



Embassy of Italy
Manila

Consular Office

Requirements for the issuance of Declaration of Value on completed studies/degree obtained in the Philippines for EMPLOYMENT / BUSINESS PURPOSES

1. Copy of valid Passport of the interested person;
2. Copy of valid Permit of Stay (for residents in Italy);
3. Request letter from the interested party stating the use or purposes of the documents;
4. Special Power of Attorney for their representative (if interested party is not in the Philippines);
5. Certified true copy of College/Postgraduate Diploma and Transcript of Records, duly authenticated by the Commission on Higher Education (CHED), and Apostilled by the Department of Foreign Affairs;
6. Certified true copy of Professional Regulation Commission (PRC) documents for all courses that require Professional Board examination:
(a) Certificate of Board Examination, (b) Certificate of Board Rating and (c) valid PRC-ID, duly Apostilled by the Department of Foreign Affairs. If not a Board passer, kindly declare it in your letter of request.
7. Bring all original school documents upon application.

Additional requirements for graduates in the Medical field:

1. Clinical Learning Experience Record: including total number of completed hours/weeks and final rating duly Apostilled by the Department of Foreign Affairs;
2. Certificate of Employment: if applicable, stating: (a) duration of service (b) total number of completed hours/weeks of service and (c) job description, duly authenticated by the Department of Health, and Apostilled by the Department of Foreign Affairs.

Nota bene:

- Translation to Italian language may be secured in Italy thru recognized Court/legal translators.
- Secure an appointment online thru <https://prenotami.esteri.it>