

CHECKLIST - SEAFARER JOINING VESSEL

DATE OF APPLICATION:

(dd/mm/yy)

NAME OF APPLICANT:

Last Name

First Name

Middle Initial

PASTE PHOTO
HERE

CHECKLIST - TRANSIT



Cover Letter - can be printed from the Application Portal (if application has been successfully registered online)

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 Cover Letter.

Photocopy of Original Passport - biopage and used pages (with visas and stamps)
Original passport should be submitted along with the application. It 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 Schengen Area.

Original Seaman's book

Letter of invitation from the principal in Estonia/Finland/Iceland/Norway/Sweden
Should be written on the company's letterhead and duly signed by the authorized representative from Estonia/Finland/Iceland/Norway/Sweden indicating the seafarer's name, date of birth, passport number, seaman's book number, date of issue, period of validity, seafarer's position in the vessel, name of vessel, date of joining, as well as the name, address, and contact information of the local manning/agent

Photocopy of Contract of Employment signed by both employer and employee (signed and stamped by POEA)

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

Photocopy of Airline Ticket Reservation - Do not pay/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.