



Czech Embassy Manila

List of supporting documents to be submitted by applicants
for short stay visas in the Philippines

General requirements for all visa applicants:

1. Application form

Completed truthfully in English or Czech in print and signed by the applicant. Applications of minors have to be signed by their legal guardian.

2. Passport

Valid at least 3 months beyond the expiration date of the requested visa (exit of Schengen), at least 2 blank pages.

3. Visa fee

80,- Euro (adults) and 40,- Euro (minors from 6-12 years) plus service fee of VFS, payable in Philippine Peso on the application day at VFS. No visa fee for minors below 6 years and for spouses or minor children of EU nationals residing in the Czech Republic.

4. Passport Picture

Not older than 6 months, format 3,5 x 4,5 cm, color, no photoshop rework, light background, complying with ICAO guidelines, glued on the application form.

5. Passport Copy

First data page; minors need to submit a copy of their legal guardian's passport as well.

Non-Filipino applicants need to submit copies of their **valid residence status in the Philippines: re-entry permit and Alien Certificate Registration (ACR)**, valid at least 3months beyond the date of departure from the Schengen territory.

6. Previous Schengen visa

Not mandatory but helpful: if applicants traveled to other Schengen countries before and want to demonstrate their travel history, copies of previous Schengen visas can be submitted; copies of empty passport pages are not required.





7. All risk Travel Health Insurance

Valid for all Schengen countries and for the full duration of the intended stay, minimum coverage sum of 30.000,- Euro, travel insurance cannot be accepted if it excludes the coverage of a pandemic illness.

8. Proof of travel arrangements:

Flight reservation Copy of the round trip airline reservation, issued on the name of the traveler with complete itinerary.

9. Applicants financial means

Bank certification (original), bank books, personal bank statements showing regular income, credit card statements or balance covering the last 6 months. For minors: proof of parents or legal guardian's economic means.

10. Proof of ties in the Philippines

e.g. Proof of social security contributions, copy of real estate property (title-deed), proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate) which should be issued by the Philippine Statistics Authority (PSA)

11. Proof of occupation

- a. If employed: Certificate of employment, certificate of leave of absence, latest income tax return
- b. If self-employed: Proof of company registration issued by the Department of Trade Industry (DTI) or Securities Exchange Commission SEC registration of business, latest Income tax return, business financial statement.
- c. If pupil/student: Proof of enrollment, certificate of leave of absence if traveling during school year.

12. If traveling with spouse and/or children

- a. Marriage contract certified by the Philippine Statistics Authority (PSA).
- b. Birth certificates of children certified by the Philippine Statistics Authority (PSA).

13. Proof of accommodation

Confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host (invitation letter); printed on max. 2 pages.



14. Minors

- a. If traveling alone or with only one parent: written consent of the non-traveling parent/legal guardian or proof of sole custody of the traveling parent or legal guardian. If the name of the father does not appear in the PSA issued birth certificate, no consent is required.
- b. Copy of bio data page of parent(s) or legal guardian's passport.
- c. Birth certificate certified by the Philippine Statistics Authority (PSA)
- d. If traveling alone: Department of Social Welfare and Development (DWD) clearance.

15. Plus additional documents each travel purpose as follows:

1 Itinerary

Detailed day-to-day, itinerary of the planned trip, indicating arrival and departure in other Schengen countries

2 Proof of Sponsorship

Invitation Letter and proof of sponsor's financial means. Necessary if the applicant's financial means are not sufficient or the Embassy assesses the necessity.

3 Proof of Relationship

Such as birth certificate, marriage certificate, photocopy of the passports biodata page of the sponsor/host, any other proof of knowing each other personally.

BUSINESS, CULTURAL, SPORTS EVENT, STUDY or OFFICIAL VISIT

4 Certificate from the employer

Letter of the Philippine company introducing the businessperson, purpose of duration of the visit(s), financial cover of the visit, short company profile, etc.



organization

Letter should contain the following information:

- a. relevant personal data of the invited person,
- b. the invited person's function,
- c. Length of the visit,
- d. Purpose of the visit and activity to be undertaken during the stay
- e. Who is to cover the cost of the stay,
- f. Name and position of the countersigning person.

6 Proof of recent business contacts

Proof of continued business relation between the 2 companies (e.g. contracts, invoices), if relevant.

7 Participants in commercial fair, congress, cultural or sports events

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 countersigning person as well as the length and purpose of the visit or activity.

8 Study, research or other types of internship

- a. Certificate of admission or registration at an educational establishment for the purpose of attending academic or vocational courses, or
- b. Cover letter from the inviting company.

9 If applicable:

Proof of Sponsorship Necessary if the applicant's financial means are not sufficient or the Embassy assesses the necessity during visa process.

- Application must be submitted personally at VFS Global in Manila or Cebu. Once the applicant has obtained all necessary documents, please register for an appointment at <https://visa.vfsglobal.com/phl/en/cze/book-an-appointment>.
- Incomplete applications will be decided by the Embassy on the basis of the documents that were submitted, and may be rejected. The processing time of your visa application will be shorter if your documents are complete upon submission of the application.
- Foreign documents which were neither issued in the Philippines nor in the Czech Republic must be legalized or have an Apostille.
- Documents which are not in Czech or English language need to be translated by a recognized translator.
- Please note that the Embassy can request further documents.



SCHENGEN VISA - VISA FOR STAYS UP TO 90 DAYS -

Schengen visa for stays up to 90 days (one entry)	5,850- PHP
Schengen visa for stays up to 90 days (multiple entries)	5,850- PHP
Schengen visa for family members of EU citizens	free of charge
Schengen visa for stays up to 90 days - children under six years of age	free of charge
Schengen visa for stays up to 90 days - children over six years and under twelve years of age	2,925- PHP

CZECH VISA - VISA FOR STAYS OVER 90 DAYS

Application for long-stay visa for stays over 90 days	6,000 - PHP
Application for long-stay visa for stays over 90 days - children under six years of age	free of charge

RESIDENCE PERMIT FEES

Application for Long term residence permit	6000 - PHP
Application for Employee card	12,000- PHP
Application for the Blue card	12,000 - PHP

CONSULAR FEES

notarized copy (1 page) / translation verification	720 - PHP
signature verification	600 - PHP
passport application (adult)	2,880 - PHP
passport (kids up to 15 years old)	960,- PHP
Jeron Service Fee	3,,500 PHP



NOTE:

- ALL APPLICATION IS SUBJECT TO EMBASSY POLICIES.
- ALL DOCUMENTATION SERVICE MUST BE PAID PRIOR TO APPLICATION REGARDLESS OF RESULTS
- JERON TRAVEL WILL NOT BE HELD RESPONSIBLE FOR YOUR DOCUMENT/APPLICATION RESULTS.
- EMBASSY MAY REQUIRE THE APPLICANT TO PROVIDE ADDITIONAL DOCUMENTS OR SUPPLEMENTARY MATERIAL, OR REQUIRE AN INTERVIEW WITH THE APPLICANT.

Requirements as of June 26, 2025

