

SCHENGEN VISA APPLICATION

VISA REQUIREMENTS:
● Biometric personal appearance is required by appointment, depending on the visa center's appointment system ● Draft application form ● Introduction Letter (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* ● Two (2) recent passport size pictures in white background with collar, both ears exposed and mouth closed ● Original valid passport at least 6 months valid from date of departure ● Original old passport/s with old visa/s to show travel history ● Photocopy of bio page, last page, pages with visa and stamps (entry and exit) of current and old passport/s ● Original Bank Certificate addressed to the Embassy ● Original Bank Statement for the last 6 months ● Original PSA Birth Certificate ● Original PSA Marriage Certificate (if married) ● Photocopy of PRC ID if professional, IBP Card for Lawyer, Company ID for employee ● Travel Health Insurance minimum coverage of EUR 30,000 (Travel duration: +15 days) must be valid throughout Schengen area for emergency hospitalization and repatriation expenses. ● Detailed day to day itinerary of the planned trip ● Flight itinerary ● Hotel Accommodation reservation ● Title Deeds / ORCR
IF EMPLOYED: ● Original Certificate of Employment (showing compensation, position, date hired & issued under company official letter) ● Approved Leave of Absence (Private/Government Employees/Officials, approved "Travel Authority") ● ITR 2316
IF BUSINESS: Photocopy of Business registration ● DTI or SEC with Article of Incorporation and General Information Sheet ● Mayor's Permit or Business permit ● ITR 1701 (w/ company financial statements)
IF RETIRED: Certificate of Retirement, proof of pension and/or photocopy of Senior ID
IF STUDENTS/MINOR: ● Parents documents based on source of Income and Notarized Affidavit of Support ● Original Certificate of Enrolment from school with approved leave of absence and Photocopy of School ID ● Original PSA Birth Certificate ● If travelling alone or with guardian or another person, submit DSWD Permit and (Notarized Affidavit of Support and Consent from Parents)
IF DOCTORS/PHYSICIAN: ● Certificate of Affiliation from the Hospital and Photocopy of Certificate of Registration 2303
FOR CONVENTION / INVITATION / SPONSORSHIP: ● If attending: Meeting, Conference, Convention must submit Registration of the event with daily schedule ● If invited: must submit Invitation Letter and Evidence of Status of inviter (copy of residence ID and Passport) ● If sponsored: 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
GERMANY - FORMAL OBLIGATION FRANCE - ATTESTATION D'ACCUEIL

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: **3 months before departure**

Date: _____

Signature over printed name of Applicant: _____

Contact no.: _____