

CHECKLIST FOR SPORT EVENT 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 SPORT OFFICIAL TO BE SENT TO ITALY FOR PERFORMING HIS/HER DUTY
<u>If employed</u> 4a. Certificate of employment 4b. Approved leave of absence
<u>If Government Staff</u> 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.