

## CHECKLIST FOR SEAFARERS (TRANSIT VISA)

<b>ENTRY VISA APPLICATION FORM</b>
1. <a href="#">Download and fill up the following “Schengen Visa” Form</a> (Please <b>DO NOT leave blanks</b> in the form. Indicate “NA” if answer is not applicable.)
<b>PHOTO</b>
2. One (1) recent <b>passport-sized</b> or <b>2x2 inch colored</b> ICAO standard <b>photo</b> with white background (ears should be exposed and with collared shirt/blouse)
<b>TRAVEL DOCUMENT</b>
3. <b>Old</b> (if available) and <b>current valid passport</b> (expiring date must be three months longer than visa requested period. <b>Please consider a 6-month validity</b> as required by the Philippine Bureau of Immigration)
4. <b>Photocopy of biographical page of the passport</b>
<b>SUPPORTING DOCUMENTS</b>
5. Original and photocopy of <b>Seaman’s Book</b> with a minimum of 1 year
6. Original and photocopy of <b>Employment Contract</b> authenticated by Philippine Overseas Employment Administration (P.O.E.A)
7. Original and photocopy of <b>a Declaration by the shipping company in the Philippines</b>
8. <b>Invitation letter from the maritime agency of the Member State</b> where the sailor will join the vessel. The signed invitation must carry the agency’s seal and include the <b>following data</b> : <ul style="list-style-type: none"> <li>- The seafarer’s full name</li> <li>- Place and date birth, passport number, seaman’s book number, including the date of issue and period of validity</li> <li>- Date of issue and period of validity of the invitation</li> <li>- The seafarer’s position on the vessel (for a group of seafarers this information may be included in a signed list carrying the agency’s seal and attached to the invitation letter</li> <li>- Date and airport of entry in the territory of the Member States</li> <li>- Name of the Vessel</li> <li>- Port of boarding</li> <li>- Duration of the contract</li> <li>- Itinerary that the seafarer will follow to arrive in the Member State of destination</li> <li>- The name and address of the Philippine agency that will submit the visa application and, upon seafarer’s arrival, be in charge of transporting him to the vessel</li> </ul>
<b>VISA FEE</b>
9. 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.