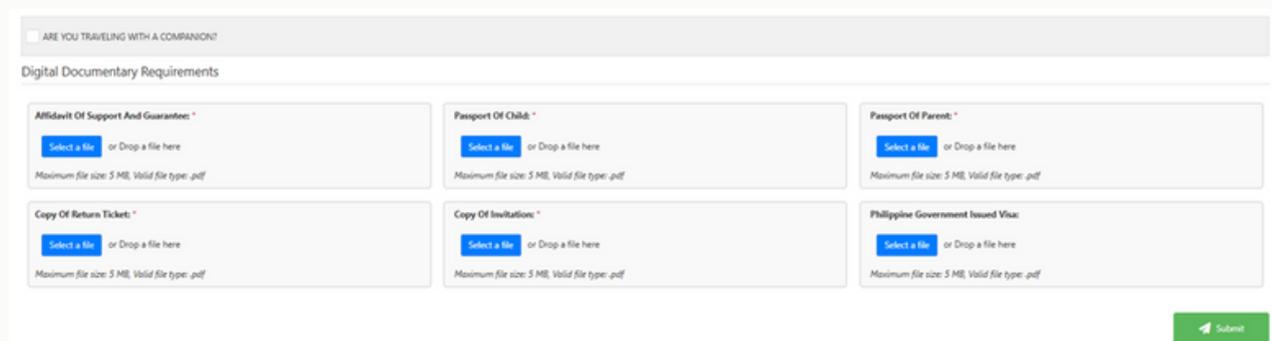


14. Fill in all the required fields in the 'Application Information' page.



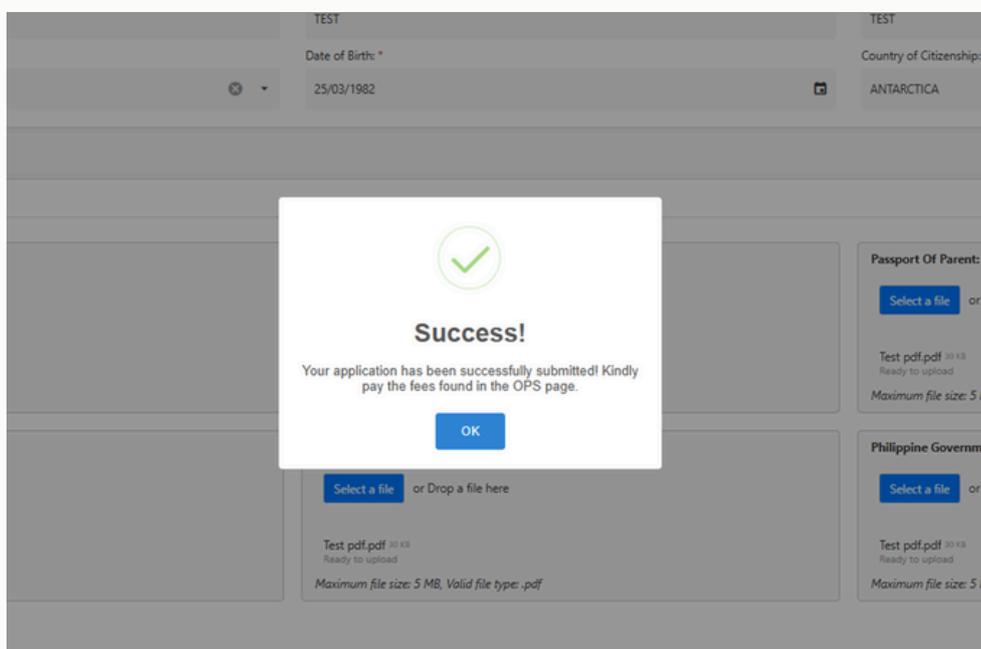
The screenshot displays the 'Application Information' tab of the 'Waiver of Exclusion Ground' application. It is divided into three sections: 'Travel Details Of Minor Applicant', 'Passport Details Of Minor Applicant', and 'Passport Details Of Legal Guardian'. Each section contains several required fields (marked with an asterisk) and dropdown menus. The fields include: Flight Number, Intended Arrival Date, International Port Of Entry, Passport Number, Passport Expiration Date, Place Of Issuance, Last Name, Given/First Name, Middle Name, Sex, and Date of Birth. The 'Sex' and 'Country of Citizenship' fields are dropdown menus. The 'Date of Birth' fields include a calendar icon for date selection.

15. Scroll down to view the 'Documentary Requirements.' upload all necessary documents, and the click 'Submit' to proceed to the next step.



The screenshot shows the 'Digital Documentary Requirements' section of the application form. It includes a checkbox for 'ARE YOU TRAVELING WITH A COMPANION?'. Below this, there are six upload boxes for the following documents: 'Affidavit Of Support And Guarantee', 'Passport Of Child', 'Passport Of Parent', 'Copy Of Return Ticket', 'Copy Of Invitation', and 'Philippine Government Issued Visa'. Each box contains a 'Select a file' button and a 'Drop a file here' instruction, with a note that the maximum file size is 5 MB and the valid file type is .pdf. A green 'Submit' button is located at the bottom right of the section.

