

CHECKLIST FOR TOURIST VISA

1.	ENTRY VISA APPLICATION FORM
	COMPLETELY filled in “Schengen Visa” application form (Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable. For minors , application must be signed by BOTH parents)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and Current valid passport (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by the Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	PROOF OF TRAVEL
	<ul style="list-style-type: none">• Complete Itinerary• confirmed round trip flight booking
5.	PROOF OF FINANCIAL MEANS OF THE APPLICANT
	Copy of real estate property – title-deed (if relevant)
	Bank Certification supported by Passbook or Statement of account (six months account history for frequent traveler)
	If available, international credit cards statements, properties, land titles etc.
	For minors: proof of economic means of parents or legal guardian
6.	PROOF OF OCCUPATION
	If employed, Certificate of Employment & approved Leave of Absence, Income Tax Return (ITR)
	For applicants who are Government Staff, Approved Travel Authority
	If Self-employed, Business License/ permits, BIR registration and Financial Statement/Income Tax Return
	Professional License Card (PRC Card) if any
	For students, Certificate of Enrolment and Approved Leave of Absence (if travelling during school year)
7.	HEALTH INSURANCE
	Travel Health Insurance with coverage of at least 30,000 euros (<u>with 15 days allowance beyond travel period</u>) for expenses for emergency hospitalization and repatriation expenses, valid throughout the Schengen area, to be chosen only among those offered by the Schengen accredited Insurance companies listed here
8.	AVAILABILITY OF ACCOMMODATION
	Hotel booking under the name of the traveler
	Letter of invitation (format of the letter can be downloaded from HERE)

	Document of identity, proof of citizenship or permit of stay from the inviting person
	If invited by relatives, NSO documents to prove relationship
9.	OTHERS
	NSO issued Birth Certificate
	NSO issued Marriage Certificate
	For All minors & students: Notarized Affidavit of Support and Consent from both parents
	Proof of family ties in the Philippines
	DSWD clearance for minors not traveling with parents
	If not Filipino citizen, proof of permanent residency in the Philippines (ACR)
10	VISA FEE
	Visa processing fee in cash

- Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted