

## CHECKLIST FOR MISSION 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)

**Photocopy of biographical page of the valid passport**

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

#### **If employed**

- 4a. **Certificate of employment**
- 4b. **Approved leave of absence**

#### **If Government Staff**

- 4c. **Approved Travel Authority**

5. Original and photocopy of the **Letter of Endorsement** by the local counterpart

### INVITATION

6. **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

### PROOF OF ACCOMMODATION

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

### HEALTH INSURANCE

8. **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

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.