

CHECKLIST FOR BUSINESS 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 **valid passport**

PROOF OF TRAVEL ARRANGEMENTS

5. Copy of the **travel itinerary**

PROOF OF APPLICANT'S FINANCIAL MEANS

6. Either **personal** or the **company bank certification, bank books** and **bank statements** showing regular income, **credit card statements** or balance covering the last six months

PROOF OF BUSINESS AFFAIRS

7. **Certificate from the employer**, that is, a letter of the Philippine company introducing the businessperson, purpose and duration of the visit(s), financial cover of the visit, short company profile
8. **Invitation from the inviting company or organization.** The letter should contain:
 - Relevant personal data
 - Invited person's function
 - Length of the visit
 - Purpose of the visit and activity to be undertaken during the stay
 - Who is to cover the cost of the stay
 - Name and position of the counter signing person
9. **Proof of recent business contact** between the two companies (e.g. contracts, invoices)

If participants in commercial fair, congress, cultural or sports events

10. A **personalized letter** containing the relevant personal data of the invited person 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 OCCUPATION

If employed

- 11a. **Certificate of employment**
- 11b. **Certificate of leave absence**
- 11c. **Latest income tax return**

<i>If self-employed</i>
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 the host
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 .
OTHERS
<i>For non-Philippine applicants</i>
14. Copy of the Alien Certificate Registration valid at least three months beyond the date of departure from the territory of the Member States
VIA FEE
15. 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.