

## SCHENGEN VISA APPLICATION

<b>VISA REQUIREMENTS:</b>
<ul style="list-style-type: none"> <li>● Biometric personal appearance is required by appointment, depending on the visa center's appointment system</li> <li>● Draft application form</li> <li>● <b>Introduction Letter</b> (Indicate the purpose of travel, travelling companion, source of income, occupation, travel history and length of stay and other important details) *affix signature, contact number and email address*</li> <li>● <b>Two (2) recent passport size pictures</b> in white background with collar, both ears exposed and mouth closed</li> <li>● <b>Original valid passport at</b> least 6 months valid from date of departure</li> <li>● <b>Original old passport/s</b> with old visa/s to show travel history</li> <li>● Photocopy of bio page, last page, pages with visa and stamps (entry and exit) of <b>current and old passport/s</b></li> <li>● <b>Original Bank Certificate</b> addressed to the Embassy</li> <li>● <b>Original Bank Statement</b> for the last 6 months</li> <li>● Original PSA Birth Certificate</li> <li>● Original PSA Marriage Certificate (if married)</li> <li>● Photocopy of PRC ID if professional, IBP Card for Lawyer, Company ID for employee</li> <li>● <b>Travel Health Insurance</b> minimum coverage of <b>EUR 30,000</b> must be valid throughout Schengen area for emergency hospitalization and repatriation expenses.</li> <li>● Detailed day to day itinerary of the planned trip</li> <li>● Flight itinerary</li> <li>● Hotel Accommodation reservation</li> </ul>
<b>IF EMPLOYED:</b> <ul style="list-style-type: none"> <li>● Original Certificate of Employment (showing compensation, position, date hired &amp; issued under company official letter)</li> <li>● Approved Leave of Absence (Private/Government Employees/Officials, approved "<b>Travel Authority</b>")</li> <li>● ITR 2316</li> </ul>
<b>IF BUSINESS:</b> Photocopy of Business registration <ul style="list-style-type: none"> <li>● DTI or SEC with Article of Incorporation and General Information Sheet</li> <li>● Mayor's Permit or Business permit</li> <li>● ITR 1701 (w/ company financial statements)</li> </ul>
<b>IF RETIRED:</b> Certificate of Retirement, proof of pension and/or photocopy of Senior ID
<b>IF STUDENTS/MINOR:</b> <ul style="list-style-type: none"> <li>● Parents documents based on source of Income and <b>Notarized Affidavit of Support</b></li> <li>● Original Certificate of Enrolment from school with approved leave of absence and Photocopy of School ID</li> <li>● Original PSA Birth Certificate</li> <li>● If travelling alone or with guardian or another person, submit DSWD Permit and <b>(Notarized Affidavit of Support and Consent from Parents)</b></li> </ul>
<b>IF DOCTORS/PHYSICIAN:</b> <ul style="list-style-type: none"> <li>● Certificate of Affiliation from the Hospital and Photocopy of Certificate of Registration 2303</li> </ul>
<b>FOR CONVENTION / INVITATION / SPONSORSHIP:</b> <ul style="list-style-type: none"> <li>● <b>If attending:</b> Meeting, Conference, Convention must submit Registration of the event with daily schedule</li> <li>● <b>If invited:</b> must submit Invitation Letter and Evidence of Status of inviter (copy of residence ID and Passport)</li> <li>● <b>If sponsored:</b> must submit Affidavit of Support, Business Documents or Employment documents, Bank Certificate with 6 months Statement and Income Tax Return of the sponsor and Proof of Relationship, Title Deeds or Lease Agreement</li> </ul>
<b>GERMANY - FORMAL OBLIGATION</b> <b>FRANCE - ATTESTATION D'ACCUIEL</b>

**NOTE:** Embassy will require additional documents if deemed necessary

\* Photocopy of documents must be in A4 size paper

\* NO BORROWING OF PASSPORT

\* NO TRAVEL WITHIN PROCESSING PERIOD

**SUBMISSION OF COMPLETE REQUIREMENTS:** 2 months before departure

Date: \_\_\_\_\_

Signature over printed name of Applicant: \_\_\_\_\_

Contact no.: \_\_\_\_\_