

## CHECKLIST - BUSINESS TRIP, OFFICIAL VISIT, CULTURAL OR SPORTS EVENT

### IMPORTANT REMINDERS BEFORE YOUR INTERVIEW

- > 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)
- Certificate from employer** – original letter from the Philippine company introducing the applicant, purpose and duration of the visit, short company profile, etc. It should also have information on who will guarantee the travel expenses
- Invitation from the host company** – letter should be written on the company's official letterhead and signed by the authorized representative of the company. It should have the relevant personal data of the applicant, length of stay, reason, and activity to develop during the visit
- For participants in commercial fairs/congress or cultural/sports events** – letter of invitation from the organization
- Proof of accommodation** - photocopy of hotel booking/voucher
- Proof of sufficient funds of applicant** – original bank certificates/transcripts and photocopy of credit card statements for the last 6 months
- 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

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 INTERVIEW SCHEDULE**

I decided not to submit my application because of lacking documents. I am willing to rebook my appointment.

Note: Proceed to Application Portal 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