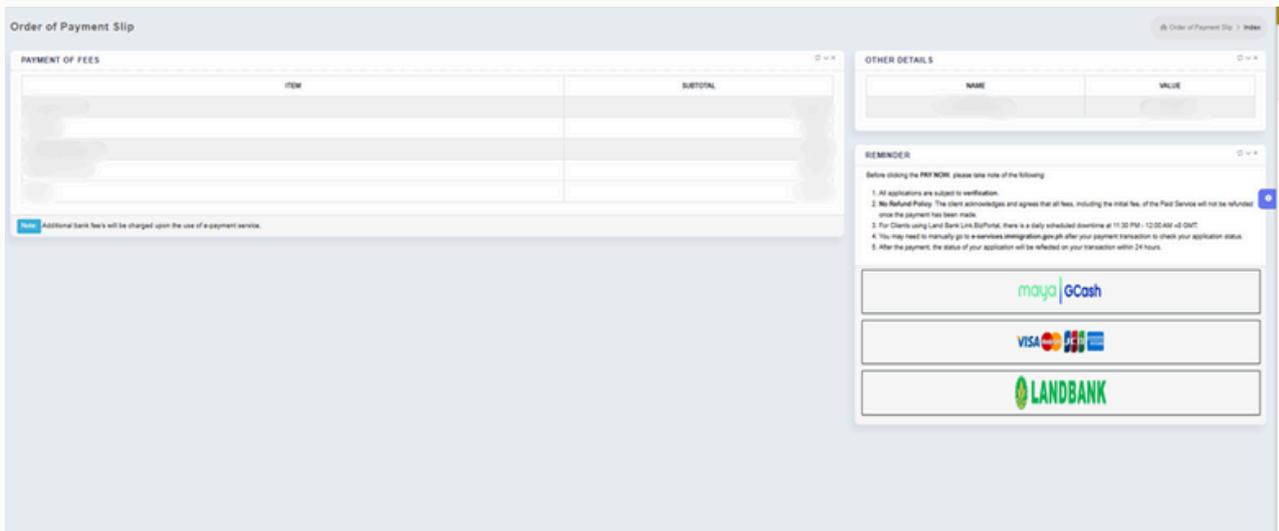
16. After clicking the 'Submit' button, a confirmation page will appear, indicating that the application has been successfully submitted.



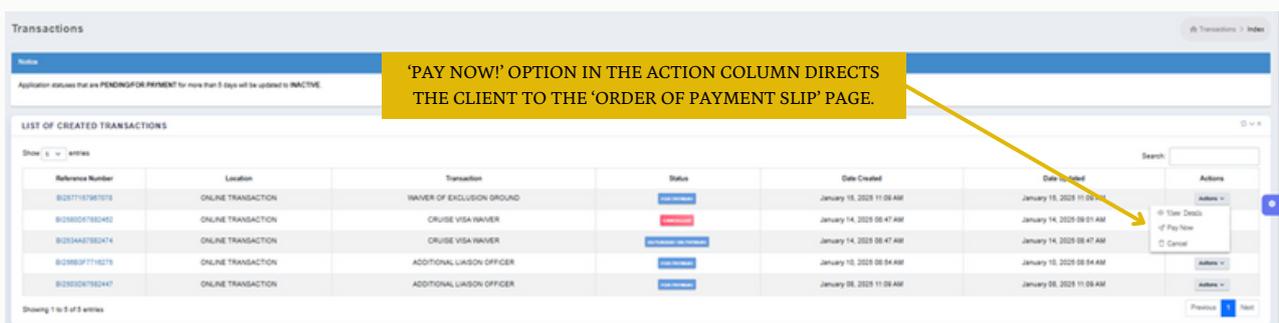
The screenshot shows a confirmation message overlaying the application form. The message is a white box with a green checkmark icon and the text: 'Success! Your application has been successfully submitted! Kindly pay the fees found in the OPS page.' Below the message is an 'OK' button. The background shows the application form with fields for 'Date of Birth' (25/03/1982) and 'Country of Citizenship' (ANTARCTICA), and several 'Passport Of Parent' and 'Philippine Government Issued Visa' upload boxes, each containing a 'Test pdf.pdf' file ready for upload.

17. A 'Success!' message will appear, confirming that the application has been successfully submitted.

18. The 'Order of Payment' page displays the amount due, a breakdown of fees, and the available payment portal for completing the transaction.



19. The list of a user's current transactions can be viewed in the left pane of the E-Services main page under the 'My Transactions' option. The 'Action' column dropdown includes options to 'Cancel,' 'Pay Now,' and 'View Details'.



20. After successful payment, an email containing the official receipt will be sent to the user's registered email address.