

SCHENGEN VISA REQUIREMENTS

EMPLOYED

BASIC REQUIREMENTS

- **Passport**
 - 6 months valid from the date of travel.
 - Should be E-Passport already with a chip-like image on the outside cover, old passport cannot be accepted by the Embassy Submit original Old passport if used within the last five years
 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Original Employment Certificate**
 - Must include applicant's position, date hired, compensation, address, date of certificate issuance, office landline number & email address
 - Photocopy of Company Identification Card
- **Original Personal Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average daily balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3 months
- **Photocopy of whole pages Latest Individual Income Tax Return (ITR)**
 - Form 2316 With personal tax identification number
- **Copy of PRC Card or IBP Card (if applicable)**
- **Photocopy of Credit Card and Statements (if applicable)**
- **Copy of Properties: Land Title, Car Registration, etc (if applicable)**

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SCHENGEN VISA REQUIREMENTS

BUSINESSMAN

BASIC REQUIREMENTS

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 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Photocopy of Business registration from SEC or DTI**
 - Must be in complete set, including the name of the incorporators, etc.
- **Photocopy of Updated Mayor's Business Permit**
- **Original Personal Bank Certificate**
 - • Must include account type, current balance, account opening date, 6 months average daily balance
 - Available balance should be at least Php 300,000.00
- **Original Bank Statement**
 - Original or certified true copy of bank statement for the last 3-6 months
- **Photocopy of whole pages Latest Individual Income Tax Return (ITR)**
 - Form 1701/ 1702 With personal tax identification number and receipt
- **Copy of PRC Card or IBP Card (if applicable)**
- **Photocopy of Credit Card Statements and Limits (If applicable)**

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SCHENGEN VISA REQUIREMENTS

UNEMPLOYED - SPOUSE

BASIC REQUIREMENTS

- **Passport**
 - 6 months valid from the date of travel.
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 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.
- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Sponsor's Documents, whichever is applicable (as Employee or Businessman)**
- **Copy of Alien Certificate Registration (ACR)**
 - For Non-Filipino Applicants
- **Letter of invitation if Invited by Family/Friends**
 - Length of travel and relationship to each other
 - Evidence of Sponsor's Immigration status in the UK (Citizen ID, Copy of Passport, Bank Statement of the person paying for the trip, Sponsor accommodation details)

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SCHENGEN VISA REQUIREMENTS

RETIREE, SENIOR & PWD's

BASIC REQUIREMENTS

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 - Double check the passport and make sure that there is at least one (1) free page to place the visa (if approved).
 - Ensure your passport is self-signed.
- **Photocopy of passport's first page (ID page) and visa or arrival stamps to any countries within the last 5 years**
- **1 Passport sized picture with white background**
- **Completely filled-out computerized visa application form with signature that is hand written printed in A4.**
 - The font to be used should be Arial with the size of 12 for the visa application form.
 - Be sure to double check if there is wrong spelling, or birth date.
 - Be sure that the contact number is correct and can be contacted.

- **Original PSA Birth / Marriage Certificate**

OTHER REQUIREMENTS

- **Photocopy of PWD, Senior Citizen Identification Card / Certificate of Retirement**
- **Original Bank Certificate**
 - Must include account type, current balance, account opening date, 6 months average daily balance
- **Original Bank Statement**
 - Original or certified true copy of bank statement/passbook for the last 3 months
- **Copy of Alien Certificate Registration (ACR)**
 - For Non-Filipino Applicants
- **Letter of invitation if Invited by Family/Friends**
 - Length of travel and relationship to each other
 - Evidence of Sponsor's Immigration status in the UK (Citizen ID, Copy of Passport, Bank Statement of the person paying for the trip, Sponsor accommodation details)

Optional: Photocopy of other proof of funds such as Land titles, Vehicle registration, Pension Certificate, Country Club or Golf Club, Stocks, Credit Card Statements and Limits (if applicable)

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