

## CHECKLIST FOR FAMILY/FRIENDS VISIT VISA

<b>Name:</b> _____ ✓ <b>Passport No.</b> _____ ✓ <b>Attending CSR:</b> _____		<b>Purpose of Visit:</b> _____ ✓ <b>Contact Nos.:</b> _____ ✓ _____ ✓ <b>Email address:</b> _____ ✓	
<b>Requirements</b>		<b>Remarks</b>	
	<b>ENTRY VISA APPLICATION FORM</b>		
<b>1.</b>	Download and fill up the following <b>"Schengen Visa" Form</b> ( <i>Please <b>DO NOT</b> leave blanks in the form. Indicate "NA" if answer is not applicable.</i> )		
	<b>PHOTO</b>		
<b>2.</b>	One (1) recent <b>passport-sized</b> or <b>2x2 inch colored</b> ICAO standard <b>photo</b> with white background (ears should be exposed and with collared shirt/blouse)		
	<b>TRAVEL DOCUMENT</b>		
<b>3.</b>	<b>Old</b> (if available) and <b>current valid passport</b> (expiring date must be three months longer than visa requested period. <b>Please consider a 6-month validity</b> as required by the Philippine Bureau of Immigration)		
<b>4.</b>	<b>Photocopy of Biographical</b> page of the passport		
	<b>PROOF RELATIONSHIP</b>		
<b>5.</b>	<b>Proof of sponsorship</b>		
<b>6.</b>	<b>Proof of relationship</b> such as birth certificate, marriage certificate or photocopy of the biodata page of the sponsor's passport		
	<b>PROOF APPLICANT'S FINANCIAL MEANS</b>		
<b>7.</b>	<b>Bank certification, bank books, personal bank statements</b> showing regular income, credit card statements or balance covering the last six months		
	<u><b>For minors</b></u> 7a. <b>Proof of parents' or legal guardian's economic means</b> (cf. the above)		
<b>8.</b>	<b>Proof of social security contributions</b>		
<b>9.</b>	<b>Copy of real estate property-title-deed</b>		
<b>10.</b>	<b>Proof of family ties in the Philippines</b> (e.g. birth certificate of children or marriage certificate). These certificates should be issued by the Philippine Statistics Authority (PSA)		
<b>11.</b>	<b>PROOF OF OCCUPATION</b>		
	<u><b>If employed</b></u> 11a. <b>Certificate of Employment</b> 11b. <b>Certificate of leave of absence</b> 11c. <b>Latest income tax return</b>		
	<u><b>If self-employed</b></u> 11d. <b>Proof of company registration issued by Department of Trade Industry/Securities Exchange Commission registration of business</b> 11e. <b>Latest income tax return</b> 11f. <b>Business financial statement</b>		

	<b>PROOF OF ACCOMODATION</b>	
12.	Confirmation of hotel booking, hotel voucher or letter of promise of accommodation by friend/family	
	<b>HEALTH INSURANCE</b>	
13.	Travel Health Insurance of EUR 30,000 minimum coverage (with 15 days allowance beyond travel period) and valid throughout Schengen area for emergency hospitalization and repatriation expenses. The insurer has to be from the list of accredited companies	
14.	<b>MINORS</b>	
	<u><b>If travelling alone or with only one parent</b></u> 14a. <b>Written consent of non-travelling parent/legal guardian</b> or proof of sole custody of the travelling parent or legal guardian (Please note that <b>NO CONSENT</b> is required if <b>father's name DOES NOT appear</b> in the PSA issued birth certificate) 14b. <b>Copy of bio data page of parent(s) or legal guardian's passport</b> 14c. <b>Birth Certificate</b> certified by PSA 14d. <b>Department of Social Welfare and Development clearance (ONLY</b> if the minor is travelling alone)	
15.	<b>OTHERS</b>	
	<u><b>If travelling with spouse and/or children</b></u> 15a. <b>Marriage contract</b> certified by PSA 15b. <b>Birth certificates</b> of children certified by PSA	
	<u><b>For non-Philippine applicants</b></u> 16a. <b>Copy of Alien Certificate Registration</b> valid at least three months beyond the date of departure from the territory of the Member State	
	<b>VISA FEE</b>	
17.	Visa Processing Fee + Service Fee in Cash (Personal Appearance at VIA Centre) or Managers Check payable to "PIASI" (application through Courier Service)	
Delivery address		✓

**IMPORTANT:**

1. The applicant has confirmed that he/she has no other documents to submit.
2. The applicant was advised that failure to submit all necessary documents may result in the application being refused, but he/she has chosen to proceed with the application.

<b>Name of Applicant</b>	✓
<b>Signature</b>	✓
<b>Date</b>	✓
<b>Contact Nos.</b>	✓

**Notes:**

- The Consul may request additional requirements upon evaluation of the file
- Only visa applications whose intended date of travel is within six (6) months from the time of application will be accepted