

REVISED CHECKLIST OF DOCUMENTARY REQUIREMENTS

BI MEMORANDUM CIRCULAR NO. RADJR-11-002, April 15, 2011

Read online (full-text search, related cases, audio case brief): <https://batas.org/library/028d6e34dd49/>

Pursuant to existing policies and procedures, the following REVISED Checklist of Documentary Requirements are hereby approved for implementation and dissemination to the public

(1) ANNEX “A”[*]

-

Treaty Trader’s/Treaty Investor’s Visa

(2) ANNEX “B”[*]

-

Extension of Treaty Trader’s/Investor’s Visa

(3) ANNEX “C”[*]

-

Conversion to Student Visa

(4) ANNEX “D”[*]

-

Inclusion of Dependent Spouse and/or Unmarried Children below 21 years old in the 9 (g) visa of Principal visa holder

(5) ANNEX “E”[*]

-

Extension of Pre-Arranged Employment Visa (MISSIONARY)

(6) ANNEX “F”[*]

-

Conversion to Pre-Arranged Employment Visa (COMMERCIAL)

(7) ANNEX “G”[*] - Conversion to Non-Quota Immigrant Visa by marriage (13a)

(8) ANNEX “H” [*]

-

Conversion tro Non-Quota Immigrant of Returning Former Filipino Citizen (13g)

(9) ANNEX “I”*

-

Conversion to Quota Immigrant (13)

(10) ANNEX “J”* -
Special Study Permit

(11) ANNEX “K”[*]

-

Special Working Permit

(12) ANNEX “L”[*]

-

Special Working Permit for Artists and Athletes

(13) ANNEX “M”[*]

-

Conversion to Temporary Resident Visa (TRV)

(14) ANNEX “N”[*]

-

Extension of Temporary Resident Visa (TRV)

(15) ANNEX “O”[*]

-

Conversion to TRV of Family members, dependents under Memorandum Order No. ADD-02-015

(16) ANNEX “P”[*]

-

Conversion to Non-Quota Immigrant Visa of a Returning Resident (13e)

(17) ANNEX “Q”[*]

-

Extension of Pre-Arranged Employment Visa (COMMERCIAL)

(18) ANNEX “R”[*]

-

Amendment of Probationary Non-Quota Immigrant Visa to Permanent Resident Visa Under Section 13 (a)

(19) ANNEX “S”[*]

-

Recognition as Philippine Citizen

(20) ANNEX “T”[*]

-

Affirmation of Recognition as Philippine citizen

No application shall be accepted for filing unless all of the documentary requirements are complete and in order. The Officer of the Day assigned at the Public Information and Assistance Unit shall certify that all of the documentary requirements for a particular application are complete and in order.

FOR STRICT COMPLIANCE.

Adopted: 15 April 2011

(SGD.) RICARDO A. DAVID, JR.
Commissioner

[*] Text Available at Office of the National Administrative Register, U.P. Law Complex, Diliman, Quezon City.

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at <https://batas.org>

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.