



Liberté • Égalité • Fraternité

RÉPUBLIQUE FRANÇAISE

## Ambassade de France aux Philippines

# SCHENGEN VISA – SHORT STAY VISIT/TOURISM

\*\*\*\* Documents must be in TWO COMPLETE SETS (Original and Photocopy) and must be arranged in the CORRECT ORDER, specified below:

- ☐ Signed Schengen visa application form with photo (35mm x 45mm, white background)
- ☐ Valid passport (3 months' validity from the end of intended stay), photocopy of valid and former visas, pages of the passport with Immigration stamps and previous refusal stamps, if any
- ☐ Cover letter explaining the purpose of the trip and proposed day-to-day itinerary
- ☐ Proof of Accommodation
  - For Tourists: hotel reservations (for the entire stay in the Schengen area)
  - If staying with a French resident: "Attestation d'accueil" (delivered by the City hall where the host is residing (the original must be presented) + copy of that host's passport or residence permit (if citizen of a country outside the EU) + proof of relationship (if applicable)
  - For priests, nuns and missionaries: "Formulaire unique" + certificate from the Apostolic Nunciature and guarantee letter from French and Filipino congregation
- ☐ Round Trip Airline Reservation PHL – SCH - PHL
- ☐ Transfer tickets within Schengen countries (train, coach, flight reservations, etc)
- ☐ For family visit, proof of relationship with the host (birth certificate, marriage certificate...)
- ☐ Certificate of employment with monthly salary and leave of absence approved by employer, or if self employed, official business registration (DTI Permit and /or SEC papers) for current and previous year
- ☐ Latest personal income tax return
- ☐ Recent (issued within the last month) personal bank certification
- ☐ Photocopy of the last three months' statement of account of the same bank account
- ☐ For minors and/or students:
  - Proof of economic means of parents/legal guardian
  - Copy of passport of parents/legal guardian and affidavit of support and consent
  - Proof of enrolment and certificate of leave of absence if travelling during the school year
- ☐ Identity/Marital Status
  - If married: photocopy of your marriage contract and birth certificate
  - If single: photocopy of your birth certificate
  - For non-Filipino applicants: Copy of Alien Certificate Registration (ACR)
  - For minors not travelling with either parent, a copy of the DSWD permit
- ☐ An international travel insurance (medical expenses and repatriation) covering the entire period of the person's intended stay and valid for all Schengen states. Minimum coverage should be EUR 30,000.
- ☐ Visa Fee

**Latest update: 23-09-2016**