

## **Affidavit of Support and Guarantee (ASG)**

Applications for Affidavit of Support and Guarantee (ASG) **must meet** the following main criteria to be considered

1. Visitor/s to be sponsored must be bona fide relative/s of sponsor/s **within the 1<sup>st</sup> and 2<sup>nd</sup> degree of consanguinity or affinity**;

<b>Sponsor's degree of relationship</b>	<b>Consanguinity</b>	<b>Affinity</b>
1 <sup>st</sup> degree	Parents Children	Spouse
2 <sup>nd</sup> degree	Grandparents Brothers/Sisters Grandchildren	Parent-in-law Son/Daughter-in-law

2. Sponsor/s' income is within the appropriate thresholds set per individual / family composition; and the same must not be holder/s of visas under certain categories such as Household Service Workers (HSWs).

<b>Family composition of sponsor/s</b>	<b>Minimum monthly income</b>
<b>Single person</b> (sponsor is residing alone in the UAE)	<b>AED 10,000.00</b>
<b>Family of two</b> (i.e., main sponsor and spouse, or main sponsor / parent sponsor and one child)	<b>AED 14,000.00</b> wherein family of two is either husband and wife or single parent and child
<b>Family of three</b> (i.e., main sponsor, spouse, and one child; or main sponsor / parent and two children)	<b>AED 16,000.00</b> wherein family of three is husband and wife with one child or single parent with two children
<b>Family of four</b> (i.e., main sponsor, spouse, and two children; or main sponsor / parent sponsor and three children)	<b>AED 18,000.00</b> wherein family of four is husband and wife with two children or single parent with three children

*Note:*

- *Only legal spouses can combine their monthly income to meet the threshold*
- *The above salary threshold is based on cost-of-living estimates from authoritative financial institutions operating in the UAE. As such, the income threshold is constantly being reviewed to align with current living costs. The Philippine Embassy does not set or determine the applicable income threshold.*

**Applicants are advised to submit their ASG applications ahead of time at least a month before their visitor/s' intended date of travel.**

**Once the requirements are complete, appointments for ASG applications can be booked through e-mail [asgeq.auhpe@gmail.com](mailto:asgeq.auhpe@gmail.com)**

### **Requirements (effective 24 August 2020):**

1. Two (2) original accomplished [Affidavit of Support and Guarantee application forms](#)

#### **Photocopies of the following documents:**

2. Proof of relationship:
  - NSO/PSA-issued birth certificate of sponsor/s and visitor/s

- NSO/PSA-issued marriage contract of sponsor/s and visitor/s  
*Entries must be clear/ legible; in case of discrepancies in names, additional documents may be required.*
3. Proof of income:
    - Sponsor/s' employment contract/s verified by POLO **or** issued by the UAE Ministry of Human Resources and Emiratization (MOHRE), if in private sector
    - Sponsor/s' payslips for the past six (6) months **or** bank statements (if salary is credited through bank transfer)
    - Salary Certificate; if there is a discrepancy between the stated salary in the contract and in actual payslips, this must be attested by the Abu Dhabi Chamber of Commerce and Industry (ADCCI)
    - Proof of monthly business income for the past 6 months for **Investor Visa holders**.
  4. Proof of accommodation
    - Tenancy Contract from the Abu Dhabi Municipality (ADM) under sponsor/s name; or
    - Hotel booking for the duration of the trip duly stamped by the hotel or travel agency, with
    - Round-trip air ticket/s, if Tenancy Contract is not under the sponsor/s' name; (**Airfare tickets with flexible rebooking/ refund options are encouraged**)
  5. Overseas Workers Welfare Administration (OWWA) membership payment official receipt for the last two (2) years or less from present
  6. Valid passport/s and UAE residence visa/s of sponsor/s
  7. Valid passport/s and UAE tourist visa/s of visitor/s
  8. Trade license of the travel agency/ company facilitating the visitor/s' Tourist Visa
  9. Consular fee of **AED 100.00** (per document) to be paid upon approval/ release of the ASG at the Embassy's cashier by **cash only**.

**All documents written in Arabic must be legally translated to English**

- ◆ The Embassy retains the right to require additional documents depending on its evaluation.
- ◆ Processing time can take between **3-5 working days**, if the requirements are complete and the application is in order. **During this period of processing, follow-ups on the status of ASG application/s will not be entertained.**