



1177 JORGE BOCOBO ST. ERMITA, MANILA 1000 | (02) 8521-0020 | <https://slec.ph>

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**Monday, September 30, 2024**

**Time: 1:00 PM**

**US24083011V1DI**

**\*US24083011V1DI\***

Dear Maam/Sir:

This confirms the medical examination appointment of U.S. visa applicant **DUE, JOANNA ATHALIA FRIAS** at St. Luke's Medical Center Extension Clinic (SLEC), on **Monday, September 30, 2024** at **1:00 PM**. Please be at the clinic at least 30 minutes before your scheduled appointment.

SLEC strictly observes the schedule for the visa medical examination. Visa applicants who arrive on time shall be given priority over those who arrive late and miss their appointment.

Sudden changes in quarantine restrictions may affect clinic schedules. Please provide an email address and phone number that is working and accessible to you so we can contact you when needed. **Visit our website regularly for important announcements.**

**IMPORTANT REMINDERS:**

Prepare the following required documents inside a short brown envelope in this exact order:

- Four (4) pieces recent 2x2 visa pictures
- Printed copy of this email
- Please print a copy of the attached Process Flow and bring it with you on the day of your medical examination.
- Passport (*must be valid for at least 6 months*) – original and two (2) photocopies of the biographic data page (actual size).

Minors (i.e., ages 17 years and below) who will not be accompanied by their parents during the medical examination must also present the following:

- Letter of Authorization or Special power of attorney stating that the companion is authorized to sign on behalf of the parent (companion must be knowledgeable of the minor's medical history)
- Parent's government-issued ID – two (2) photocopies
- Authorized companion's government-issued ID – original and two (2) photocopies

Bring the following documents:

- Vaccination records – original and two (2) photocopies, including the COVID-19 vaccine certificate, if vaccinated
- Visa Interview Appointment Letter – one (1) photocopy
- Letter with Case Number – one (1) photocopy
- DS 260 Confirmation for Regular Immigrants OR DS 160 Confirmation for K Visa applicants

**Each person who will undergo a visa medical examination must have one envelope that contains his/her documents. Please do not staple the documents.**

- **In the event that the US Embassy or NVC gives you a visa interview date that is earlier than your scheduled medical examination appointment date, please send us an email at [inquiry@slec.ph](mailto:inquiry@slec.ph) so we can reschedule your medical examination accordingly.**
- For health and safety reasons, only visa applicants will be allowed to enter clinic premises. Only one companion will be allowed in the case of senior citizens, PWDs, or minors (i.e., ages 17 years and below), provided that the minor is not accompanied by an adult visa applicant.
- Always wear your face mask within clinic premises on the day of your visa medical examination
- Applicants (regardless of age) with signs and symptoms of COVID-19, or who are close contact of a confirmed COVID-19 case will not be permitted to enter the building and will have to complete the DOH-IATF required isolation or quarantine period before proceeding with the visa medical examination.
- Applicants who wear contact lenses should bring their container and soaking liquid in case they are asked to remove the lenses during the medical exam.

## **RESCHEDULING**

You may reschedule your appointment for visa medical examination not later than **September 28, 2024** by clicking on <https://account.slec.ph/>. Rescheduling is subject to availability, and may affect the medical fee in case your age changes. Any difference in amount shall be settled at the Clinic on the day of your medical examination.

If your visa interview date is earlier than the date of your visa medical examination appointment date, please send us an email at [inquiry@slec.ph](mailto:inquiry@slec.ph) so that we can reschedule your appointment.

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## **ERMITA, MANILA**

### **CONTACT DETAILS**

#### **Clinic Address:**

1177 Jorge Bocobo St., Ermita, Manila

#### **Contact Numbers:**

(02) 8521-0020

#### **Clinic Hours:**

Mondays to Fridays from 7:00AM to 4:30PM (We are closed on declared Philippine holidays)

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## **Mode of Payment:**

We accept cash payment (in Philippine Peso) at the Clinic's cashier. We also offer the convenience of accepting credit card (Visa and Mastercard) payments onsite.

Please be reminded that St. Luke's Extension Clinic does not accept online credit card payments. Payments through Security Bank are also unavailable until further notice.

*Confidentiality Notice: The contents of this email and any attachments are confidential and/or legally privileged and are intended solely for the addressee. If you received this email message in error, please immediately notify the sender by reply email and delete this message and its attachments. Any use, reproduction, or dissemination of this transmission by persons or entities other than the intended recipient is strictly prohibited.*