

# CHECKLIST FOR MISSION VISA(LONG 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**

## DOCUMENTATION PROVING THE STATUS OF PUBLIC/INTERNATIONAL OFFICIAL TO BE SENT TO ITALY FOR PERFORMING HIS/HER DUTY

### If employed

- 5a. **Certificate of employment**
- 5b. **Approved leave of absence**

### If Government Staff

- 5c. **Approved Travel Authority**

6. **Original and photocopy of the Bank Certificate**
7. **Original and photocopy of the Letter of Endorsement** by the local counterpart

## INVITATION

8. A **personalized letter** containing the relevant personal data of the invited persons and his/her function and the name, contact details and position of the counter signing person as well as the length and purpose of the visit or activity
9. Note Verbale, when applicable

## PROOF OF ACCOMMODATION

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

## HEALTH INSURANCE

11. **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

12. 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.