CHECKLIST - VISIT OTHER RELATIVES/FRIENDS	

IMPORTANT REMINDERS BEFORE YOUR APPOINTMENT	PASTE PHOTO HERE

IMPORTANT REMINDERS BEFORE YOUR APPOINTMENT

> Applicant must ensure that mandatory requirements are complete.
> Supporting documents should be submitted to strengthen the purpose of application.
> Check the boxes to confirm which documents you are submitting.
> Bring all your ORIGINAL DOCUMENTS for checking.
> Photocopies must be clear and readable. Remove staple wires and paper clips from your documents.

PASTE PHOTO HERE

DATE OF APPLICATION: _____
(dd/mm/yy)

NAME OF APPLICANT: _____
Last Name   First Name   Middle Initial

✔ GENERAL REQUIREMENTS

☐ *Cover letter* must be printed from the Application Portal and signed by the applicant. It has the receipt number which serves as the applicant's proof of payment

☐ *One (1) passport sized photo with white background and not older than 6 months.* Edited photos are not accepted. Paste your photo (do not staple) on the upper right corner of the Checklist

☐ *Original passport* must have at least 2 unused pages (if approved, the visa will be affixed on said page/s). It should also be valid for at least 3 months after planned departure from the Schengen Area

☐ *Photocopy of original passport* - biopage and used pages (with visas and stamps)

☐ *For visiting relative - signed letter of invitation*

☐ *For visiting friends - signed letter of invitation* - shoud give detailed information on when, where and how you met; how long yo

☐ *Photocopy of the passport biodata page of your relative/friend*

☐ *Photocopy of the recent residence permit/card of your relative/friend (if not a Nordic citizen)*

☐ <u>*For visiting friend*</u> - photocopy of your friend's passport with immigration stamps to prove time spent together
<u>*For visiting relative*</u> - photocopies of PSA birth certificates, marriage certificates, etc. to prove your relationship

☐ *Proof of sufficient funds of applicant (or parents/legal guardian if applicant is under age of 18)* – original bank certificates/transcripts and photocopy of credit card statements for the last 6 months

Or - if the applicant does not have sufficient means

☐ *Proof of sponsorship or (for Norway) UDI Guarantee Form for Visit plus photocopy*

☐ *Documentation of own means/properties of applicant (if applicable)* - photocopy of land titles

☐ *Proof of family ties* - photocopies of your PSA Marriage Certificate and/or Birth Certificates of your children (if applicable)

☐ *If currently employed* - original Certificate of Employment or photocopy of work contract stating position, length of service, salary, and duration of approved leave of absence

☐ *If self-employed* – photocopy of DTI Business Name Registration Certificate or SEC registration and latest income tax statement

☐ *If currently a student* - original certification of enrolment from the school. If you will be going on a holiday during summer or semestral break, submit a certification of reservation or certification of enrolment to prove that you are enrolled for the next school year/semester. If travelling during the school year, a certificate of leave of absence from the school should also be submitted

☐ *For non-Filipino applicants with valid residence status in the Philippines* – photocopy of Alien Certificate Registration (ACR) and re-entry permit

☐ *Photocopy of roundtrip airline ticket reservation* - Do not pay for/buy the ticket until a visa has been granted. Note: If the application is approved, the visa will be issued according to your roundtrip airline ticket reservation

☐ *Photocopy of travel medical insurance* - may be bought from an insurance company in the accredited list; should be valid in all Schengen States and cover the entire period of the person's intended stay or transit. The minimum coverage shall be EUR 30,000

☑ **ADDITIONAL MANDATORY REQUIREMENTS FOR MINORS (under the age of 18)**

☐ *Affidavit of support and consent of parents or legal guardian*

☐ *Photocopy of DSWD travel clearance*

☐ *Photocopy of parent's/ legal guardian's passport or government ID*

I hereby confirm that all the information stated and supporting documents are true and correct.

Signature of applicant	Place, Date

FOR VFS USE ONLY

TO BE ANSWERED DURING THE APPOINTMENT IF THERE ARE LACKING DOCUMENTS:

☐ **I decided NOT to submit my application because of lacking documents. I am willing to rebook my appointment.**
Note: Proceed to VFS website and **rebook your appointment**. No need to pay again.

☐ **I decided to submit my application eventhough there are lacking documents. I am also aware that there is a risk in my visa application being rejected.**

Signature of applicant	Place, Date