



**SEAFARER TRANSIT VISA
SCHENGEN VISA – TYPE C (UP TO 90 DAYS)**

CHECKLIST

- 1. VISA APPLICATION FORM:** Download and complete the the [Schengen Visa Application Form](#). Please do not leave any fields blank; indicate "N/A" where a question is not applicable.
- 2. PHOTOGRAPH:** One (1) recent [ICAO](#)-compliant colour passport-size photograph (3.5 × 4.0 cm), with a white background and both ears visible.
- 3. TRAVEL DOCUMENT:** Current valid passport (and any previous passports, where applicable). The passport must remain valid for at least three months beyond the expiry date of the visa requested. A remaining validity of at least six months is recommended, as required by the Philippine Bureau of Immigration.
 - a. Photocopy of the passport biodata page, previous visas, and all immigration stamps.
- 4. SUPPORTING DOCUMENTATION:**
 - a. Original and photocopy of the Seaman's Book, valid for at least one (1) year;
 - b. Original and photocopy of the employment contract authenticated by the POEA (Philippine Overseas Employment Administration);
 - c. Original and photocopy of the declaration issued by the shipping company in the Philippines;
 - d. Invitation letter from the maritime agency of the Member State where the seafarer will join the vessel. The signed invitation must bear the agency's official stamp and include the following information:
 - i. Full name of the seafarer;
 - ii. Place and date of birth, passport number, Seaman's Book number, including its date of issue and period of validity;
 - iii. Date of issue and period of validity of the invitation;

- iv. The seafarer's rank or position on board the vessel (for a group of seafarers, this information may be provided in a signed list bearing the agency's official stamp and attached to the invitation letter);
- v. Date of entry into the territory of the Member States and airport of entry;
- vi. Name of the vessel;
- vii. Port of embarkation;
- viii. Duration of the employment contract;
- ix. Itinerary to be followed by the seafarer in order to reach the Member State of destination;
- x. Name and address of the Philippine agency submitting the visa application and responsible for arranging the seafarer's transportation to the vessel upon arrival.

Additionally, **FOR FIRST-TIME JOINERS:**

- e. Certificate of completion of the Basic Safety Training course;
- f. Worker's Information Sheet.

FOR NON-PHILIPPINE SEAFARERS:

- g. Items (a) and (b) above do not apply. Instead, an employment contract with the Italian shipping agent indicating the duration of the contract must be submitted;
- h. The Italian shipping agent must send a copy of the Letter of Intent (LOI) by email to: vistimar.manila@esteri.it;
- i. Copy of the applicant's Philippine residence permit or Alien Certificate of Registration (ACR).

FOR SEAFARERS JOINING YACHTS:

- j. (For non-Philippine nationals) Employment contract indicating the duration of the contract;
- k. IMO Crew List (updated January 2015);
- l. Official yacht registration certificate;
- m. Official declaration indicating the total number of crew and passenger berths;
- n. Official declaration by the owner confirming that the yacht is **NOT FOR SALE**.

5. VISA FEE: Payment of the applicable visa application fee.