



Dusit Thani Hotel
Makati City
Contact Number # 0977-0338117
Email Address: relitoursschengen@gmail.com

BRITISH EMBASSY

VISA REQUIREMENTS:		✓
● Personal appearance required by appointment		
● Visa application form dully filled-up dated and sign		
● Two (2) recent passport size pictures in white background		
● Original valid passport at least 6 months valid from date of departure		
● Original old passport with old visa to show history of travel		
● Original Certificate of Employment		
● Leave of Absence		
● Xerox copy of Business registration – COR, DTI, Mayor's Permit, SEC, GIS (if self-employed)		
● Hospital Certificate (For Doctor)		
● Photocopy of PRC ID if professional, Company ID for employee, IBP ID for Lawyer, and bring original ID upon appearance		
● Xerox copy of Latest Income Tax Return 2316 / 1701-02 with Financial Statement		
● Original Bank certificate		
● Original Bank Statement latest 6 months		
● If attending Meeting, Conference, Convention need Registration of the event with daily schedule		
● If invited, need Invitation Letter, Passport, Residence Id, BC, MC, Title Deeds or Tenancy Agreement of House, Picture Together		
● If Sponsored by Person: Affidavit of Support or Guarantee Letter, Employment Docs, Business Docs, Bank Certificate and Bank Statement 6 Months		
● If sponsored, need Sponsorship Letter from sponsoring company, Business Docs, ITR, Bank Certificate and Bank Statement 6 Months		
● Original PSA Birth certificate		
● Original PSA Marriage Contract (If married)		
● Title Deeds / ORCR		
● Credit Card Statement 6 Months (Optional)		
FOR CHILD:		
● Submit documents of parents same as above together with Affidavit of Support		
● If studying, submit Enrolment certificate from school		
● Xerox copy of School ID		
● Original PSA Birth certificate		
● If travelling alone / Travelling with guardian or another person, submit DSWD Permit		

NOTE: Embassy will require additional documents if deemed necessary.

PROCESSING TIME: More or less 15 working days Processing

NOTE: Submission of complete requirements 3 months before intended departure

Date: _____

**Name
and
Signature** _____