

CHECKLIST FOR STUDY 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)
4. Photocopy of biographical page of the passport
PROOF OF TRAVEL ARRANGEMENTS
5. Copy of the travel itinerary
PROOF OF OCCUPATION
<u>If pupil or student</u>
6a. Proof of enrolment
6b. Certificate of leave absence if travelling during school year
<u>For study research or other types of internship</u>
6c. Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses
6d. Copy of the Diploma/Certification of previous studies
OR
6e. Cover letter from the inviting company
PROOF OF FINANCIAL MEANS
7. Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months
<u>For minors</u>
7a. Proof of parents’ or legal guardian’s economic means (cf. the above)
PROOF OF ACCOMMODATION
8. Confirmation of hotel booking, hotel voucher or letter of promise accommodation by the host under the name of the traveler
HEALTH INSURANCE
9. 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
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.