

CHECKLIST FOR STUDY VISA (SHORT TERM)

ENTRY VISA APPLICATION FORM

1. [Download and fill up the following "Schengen Visa" Form](#) (Please **DO NOT** leave blanks in the form. Indicate "NA" if answer is not applicable.)

PHOTO

2. One (1) recent **passport-sized** or **2x2 inch colored** ICAO standard **photo** with white background (ears should be exposed and with collared shirt/blouse)

TRAVEL DOCUMENT

3. **Old** (if available) and **current valid passport** (expiring date must be three months longer than visa requested period. **Please consider a 6-month validity** as required by the Philippine Bureau of Immigration)
4. **Photocopy of biographical page** of the **passport**

PROOF OF TRAVEL ARRANGEMENTS

5. **Copy of the travel itinerary**

PROOF OF OCCUPATION

If pupil or student

- 6a. **Proof of enrolment**
- 6b. **Certificate of leave absence if travelling during school year**

For study research or other types of internship

- 6c. **Certificate of admission or registration** at an educational establishment for the purpose of attending academic or vocational courses
- 6d. **Copy of the Diploma/Certification of previous studies**

OR

- 6e. **Cover letter** from the inviting company

PROOF OF FINANCIAL MEANS

7. **Bank certification, bank books, personal bank statements** showing regular income, **credit card statements** or balance covering the last six months

For minors

- 7a. **Proof of parents' or legal guardian's economic means** (cf. the above)

PROOF OF ACCOMMODATION

8. **Confirmation of hotel booking, hotel voucher** or letter of promise accommodation by the host under the name of the traveler

HEALTH INSURANCE

9. **Travel Health Insurance** of EUR 30,000 minimum coverage (with 15 days of allowance beyond travel period) and valid throughout Schengen area for emergency hospitalization and repatriation expenses. The insurer has to be from [the following list of accredited companies](#).

VISA FEE

10. Free of charge

Notes:

Only Visa applications whose intended date of travel is within 6 months from the time of application will be accepted.