



BUSINESS VISA

SCHENGEN TYPE C (UP TO 90 DAYS)

Business visas permit entry for short stays for economic and commercial purposes, including the initiation or conclusion of commercial negotiations, the training in or inspection of capital goods that have been purchased or sold, related professional training and development activities, and participation in trade fairs and industry exhibitions.

It is essential that the applicant qualifies as an economic or commercial operator.

Maximum processing time: 15 days, which may be extended to up to 45 days in the cases provided for under Article 23 of the Visa Code.

CHECKLIST

- 1. VISA APPLICATION FORM:** Download and complete the [Schengen Visa Application Form](#). Do not leave any fields blank; where a field is not applicable, indicate "N/A".
- 2. PHOTOGRAPH:** One recent colour passport-sized photograph (3.5 × 4.0 cm) compliant with [ICAO](#) standards, with a white background and both ears visible.
- 3. TRAVEL DOCUMENT:** A valid current passport (and any previous passports, if applicable). The passport must remain valid for at least three months beyond the expiry date of the requested visa. A remaining validity of at least six months is recommended, in accordance with the requirements of the Philippine Bureau of Immigration.
 - a. A photocopy of the passport's biographical data page.
- 4. COPY OF THE TRAVEL ITINERARY**
- 5. EVIDENCE OF THE APPLICANT'S FINANCIAL MEANS:** Personal or company bank certificates, bank passbooks, bank statements demonstrating regular income, credit card statements, or proof of available balance covering the previous three months.
- 6. EVIDENCE OF BUSINESS ACTIVITY:**

- a. **Employer's Certificate:** A letter from the Philippine company introducing the applicant, stating the purpose and duration of the visit, confirming financial responsibility for the trip, and providing a brief company profile;
- b. **Invitation Letter** from the host company or organisation containing:
 - i. the applicant's relevant personal details;
 - ii. the applicant's position or role;
 - iii. the duration of the visit;
 - iv. the purpose of the visit and the activities to be undertaken during the stay;
 - v. details of the party responsible for meeting the costs of the stay; and
 - vi. the name and position of the signatory.
- c. Evidence of recent business relations between the two companies (e.g. contracts or invoices).
- d. **For participants attending trade fairs, conferences, cultural events, or sporting events:** A personalised invitation letter containing the invitee's relevant personal details, official role, the name, contact details and position of the signatory, together with the purpose and duration of the visit or activity.

7. INVITATION LETTER FROM THE ITALIAN COMPANY (a template may be downloaded [HERE](#)), accompanied by:

- a. a copy of the company's **Chamber of Commerce Registration Extract** (*Visura Camerale*) issued within the last six months;
- b. a copy of the inviting person's identity document.

8. EVIDENCE OF EMPLOYMENT:

For employed applicants:

- a. Certificate of Employment;
- b. Approved leave authorisation or confirmation of leave;
- c. Most recent Income Tax Return.

For self-employed applicants:

- a. Proof of business registration with the **Department of Trade and Industry (DTI)** or the **Securities and Exchange Commission (SEC)**;
- b. Most recent Income Tax Return;
- c. Company's financial statements.

- 9. PROOF OF ACCOMMODATION:** Confirmation of a hotel reservation, hotel voucher, or a letter from the host guaranteeing accommodation.
- 10. TRAVEL MEDICAL INSURANCE:** Insurance with a minimum coverage of **EUR 30,000**, valid throughout the Schengen Area, covering emergency medical treatment, hospitalisation, and repatriation for the entire duration of the stay. The insurer must be included in the [list of accredited insurance providers](#).
- 11. VISA FEE:** Payment of the applicable visa application processing fee.

For non-Filipino applicants:

- 12.** A copy of the **Alien Certificate of Registration Identity Card (ACR I-Card)**, valid for at least three months beyond the intended date of departure from the territory of the Member States.

Please note: Visa applications cannot be accepted if the intended date of travel is more than six months after the date on which the application is submitted.