

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

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