

# CHECKLIST FOR FAMILY/FRIENDS VISIT VISA

## 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 RELATIONSHIP

5. **Proof of sponsorship**
6. **Proof of relationship** such as birth certificate, marriage certificate or photocopy of the biodata page of the sponsor's passport

## PROOF OF APPLICANT'S 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 TIES IN THE PHILIPPINES

8. **Proof of social security contributions**
9. **Copy of real estate property-title-deed**
10. **Proof of family ties in the Philippines** (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA)

## PROOF OF OCCUPATION

### If employed

- 11a. **Certificate of employment**
- 11b. **Certificate of leave absence**
- 11c. **Latest income tax return**

### If self-employed

- 11d. **Proof of company registration** issued by Department of Trade Industry/Securities Exchange Commission registration of business
- 11e. **Latest Income Tax Return**
- 11f. **Business financial statement**

## PROOF OF ACCOMMODATION

12. **Confirmation of hotel booking, hotel voucher or letter of promise of accommodation** by friend/family

<b>HEALTH INSURANCE</b>
13. <b>Travel Health Insurance</b> 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 <a href="#">the following list of accredited companies</a> .
<b>MINORS</b>
<b><u>If travelling alone or with only one parent</u></b>
14a. <b>Written consent of non-travelling parent/legal guardian</b> or proof of sole custody of the travelling parent or legal guardian (Please note that <b>NO CONSENT</b> is required if <b>father's name DOES NOT appear</b> in the PSA issued birth certificate)
14b. <b>Copy of bio data page of parent(s) or legal guardian's passport</b>
14c. <b>Birth Certificate certified</b> by PSA
14d. <b>Department of Social Welfare and Development clearance (ONLY if the minor is travelling alone)</b>
<b>OTHERS</b>
<b><u>If travelling with spouse and/or children</u></b>
15a. <b>Marriage contract</b> certified by PSA
15b. <b>Birth certificates</b> of children certified by PSA
<b><u>For non-Philippine applicants</u></b>
16a. <b>Copy of Alien Certificate Registration</b> valid at least three months beyond the date of departure from the territory of the Member State
<b>VIA FEE</b>
17. Visa processing fee in cash

Notes:

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