

CHECKLIST FOR TOURIST VISA

APPLICANT NAME: _____ **Date:** _____
(Surname and Firstname in block letters only) (dd/mm/yy)

CHECKLIST: The following documents are required and should be submitted to VFS Global or the Embassy on the day of application. Photocopies must be clear and readable. Arrange your documents according to the list. Check the boxes to confirm the submission of your documents.

	ENTRY VISA APPLICATION FORM
<input type="checkbox"/>	1. Download and fill up the following “Schengen Visa” Form <i>(Please DO NOT leave blanks in the form. Indicate “NA” if answer is not applicable.)</i>
	PHOTO
<input type="checkbox"/>	2. One (1) recent passport-sized or 2x2 inch colored ICAO standard photo with white background (ears should be exposed and with collared shirt/blouse)
	TRAVEL DOCUMENT
<input type="checkbox"/>	3. Old (if available) and current valid passport (expiring date must be three months longer than visa requested period. Please consider a 6-month validity as required by the Philippine Bureau of Immigration)
<input type="checkbox"/>	4. Photocopy of Biographical page of the valid passport
	PROOF OF TRAVEL ARRANGEMENTS
<input type="checkbox"/>	5. Detailed day to day itinerary of the planned trip
	PROOF OF APPLICANT’S FINANCIAL MEANS
<input type="checkbox"/>	6. Bank certification, bank books, personal bank statements showing regular income, credit card statements or balance covering the last six months
<input type="checkbox"/>	<u>For Minor</u> 6.a Proof of parent’s or legal guardian’s economic means (cf. the above)
	PROOF OF TIES IN THE PHILIPPINES
<input type="checkbox"/>	7. Proof of social security contributions
<input type="checkbox"/>	8. Copy of real estate property/title/ dead
<input type="checkbox"/>	9. Proof of family ties in the Philippines (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA)
	PROOF OF OCCUPATION
<input type="checkbox"/>	<u>If employed</u> 10.a Certificate of Employment 10b. Certificate of Leave of absences 10c. Latest Income Tax Return

<input type="checkbox"/>	<u>If self-employed</u> 10d. Proof of company registration issued by Department of Trade Industry / Securities Exchange Commission registration of business 10e. Latest income Tax Return 10f. Business Financial Statement
PROOF OF ACCOMODATION	
<input type="checkbox"/>	11. Confirmation of hotel booking, hotel voucher or letter of promise of accommodation by the host
HEALTH INSURANCE	
<input type="checkbox"/>	12. Travel Health Insurance of EUR 30,000 minimum coverage (with 15 days of allowance beyond travel period) and valid throughout Schengen area for emergency hospitalization and repatriation expenses. The insurer has to be from the following list of accredited companies
MINORS	
<input type="checkbox"/>	<u>If traveling alone or with only one parent</u> 13. Written consent of non-travelling parent/legal guardian or proof of sole custody on the travelling parent or legal guardian (Please note that NO CONSENT is required if the father's name DOES NOT appear on the PSA issued birth certificate) 14. Copy of bio date page of parent(s) or legal guardian's passport 15. Birth Certificate certified by PSA 16. Department of Social Welfare and Development clearance (only if the minor is travelling alone)
<u>OTHERS</u>	
<input type="checkbox"/>	<u>If Travelling with Spouse and/or children</u> 17. Marriage contract certified by PSA 18. Birth Certificate of children certified by PSA
<input type="checkbox"/>	<u>For non-Philippine applicants</u> 19. Copy of Alien Certificate Registration valid atleast three months beyond the date of departure from the territory of the Member State
Visa Fee	
<input type="checkbox"/>	Visa Processing Fee in Cash

NOTE: Only Visa Applications whose intended date of travel is within 6 months from the time of application will be accepted.

(Applicant Signature and Date)

FOR VFS USE ONLY

Comments from VFS officer (if Any)

