

CHECKLIST FOR MISSION VISA (Short Term)

1.	ENTRY VISA APPLICATION FORM
	COMPLETELY filled in "Schengen Visa" APPLICATION FORM (Please DO NOT leave blanks in the form. Indicate "NA" if answer is not applicable)
2.	PHOTO
	One (1) recent passport-sized or 2x2 colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
3.	TRAVEL DOCUMENT
	Old (if available) and current valid passports (expiry date is three months longer than that of the visa requested but please consider the 6 months validity as required by the Philippines Bureau of Immigration)
	Photocopy of Biographical page and last page of the valid passport, previous visa and immigration stamps in all countries
4.	DOCUMENTATION PROVING THE STATUS OF PUBLIC OFFICIAL OR INTERNATIONAL ORGANIZATIONS SENT IN ITALY IN THE PERFORMANCE OF THEIR DUTIES
	If employed, Certificate of Employment & approved Leave of Absence
	For applicants who are Government Staff, Approved Travel Authority
	Original and photocopy of Letter of Endorsement from the local counterpart.
	If applicable, original and photocopy of the Bank Certificate
5.	INVITATION
	<ul style="list-style-type: none"> • Original and photocopy of Invitation Letter from the International Organization • Note Verbale, When applicable
6.	AVAILABILITY OF ACCOMMODATION
	Hotel booking under the name of the traveler
7.	HEALTH INSURANCE
	Travel Health Insurance with coverage of at least 30,000 euros (<u>with 15 days allowance beyond travel period</u>) for expenses for emergency hospitalization and repatriation expenses, valid throughout the Schengen area, to be chosen only among those offered by the Schengen accredited Insurance companies listed here
8.	PROOF OF TRAVEL
	Day to day Itinerary & confirmed round trip flight booking
9.	VISA FEE
	To be determined

Notes:

- *Only visa applications whose intended date of travel is within three (3)months from the time of application will be accepted*