

St. Mary Euphrasia Foundation-Center for Overseas Workers (SMEF-COW)

Infront of USC-Boys High, Gen. Maxilom St., Cebu City

Contact Nos. 032 235 3745 / 3746

- 6:00am Docking at the Pier**
- 6:30am Pier to SMEF Office – In front of San Carlos Boy’s High**
Taxi fare (Php.60.00 to 70.00)
- 7:30am Registration**
Do not forget to register at the guard. He will monitor the attendants, since only 15 participants are allowed in a day. If you are the 16th onward, you have to Come back the next working day.
- 8:00am Filling Up of Form**
When submitting the filled out form, you have to submit the required documents too (as stated in the list, along with the seminar fee of Php.250.00). After sorting your document and paying the fee, SMEF will take your picture (same counter for payment) using a webcam. This picture will be used/posted in the Certificate of Attendance that they will give you, in which is required in getting the CFO certificate.
- 9:30-12:00nn Seminar**
The participants are divided according to country of destination.
- 12.01-1:00 Lunch Break**
- 1:01pm Individual Counseling**
The counselors will call you one by one to have your individual counseling.
The counselor will ask you personal questions concerning your relationship with your foreign spouse. The hierarchy will be according to the order of registration list (the one, at the guard).
- 2:00pm CFO – Certificate**
After the seminar, you have to go to the CFO Office (at the DFA Building) to get your CFO certificate or visa/passport stamping. You have to photocopy your certificate, the Official Receipt from SMEF, your passport and your visa. Payment of Php.400.00 is required at this stage. You will wait (it depends on the number of people their with the same purpose) for your queue.

Requirements:

(1) SMEF Seminar

- 2 x valid IDs (and a copy)
- Birth Certificate NSO Paper (and a copy)
- Marriage Certificate NSO Paper (and a copy)
- Pictures together and during the wedding (They will get 1 pic for their file)
- A copy of the Divorce Decree
- Orig and a copy of passport
- A copy of passport with arrival stamp –husband
- A copy of Legal Capacity to Marry
- Seminar Fee Php. 200.00

(2) CFO

- A copy of passport, your visa, our SMEF attendance certificate and Official Receipt from SMEF (along the original copy for verification)
- CFO Registration Fee Php. 400.00