

SCHENGEN VISA

- ☐ Valid Passport
- ☐ Previous Passports (If applicable)
- ☐ Previous Stamps & Visa (If applicable)
- ☐ Passport Size Photo (2pcs) in White Background
- ☐ Cover Letter
- ☐ PSA Birth Certificate
- ☐ PSA Marriage Certificate (If applicable)
- ☐ Bank Certificate
- ☐ Bank Statement of the Latest 6 months
- ☐ Hotel or Accommodation Confirmation
- ☐ Daily/Weekly Itinerary

IF VISA APPLICANT IS AN EMPLOYEE:

- ☐ Signed Certificate of Employment
- ☐ Approved Leave of Absence (Private Employer) or Authority To Leave (Government Employer)
- ☐ Company ID
- ☐ PRC Card or IBP Card (If applicable)
- ☐ Income Tax Return – Form 2316 for individuals.

IF VISA APPLICANT IS AN BUSINESS OWNER:

- ☐ Provide all business permits in clear colored copies

- ☐ Provide SEC GIS page (If applicable)
- ☐ Income Tax Return – Form 2316 for individuals, Form 1701/ 1702 for companies.

IF VISA APPLICANT IS A FREELANCER

- ☐ BIR Form and OR
- ☐ Service Contracts
- ☐ PRC Card or IBP Card (If applicable)
- ☐ Income Tax Return – Form 2316 for individuals

IF VISA APPLICANT IS A MINOR

- ☐ Original copy of school certificate
- ☐ Colored photocopy of school ID

REQUIREMENTS

IF VISA APPLICANT IS INVITED

- ☐ Letter of Invitation
- ☐ Passport / Visa of Inviter
- ☐ Photos with Visa Applicant
- ☐ Stamps in the Philippines from last visit / see with the Visa Applicant
- ☐ If related by blood - Certificate showing blood relationship

IF VISA APPLICANT IS SPONSORED

- ☐ Letter of Sponsorship or Affidavit of Sponsorship
- ☐ Bank Certificate / Bank SOA / Pay slips
- ☐ Passport / Visa of Sponsor
- ☐ Photos with Visa Applicant
- ☐ Stamps in the Philippines from last visit / see with the Visa Applicant
- ☐ If related by blood - Certificate showing blood relationship

OTHERS (IF APPLICABLE)

- ☐ Letter of Refusal
- ☐ PWD ID
- ☐ Proof of Retirement
- ☐ Other documents necessary to the application