

## CHECKLIST FOR STUDY VISA (SHORT TERM)

<b>ENTRY VISA APPLICATION FORM</b>
1. <a href="#">Download and fill up the following “Schengen Visa” Form</a> (Please <b>DO NOT</b> leave blanks 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>PROOF OF TRAVEL ARRANGEMENTS</b>
5. <b>Copy of the travel itinerary</b>
<b>PROOF OF OCCUPATION</b>
<u><b>If pupil or student</b></u> 6a. <b>Proof of enrolment</b> 6b. <b>Certificate of leave absence if travelling during school year</b>
<u><b>For study research or other types of internship</b></u> 6c. <b>Certificate of admission or registration</b> at an educational establishment for the purpose of attending academic or vocational courses 6d. <b>Copy of the Diploma/Certification of previous studies</b> OR 6e. <b>Cover letter</b> from the inviting company
<b>PROOF OF FINANCIAL MEANS</b>
7. <b>Bank certification, bank books, personal bank statements</b> showing regular income, <b>credit card statements</b> or balance covering the last six months
<u><b>For minors</b></u> 7a. <b>Proof of parents’ or legal guardian’s economic means</b> (cf. the above)
<b>PROOF OF ACCOMMODATION</b>
8. <b>Confirmation of hotel booking, hotel voucher</b> or letter of promise accommodation by the host under the name of the traveler
<b>HEALTH INSURANCE</b>
9. <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>VISA FEE</b>
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.